



TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

4th April 2023 at 6:45pm

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG), POUND – VICE CHAIR (SP), STENTIFORD (TS), TOLMAN (ST), WARD (PW), WATSON (PW)

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

	Minutes	Action
1.	APOLOGIES Cllr Long	
2.	MINUTES Approval of the minutes of 7th March 2023. RESOLVED Proposed by Cllr Tolman seconded by Cllr Watson 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 6:49pm arrival of Cllr Stentiford	
6.	FOR DISCUSSION/DECISION – To receive the Operations Manager's report, namely maintenance work completed and scheduled. To agree any course of action, per the recommendations. Works yard and cemetery toilet block now complete. Heritage Centre almost complete with some minor works in the band room remaining. Public toilet door lock now replaced. The sanitary bin providers have made a complaint regarding glass being found in their litter bins within the public toilet cubicles. Scaffolding has now been erected. Contractor will proceed as and when weather allows. This has been hampered by poor weather conditions. Annual Safety Report will be an ongoing report on progress to items in the Annual Health and Safety report. Unit 1 & 2 has electrical compliance work booked for April. Unit 12 & 13 quotes are being obtained for replacement windows. Unit 19 cooker hood now installed. Additional loft ducting needed, waiting installation date. Unit 11 extra spaces now cleared. Electrical improvements to kitchen are ongoing.	

	<p>Resolved. Proposed by Cllr Gold seconded by Cllr Brooks and unanimously agreed to grant power to act to the Operations Manager and TH&P Chair to source and fit separate litter bins for the public toilets.</p>	
7.	<p>FOR DECISION – To consider purchasing recycling bins in and around the town following a request by a member of the public.</p> <p>A short discussion took place concerning extra litter bins and the need to recycle. Cllrs thanked the member of the public for raising the concern, however they agreed that at present, members of the public should be encouraged to take their recycling home.</p> <p>Resolved. Proposed by Cllr Gold seconded by Cllr Brooks to not proceed with the recycling bins at present. (6 in favour, 2 against.)</p>	
8.	<p>FOR DECISION – To consider a request from Cornwall Sending Love to Ukraine to use the Pannier Market and marquees for a fundraising concert on Saturday 30th September. The marquees will be in use during the day for the Town Market (during Honey Fair). Assistance to dismantle them has been offered by the fundraisers.</p> <p>Resolved. Proposed by Cllr Smith seconded by Cllr Brooks to agree to show support for this event on the condition Callington Lions help with the dismantle of the marquees (7 support, 1 abstention)</p>	
9.	<p>For Decision – To receive quotes, as requested, for the refurbishment of the bus shelter on New Road.</p> <p>The Operations Manager previously circulated quotes with various options for the bus shelter. These included removal and replacement of the whole shelter or altering the current lay out by removing the wall and installing new perch style seating. Cllr Gold stated that funds were not available for this. Cllrs agreed that a plan of action should be made ready when needed for any grant funding that may become available in the future.</p> <p>Resolved. Cllr Tolman seconded Cllr Brooks and unanimously agreed to revisit this idea in September with a full plan of action for a new, modern bus shelter.</p>	
10.	<p>For Discussion/Decision – to receive the Health & Safety report and agree any course of action as per the Operations Manager’s recommendation.</p> <p>Operations Manager has previously shared the report to Cllrs. Overall it was a good report. Some small areas need minor adjustments. The need for a new asbestos survey has been advised by the Health and Safety auditor as current one is outdated. Update required for asbestos due to some layout changes within the Town Hall complex. Works will be undertaken over the next twelve months by the Operations Manager to complete this.</p> <p>Resolved. Cllr Watson seconded Cllr Brooks and unanimously agreed that work will be undertaken within the next twelve months.</p>	

11.	<p>For Decision – To receive quotes for the door extractor fan in unit 19</p> <p>A lengthy discussion was had between Cllrs regarding the fan.</p> <p>Proposed Cllr Smith seconded Cllr Brooks and unanimously agreed to give the Operations Manager and Chair of TH&P power to source a functional fan for Unit 19.</p>	
12.	<p>Any other <u>urgent</u> business for information only.</p> <p><u>Key Holders in Emergencies.</u> The fire monitoring service requires contact information for the four key holders in case of emergencies within Callington Town Hall and the Heritage Centre/Cemetery workshop. Currently there are only two; the Town Clerk and the Operations Manager. It was agreed that Cllr Pound and Cllr Smith will be the third and fourth key holders. Town Clerk to update the fire monitoring service and website accordingly.</p>	
	<p>Proposed Cllr Pound seconded Cllr Coakley and unanimously agreed to proceed to the Part Two Session at 7:20pm.</p>	
13.	<p>PART TWO SESSION.</p> <p>EXEMPT REPORT: COMMERCIALY SENSITIVE MATTERS</p> <p>That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item</p>	
	<p>There being no further business the meeting was closed at 7:32pm</p>	
	<p>Next meeting – 2nd May 2023</p>	