



TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

7th February 2023 at 6.30pm

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MOORE – CHAIR (MM), (SP), SMITH (MS), TOLMAN, WARD (PW) & WATSON (PW)

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

	Minutes	Action
1.	APOLOGIES Cllr Pound	
2.	MINUTES Approval of the minutes of 10th January 2023. RESOLVED Proposed by Cllr Gold seconded by Cllr Brooks and unanimously agreed to accept the minutes as a correct record of the proceedings.	
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 – Levelling Up Grant update – RFO to report At previous meetings of the Council it has been agreed that a bid could be submitted to the first tranche of the Levelling Up Grant for an awning in the Pannier Market, based on no cost to the Town Council. Upon scrutiny of the grant conditions it became apparent that, in fact, there would be costs involved to the Town Council. Therefore, a decision was taken by the RFO, in consultation with the Town Clerk and Chair, that now was not the right time to proceed with this bid and to bring the matter back to Council, to agree what finance would be provided by the Town Council. The Pannier Market awning project would still be an aspiration but at another time through future funding opportunities. Initially, it was projected that there would be no cost to the Council if this bid was successful. However, various concerns have been identified by the RFO; cash flow was a key concern. In addition, three quotes were required for the bid to comply with procurement procedures; three quotes had been received but were not	

	<p>comparable. There was also a grey area regarding the VAT on the project. The evidence for the need of an awning has been identified but this evidence is not strong, another possible pitfall. There is also no contingency built into the bid which the Town Council would have to pick up. The RFO had received advice from Cornwall Council on all of these concerns and some had been alleviated in part.</p> <p>The second tranche of funding, which is larger than the first, will be open in April 2023. The RFO stated that, if a bid was to be submitted for this project, the Council would need to understand, and agree, that a contingency must be built in (approx. 20-25%) and how it would be financed (whether it could form part of the bid, or to be provided by the Town Council). Agreement would be needed that a gross claim (including the VAT) to mitigate any ambiguity concerning the VAT. Three robust, comparable quotes to comply with the procurement procedures would need to be sought and the Council would need to acknowledge that they would have to cash flow the entire project. Noted.</p> <p>Discussions took place and queries were raised. The RFO would seek clarification on the queries so that the Council could make an informed decision on whether to submit a bid to the second tranche of funding.</p>	
7.	<p>FOR DISCUSSION/DECISION - Town Hall toilets potential refurbishment. Both the ladies and gents toilets are in need of updating and remedial drainage works. To consider putting together a project scope in preparation of any funding opportunities that could soon be available.</p> <p>The Clerk explained the ongoing issues with smells emitting from the gent's toilets due to drainage issues. The drains were very old and blockages likely. Remedial work to rectify the problem could be in the region of £3-4k. However, with the likelihood of another tranche of funding available from the Levelling Up fund could an application be submitted to completely refurbish both ladies and gent's toilets? If costings and designs were put in place now, the Council would be in a position to submit an application as soon as the funding opportunity was announced. Discussions took place</p> <p>Resolved. Proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to have a survey of both toilets carried out by James Barron and bring back his observations and quotes to the Outside Services meeting in February.</p>	
8.	<p>FOR DISCUSSION/DECISION – to decide whether Coronation events held in the Town Hall and Premises should be chargeable</p> <p>The Clerk queried whether individual organisations should be charged for using the premises for Coronation events. Discussions took place</p> <p>Resolved. Proposed by Cllr Brooks seconded by Cllr Long and unanimously agreed that organisations would be charged but that grant applications to offset the hire charge would be considered.</p>	
9.	<p>FOR DISCUSSION/DECISION – to consider a proposal by the Town Forum that the Town Council organize and run the Coronation Live Streaming event in the Town Hall.</p> <p>The Clerk had been approached by the Town Forum to see if the Town Council would consider organising and running this event. Since that request the Town Forum have confirmed that they would run the event and that the Town Council would provide the</p>	

	audio and visual equipment. Noted	
10.	<p>FOR DISCUSSION/DECISION – to consider a request for the Town Forum to use the Pannier Market and marquees, for a Coronation Food Fair, on Sunday 7th May in conjunction with the Sunday Market.</p> <p>The Town Forum/Jane Hagan had submitted an application form for use of the Pannier Market and marquees for a Coronation Food Fair on Sunday 7th May. Marquees would be erected on Friday 5th May and dismantled in Tuesday 9th May by volunteers provided by the Town Forum. The event would be run in conjunction with the Sunday Market. Noted</p>	TC
11.	<p>FOR DISCUSSION/DECISION - to consider the purchase and installation of cigarette bins on the outside the Town Hall building</p> <p>A member of the public had requested that cigarette bins be installed outside the Town Hall building. A lengthy discussion took place.</p> <p>Resolved. Proposed by Cllr Gold seconded by Cllr Brooks and unanimously decided not to provide cigarette bins outside the building as it could be perceived as encouraging smoking.</p>	
12.	<p>FOR DISCUSSION/DECISION – New Road bus shelter. How to eradicate anti-social behavior taking place within, and around, the bus shelter.</p> <p>The Clerk explained the ongoing issue of anti-social behaviour taking place within, and outside, the bus shelter on New Road. The Police have been asked to look at a number of incidents on CCTV. Discussions took place as to how the anti-social behaviour could be discouraged with suggestions that the police be asked to do spot checks around problematic times.</p> <p>RESOLVED. Proposed by Cllr Long seconded by Cllr Gold and unanimously agreed to get costings to demolish the current bus shelter and replace with a modern one, keeping the back wall intact for the benefit of the mural. Costings would be brought back to another meeting once received.</p>	OM
13.	ANY OTHER URGENT BUSINESS	
10.	Date of next meeting Tuesday 7th March 2023.	
11.	There being no further business the meeting was closed at 8.15pm	