

## TOWN HALL AND PREMISES COMMITTEE

5<sup>th</sup> October 2021 at 7:00pm – Council Chamber

### Minutes

**PRESENT: CLLRS BROOKS, COAKLEY, GOLD, LONG, MOORE (CHAIR), STENTIFORD, TOLMAN & WATSON**

**Members of the Public:** None

**Officers:** Town Clerk (TC) & Assistant Town Clerk (ATC)

1. **APOLOGIES**  
CLLRS MORGAN, POUND, SMITH AND TAGG

2. **MINUTES**  
Approval of the minutes of 7<sup>th</sup> September 2021.

**Resolved. It was proposed by Cllr Gold seconded by Cllr Watson and unanimously agreed to accept the minutes as a true 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. **FOR DECISION – FINANCE:**  
  - a) **Approval of Payments**, Cllr Watson queried the continued subscription to Zoom suggesting an alternative would be Google's G Suite, which he had been informed was free to use. Cllr Tolman advised Zoom had been chosen as it was compatible with all devices. It was suggested this should be investigated further to ascertain if any cost savings were possible and added to the next Finance and General Purposes Committee Meeting Agenda. **Resolved -It was proposed by Cllr Gold seconded by Cllr Coakley and agreed unanimously to approve the payments.**

| Payments for approval 30th September 2021 |       |                           |                                                                 |                |               |                |
|-------------------------------------------|-------|---------------------------|-----------------------------------------------------------------|----------------|---------------|----------------|
| F&GP                                      | DD    | GoCardless                | Bank/card charges                                               | 36.00          | -             | 36.00          |
| F&GP                                      | 12517 | Bluemoon Design Studio    | October Newsletter Printing                                     | 607.00         | -             | 607.00         |
| F&GP                                      | 12518 | George Du Plessis         | Liquid damage to mobile phone -<br>Reimbursement of TMT invoice | 124.17         | 24.83         | 149.00         |
| F&GP                                      | 12519 | Dan Pollard               | Zoom for October                                                | 11.99          | 2.40          | 14.39          |
| TH&P                                      | 12520 | Euro Lifts Ltd            | Lift breakdown and examinations                                 | 371.97         | 74.39         | 446.36         |
| F&GP                                      | 12561 | Every Corner Distribution | October Newsletter Delivery                                     | 408.00         | 81.60         | 489.60         |
|                                           |       |                           |                                                                 | <b>1559.13</b> | <b>183.22</b> | <b>1742.35</b> |

7. **FOR DECISION** – To discuss the Operation Manager's (**OM**) report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations. In the absence of the Operations Manager due to Annual Leave, the TC went through the report (circulated).

- Cllr Watson queried if fire alarm testing at the Heritage Centre was included on the recent tests. TCF advised the system has only just been installed and therefore tests are not currently required.
- Cllr Watson queried the bench installation at Saltash Road recreation Ground. TC confirmed this was in memorial for John Trevithick
- Cllr Gold raised the issue of a fault with the equipment prior to use of the kitchen during Wildanet presentation. The issue was caused by damage caused to the venting system on the roof of the building and was resolved at the time by the Operations Manager. This had however highlighted the fact that the griddle unit which could have been used as a backup, was not fit for purpose and should be replaced. **Resolved - Cllr Gold proposed and Cllr Coakley seconded the instruction to the Operations Manager to price and replace the Griddle Unit and dispose of the current unit. Vote in favour – Unanimous.**
- The TC confirmed all kitchen equipment was now subject to a regular weekly test
- Cllr Watson queried the progress of replacing the current coffee machine. The TC confirmed this was on going and quotes were still being awaited. It was agreed to discuss the coffee machine options at the upcoming Finance and General Purposes Meeting.

It was noted that Rob Szczepanski, during regular caretaking duties, had been responsible for maintaining St Mary's Square. A member of the public had commended Rob for continuing with this work during a particularly heavy downpour.

8. **FOR DECISION** – To discuss the full report from Cllr Watson of a proposed solar installation on our existing roof. Cllr Watson provided a short presentation of information he has gained from Naked Solar (a specialist company who had been instrumental with work completed on behalf of Golberdon Parish Council). Two options had been quoted for incorporating an 8 kilo watt system costing £14,000 inc VAT and a 10 kilo watt system costing £23,000 inc VAT. Limited information on previous utility bills had been used to calculate a possible payback period of 6-7 years. Cllr Watson confirmed that there is currently little value in any buy-back of excess electricity produced. There was an in depth discussion where it was agreed to seek clarification from the RFO as to the viability of using existing reserves to set aside a regular annual fund to be used to secure renewable energy in the future. Improvements in technology would be taken into consideration, but all agreed it was important for the Council to plan for renewable energy of some form. **Resolved - Cllr Gold proposed and Cllr Long seconded the proposal to add this item to the next Finance and General Purposes meeting agenda. Unanimous vote in favour**
  
9. **FOR DECISION** – to discuss the request from Jenny and Peter Coombe to use the Town Hall on Christmas Day for their Community Christmas Lunch between 10am and 4pm as they did two years ago. Following a discussion it was agreed that this event could proceed providing the organisers were made aware no staff would be available on the day, either on the premises or via telephone, for any issues that may arise. Cllrs Long, Stentiford, Tolman and Moore all offered to assist with either opening or closing of the premises on the day. Cllr Gold requested that the organisers were provided with full instructions of equipment use prior to the event and that all equipment was tested on Christmas Eve. The TC to advise OM to update hirers accordingly. **Resolved - Proposed by Cllr Long and seconded by Cllr Gold. Unanimous vote in favour.**
  
10. **FOR DECISION** – to discuss the recent disability discrimination query and, after guidance from CALC, to agree to add a clause in our hirer Terms and Conditions. **Resolved – Proposed by Cllr Long, seconded by Cllr Gold. Unanimous vote in favour to add amendment to Town Council Premises Hire Form.**
  
11. **FOR DISCUSSION-** To discuss any issues concerning COVID-19 in relation solely to the Town Hall & Premises. Following an in depth discussion it was agreed to increase the standard adult capacity of the Town Hall premises to pre Covid-19 numbers whilst maintaining social distancing and adequate ventilation including opening of doors and windows. However with regard to children's parties, events, etc. as current infection rates have increased in school age

children(-and younger), and taking into account doors could not be left open during children's events due to safety reasons, numbers should be limited to maximum 30. **Resolved – Proposed by Cllr Gold and seconded by Cllr Long. Vote: 7 in favour, No abstentions, 1 Against**

**12. FOR DISCUSSION** – To receive any updates concerning the Sunday Town Markets and plans for the coming months.

Following a query from the Town Council Administrator regarding increased numbers of gazebos for use at the monthly Market and/or hosting the market inside in bad weather, there was an in depth discussion. It was agreed to operate a hybrid system for the markets to be held in November and December 2021, with stalls inside but also maintain an outside presence for all traders who preferred to remain outside either for Covid-19 or logistical reasons. This system would be reconsidered in February 2022. The OM would be instructed to source suppliers and prices for additional gazebos for use in February 2022, which could also be hired to other organisations thus allowing potential recouping of costs. In addition the OM would be tasked with researching the sale of the existing obsolete equipment. To be added to the Full Council Meeting Agenda for December 2021 to enable purchase in time for February 2022 Market. **Resolved –Proposed by Cllr Gold and Seconded by Cllr Stentiford. Unanimous- in favour.**

**13. ANY OTHER URGENT BUSINESS**

A request from a hirer to use the Saltash Road Recreation Ground for a Public Fireworks display to take place on 23<sup>rd</sup> October 2021. Following an in depth discussion the Council had concerns regarding the available space and that it was not sufficient to comply with current advice from Cornwall Council and the Health and Safety Executive to provide a safety area, a firing area, a fall area and space large enough for spectators. In addition there were concerns the site is too close to a major road, residential properties and the adjacent Primary School and Nursing Home to ensure fireworks did not land outside the ground. On this basis the request should be declined. **Resolved – proposed by Cllr Gold, seconded by Cllr Coakley – Vote – 7 in favour, None Against, 1 Abstention (Cllr Watson on the grounds that he resides near the location)**

**There being no further business the meeting was declared closed at 8:05pm**