



TOWN HALL & PREMISES COMMITTEE

Date: 11th October 2022

Venue: Council Chamber

Time: **to follow the Planning Committee meeting**

Enquiries: Town Hall - Tel: 01579 384039

Portreeve & Mayor: Cllr Mike Tagg

Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE (CHAIR), MORGAN, POUND, STENTIFORD, SMITH, TOLMAN & WATSON

1. APOLOGIES

2. MINUTES

Approval of the minutes of 6th September 2022.

3. MATTERS ARISING

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.

5. DISPENSATIONS – To consider any requests for dispensations.

6. FOR DISCUSSION/DECISION – To receive the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations. **(see addendum 1.0 below)**

7. FOR DISCUSSION/DECISION – Unit 11, Pannier Market - Request from the proprietor of Lost Surfers to paint a mural on the outside wall of the– **(see design of the mural in addendum 2.0 below)**

8. FOR DISCUSSION/DECISION - Unit 18, Pannier Market - to consider the request from Cornwall Council, the tenant at Unit 18 in the Pannier Market, to update their lease to a three year lease with a break clause on the first anniversary and annually thereafter. Their lease is currently due for renewal.

9. FOR NOTING - Units 13 & 14, Red Panda – an update on the gas inspection

10. FOR DISCUSSION/DECISION – Hire of the Town Hall on Christmas Day to provide a Christmas meal and activities to those who would otherwise be on their own at Christmas

11. FOR DECISION – Request for the use of the marquees for the Christmas festivities – Cllr Gold to lead

12. FOR DISCUSSION/DECISION – to consider increasing the charge to hirers for the laundering of the table cloths to cover costs and to bring in a charge for storage of hirer's equipment.

13. **FOR DISCUSSION** - To discuss ways to support the Shared Prosperity Bid.
14. **FOR DISCUSSION/DECISION** – to consider offering the facilities as a warm space as part of the Warm Spaces Initiative **(see addendum 3.0 below for link to the organisation's website)**
15. **ANY OTHER URGENT BUSINESS**

Jo Taylor - Town Clerk
4th October 2022

Supporting information

Addendum 1.0 – Operations Manager report

Town hall Meeting Update

Date of Meeting 11.10.22

Town hall staff	UPDATE	STATUS
Weeding and clearing of external town hall areas	External areas have now had a layer of wood chip put down to over winter and reduce weed growth.	Ongoing
Ongoing management of bookings including cleaning	Nothing to note.	Ongoing
Town hall maintenance update		
5 year electrical test	All facilities have now been tested. Remedial works for pannier market, cemetery workshop and heritage centre have now been approved and contractor instructed current lead time 6-8 weeks. Town hall work start on Monday 10 th October with replacement of the main distribution boards.	Ongoing
Kitchen improvement	Improvement works to kitchen ventilation system are scheduled for early September	complete
Town hall replacement windows	Windows have now been manufactured. Waiting on installation date from supplier.	Ongoing
Roof insulation	Some additional roof insulation will be installed over the council chamber to give us the correct depth throughout the town hall.	complete
Pannier market maintenance update.		
Inspection	Annual inspection of pannier market units will take place early September	complete

Report compiled by George du Plessis – Operations Manager

Addendum 2.0 – design of proposed mural



Addendum 3.0 – Warm Spaces Initiative

[Warm Spaces](#)