

TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

6th September 2022 at 7.00pm

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MOORE (MM) (CHAIR), POUND (SP), STENTIFORD (TS), TAGG (MT), TOLMAN & WATSON

OFFICERS: TOWN CLERK (TC), OPERATIONS MANAGER (OM)

	Minutes	Action
1.	APOLOGIES Cllrs Morgan and Smith	
2.	MINUTES Approval of the minutes of 5th July 2022. Proposed by Cllr Tagg seconded by Cllr Long and unanimously agreed to accept the minutes as a correct record of the proceedings. RESOLVED	
3.	MATTERS ARISING None	
4.	DISCLOSURES OF INTEREST To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct None	
5.	DISPENSATIONS None.	
6.	FOR DISCUSSION/DECISION – To discuss the Operation Manager’s report, (previously circulated), namely maintenance work completed and scheduled; agree any course of action, per the recommendations. Noted Cllr Watson queried the situation with the fridge and freezer in the kitchen. It was explained that, currently, the appliances are only switched on when required. The Operations Manager reported that they had recently undergone a service and were in good condition for their age. It was advised that, although they may be oversized for their current usage, they were essential for a commercial kitchen of this size which can accommodate catering for large events.	
7.	FOR DISCUSSION/DECISION – Windows and doors throughout the complex The Clerk reported that there were some concerns over the older windows within the complex. The seals were deteriorated and potentially letting out heat. The older windows also had seals on the outside which posed a potential security issue. She also reported that the back door did not fit properly and was allowing heat to escape the building.	

	<p>A lengthy discussion took place.</p> <p>Resolved. Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to have all the older windows and the back door professionally assessed and only remedy those requiring urgent attention. Three quotes would be obtained to carry out only the urgent remedial works.</p>	OM
8.	<p>FOR DISCUSSION/DECISION - to consider installing a microphone and speaker system between the main foyer and the office to alleviate aural issues that staff are experiencing.</p> <p>The Clerk reported that office staff and customers were having difficulty hearing each through the Perspex. A port hole membrane had been fitted at installation but this was not fit for purpose.</p> <p>A discussion took place.</p> <p>Resolved. Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to get three quotes for the installation of a microphone/speaker system and bring back to the next available meeting.</p>	OM/TC
9.	<p>FOR DISCUSSION/DECISION - to consider installing a water cooler in the main reception foyer</p> <p>The Operations Manager reported that some customers and staff had suggested that a water cooler in the main foyer would be a welcome addition to the complex. He provided one quote that had been obtained.</p> <p>A discussion took place with regards to financial spending on unnecessary additions to the facilities, especially in the current economic climate.</p> <p>Resolved. Proposed by Cllr Gold seconded by Cllr Brooks and unanimously agreed not to move forward with this request as there seemed no requirement for it at present. (8 support, 1 abstention)</p>	
10.	<p>FOR DISCUSSION/DECISION – to consider obtaining quotes to have the Town Hall floor professionally sanded and re-sealed.</p> <p>The Clerk reported that she had received a communication from a professional floor refurbishment company offering sanding and re-sealing services for floors such as that in the Town Hall. As the floor in the Town Hall and not been professionally refurbished for some years she suggested that the Committee look in to having this work carried out to enhance the facility.</p> <p>A discussion took place.</p> <p>Resolved. Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to obtain three quotes for this type of remedial work and bring back to the next available meeting.</p>	OM
11.	<p>FOR DECISION - To discuss any issues concerning the TOWN MARKET. Specifically signage and how we can promote the events more widely.</p>	

	<p>The Town Clerk advised that there had been some social media activity about the poor advertising of the Sunday market. Although banners were put up around the town, notices on the Town Council website and facebook page and an advert in the newsletter, some were still unaware that the market takes place. She and the Administration Officer put together some ideas for further advertising and this were reported to the committee.</p> <p>Discussions took place around ensuring that current banners were taken down and re-erected a week before the market. The thought being that people became 'blind' to them when they were permanently up. It was suggested that the Lions be contacted to seek permission to use the Honey Fair stations in the four locations around the town. Cllr Watson suggested using Eventbrite for advertising the event. Another suggestion was to contact local newspapers for quotes for advertising.</p> <p>Cllr Long suggested that a marketing strategy be created for all Town Council organised events.</p> <p>Resolved. Proposed by Cllr Long seconded by Cllr Brooks and unanimously agreed that the Chair, Cllr Gold, the Clerk, Operations Manager and the Administration Officer meet to put together a marketing strategy to bring back to the committee for approval.</p>	
12.	<p>FOR DISCUSSION/DECISION – to consider possible funding opportunities from Cornwall Council to reduce the Town Council’s carbon footprint and to reduce utility costs.</p> <p>Cllr Tagg reported that Cornwall Council had released possible scheme to reduce utility costs and carbon footprints. He had also received information on this from the CLO and Sam Jackman. The scheme would support the free installation of solar panels, maintenance and responsibility over a 25 year period and allow the Town Council to purchase electricity at a dramatically reduced cost. Cllr Tagg has expressed an interest in the scheme and is waiting on a response. There will be no financial outlay for the Council and he will update when he has more information.</p> <p>Noted.</p>	MT
12.	<p>FOR DISCUSSION - Pannier Market units update. To include current occupancy and recent electrical inspection report.</p> <p>The Clerk updated the committee on the current position.</p> <p>Unit 4 – the unit is now vacant and an expression of interest from another existing tenant had been received. Their intention would be to use the unit for storage. A discussion took place.</p> <p>Resolved. Proposed by Cllr Brooks seconded by Cllr Tagg and agreed to allow this tenant to rent the unit under the usual tenancy terms. (8 support, 1 against)</p> <p>Unit 5 - The Clerk went on to advise the tenant of unit 5 had decided to remain in situ and use the unit for office space and storage.</p> <p>Noted</p>	TC

	<p>Unit 18 – The Clerk reported that she had met with a representative from Cornwall Council who had requested that a flexible break clause be inserted in the lease, which was due to be renewed.</p> <p>A discussion took place.</p> <p>Resolved. Proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed that a flexible break clause would not work for the Town Council and that the current break clause should remain in the renewed lease.</p> <p>The Clerk went on to explain that a quote had been received for remedial electrical works over all units.</p> <p>Resolved. Proposed by Cllr Gold seconded by Cllr Long and unanimously agreed that the Town Council accept this quote and arrange for the works to be carried out as a matter of urgency. Due to the urgency of this matter it was agreed that only one quote would be permissible on this occasion.</p>	<p>TC</p> <p>TC</p>
<p>13.</p>	<p>FOR DISCUSSION – to consider any completed Statements of Works</p> <p>No Statement of Works had been received.</p>	
<p>14.</p>	<p>ANY OTHER <u>URGENT</u> BUSINESS</p> <p>Youth Transfer Agreement. The Clerk reported that a draft Youth Transfer Agreement had been received from Cornwall Council officiate the transfer of the Youth monies. A query had been raised by Cornwall Council with regard to retain on of the clauses relating to further funds/investments being added to the fund by the Town Council and/or donees.</p> <p>Resolved. Proposed by Long seconded by Tagg and unanimously agreed to keep the clause in the Agreement and to give the Town Clerk and/or RFO delegated authority to sign the lease when the final copy was received.</p> <p>Flat roof over the office – the Operations Manager reported that there still issues with this roof. The original roofing contractor, employed previously to install a fiberglass roof had not carried out a professional job and therefore the roof was fit for purpose. He suggested obtaining quotes for other contractors to re-do the work and possibly seek reparation from the original contractor.</p> <p>Resolved. Proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to get quotes for a felt roof and fiberglass roof to compare the differences in cost, if any. The Clerk was also asked to contact the original contractor to seek compensation.</p>	<p>TC</p> <p>OM</p>

	<p>Public Spaces Protection Order - Cllr Gold queried whether the town was still covered by this as there had been recent social media comments that it was not.</p> <p>The Town Clerk agreed to look into this and contact the Community Link Officer for clarification.</p> <p>Halloween Disco – Cllr Gold reported that this was going ahead and help from other Councillors was required.</p> <p>Cllr Tolman reported that no meetings usually took place on the day before Honey Fair due to Honey Fair prep and non-availability of Councillors.</p>	<p>TC</p> <p>TC</p>
15.	Date of next meeting Tuesday 11th October 2022. (Date change due to Honey Fair)	
16.	There being no further business the meeting was closed at 8.13pm	