TOWN HALL & PREMISES COMMITTEE MEETING

Callington Town Council Chambers

6th October 2026 at 6.5pm

Minutes

PRESENT: CLLRS – BERESFORD-POWER (TBP), COAKLEY (MC), DOIDGE (BD), LONG (AL), MAYER (KM), READ (MR), SMITH (MS) (PORTREEVE AND MAYOR- CHAIR OF MEETING), TOLMAN (ST)

OFFICERS: ACTING TOWN CLERK (ATC), OPERATIONS MANAGER (OM)

MEMBERS OF THE PUBLIC 2

	Minutes	Action
1.	**APOLOGIES –** Cllr Carey, Cllr Coakley (running late), Cllr Pound, Cllr Valdebouze & Cllr Watson	
2.	**MINUTES** **Approval of the minutes of 1st September 2026.** **RESOLVED** Proposed Cllr Doidge, seconded Cllr Long and unanimously agreed to accept the minutes from 1st September 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 – To consider any requests for dispensations.** None	
6.	**PUBLIC SESSION** **A public session will be held during the meeting to allow members of the public to ask questions, this session shall not exceed 10 minutes. Members of the public can speak for up to 3 minutes although this can be extended with permission from the Chairperson.**	

	Questions must relate strictly to items on the published agenda and be submitted in writing at least 24 hours before the meeting. Questions should be sent to clerk@callington-tc.gov.uk **The Chair reserves the right to group similar questions and to limit the time for responses where necessary.** None	
7.	**FOR DISCUSSION/DECISION – to receive the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations.** **Town hall Staff.** We are very pleased with the appointment of the new caretakers and progress has been very positive. **Fire safety survey.** **Fire alarm improvements.** Quotes circulated for decision at committee. **Fire Door repairs and improvements.** A detailed survey has now been completed. The OM is currently awaiting the first quote. **Fire loft break Pannier Market.** It has been recommended we install two new fire breaks in the pannier market loft. One between unit 11 and staff room and one unit 3 and unit 2. OM is currently obtaining quote for these works. **Staff training.** We have been working through a training programme with our new caretakers. Progress has been very good we aim to be up to date by end October 2026. The OM had shared a table prior to the meeting. **Water heater council chamber toilet.** Items have now been replaced. Leak has now been fixed. **New back door.** As identified by Cllr Smith, we have now installed a new check strap to prevent the new door from opening too far and hitting the wall. **Hearing loop.** Upgrades have now been installed and works are complete. **Changing places.** Signage has now been changed and caretaking staff have been briefed on the new system. **Public toilets.** Damaged toilet door lock has now been replaced. **Panner market paving repairs.** Paving repairs and concrete area by gate have now been completed. **Clearing vegetation.** Vegetation to the rear of the town hall has now been cleared. **Replacement fire extinguisher.** A replacement fire extinguisher has now been installed in the committee room. The OM also noted that all staff worked hard during the Honey Fair. Well done to all involved. **NOTED**	
8.	**FOR DISCUSSION/DECISION – To receive the recommendation from the Operations Manager for the Town Hall and Pannier Market fire alarms improvements** The OM provided a detailed report on the proposed fire alarm improvements, with the report and recommendations circulated prior to the meeting. Cllr Beresford-Power queried which budget the cost of the works would be allocated to.	

Cllr Mayer left the meeting at 7.03pm after voting on this item.	**RESOLVED** Proposed by Cllr Long and seconded by Cllr Beresford-Power and unanimously agreed that the OM's recommendation to appoint Full Stop to undertake the fire alarm improvements at the Town Hall and Pannier Market be accepted, at a cost of £ £15,541.83, subject to approval from the RFO regarding the availability of funds within the relevant budget. Power to Act was given to the Acting Clerk, Chair and OM to proceed with the works once the RFO had confirmed budget approval.	
9. Cllr Coakley arrived at 7.09pm	**FOR DISCUSSION/DECISION – To review the earmarked reserves and make recommendations to Full Council** Following a brief discussion, during which Cllr Beresford-Power explored the possibility of reallocating funds from various budgets, Cllrs agreed to defer the decision until the Chair and Vice Chair were available to participate in the formal decision-making process. **RESOLVED** Proposed Cllr Doidge, seconded Cllr Long to agree to defer this item until November Town hall & Premises. Votes in favour 5, votes against 0, abstentions 1 (MC)	
10.	**FOR NOTING – Damage to public toilet locks** The Acting Clerk shared photographs of the recent damage to the public toilet lock and confirmed that the lock has now been repaired. A spare lock is held by the Town Council should further damage occur. Cllr Long requested that this information be shared in the Council newsletter and on social media. The Acting Clerk confirmed that this was already being done. **NOTED**	
	RESOLVED Proposed Cllr Long, seconded Cllr Beresford-Power and unanimously agreed to move the meeting into a Part Two at 7.14pm.	
11.	**PART TWO SESSION Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited 210 representatives of newspapers will 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.** **a) Pannier Market – Status of current leases** **RESOLVED** Proposed Cllr Long, seconded Cllr Read and unanimously agreed to note and act upon the various highlighted concerns within the Pannier Market.	
	There being no further business the meeting was closed at 8.16pm	
	Next meeting 3rd November 2026.	