

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 9 June 2015 at 7.30 pm there were present:

The Deputy Mayor - Councillor Jane Pascoe

Councillor Ian Goldsworthy - in the Chair

Councillors: Sally Hawken, Adam Hodgkins, Sue Pike, and Christina Whitty

Town Clerk - Mr Steve Vinson

Minute Clerk - Mr Stuart Houghton

The Chairman advised those present of Housekeeping matters

### **48/15 APOLOGIES**

Apologies were received from The Mayor, Councillor Phil Seeva and Councillors Hella Tovar and Tony Powell.

### **49/15 DECLARATIONS OF INTEREST**

No declarations of interest, Declarable or Non-Declarable were made.

### **50/15 ELECTION OF CHAIRMAN OF COMMITTEE FOR THE ENSUING YEAR**

The Deputy Mayor proposed and Councillor Whitty seconded that Councillor Goldsworthy be re-elected as Chairman of the Committee for the year 2015-2016.

There being no other nominations Councillor Goldsworthy was elected as Chairman of the Committee for the 2015-2016 year.

### **51/15 ELECTION OF DEPUTY CHAIRMAN OF THE COMMITTEE FOR THE ENSUING YEAR**

Councillor Goldsworthy proposed and the Deputy Mayor seconded that Councillor Hodgkins be re-elected as deputy Chairman of the Committee.

There being no other nominations Councillor Hodgkins was elected as Deputy Chairman of the Committee for the 2015-2016 year.

### **52/15 MINUTES OF MEETING HELD ON 12 MAY 2015**

Councillor Hodgkins proposed, Councillor Pike seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 12 May 2015 were **APPROVED**.

## **53/15 TO RECEIVE AN UPDATE ON ITEMS FROM THE LAST MEETING**

The Town Clerks report, attached, was noted.

He reported that he had informed Cornwall Council that the Town Council supported the Community Right to Bid application made by the Allotment Association for the Pengover Allotments.

## **54/15 PUBLIC PARTICIPATION**

None.

## **55/15 BUDGET REPORT TO 31 MAY 2015 and FINANCIAL MATTERS**

A budget report was noted. The Chairman commented that the Repairs and Maintenance for the Public Hall was high this month as emergency repairs had been made to the masonry by the rear entrance which had required the use of scaffolding.

He also said that it was pleasing to note that the receipts were in advance of those received this time last year.

### Financial Matters

#### 1. Solar Panel Update

The Town Clerk reported that at an extraordinary meeting of the Town Council it had been agreed to award the contract for the installation of the Solar Panels to SOLGEN Commercial of Launceston. Arrangements to start the installation were underway.

### PRS Licence Charges

The Town Clerk informed the Committee that enquiries had been made with PRS and they had confirmed that both the premises and user needed a PRS licence, therefore this Committee had two items to agree.

- i to pay the invoice for arrears and the charges for next year.
- ii to refer the way that the Council recovered the increased charges through the room hire rates to the Finance Committee.

The Committee agreed that the charge rate could be set without reference to the Finance Committee. They discussed various methods of recovering the charge and agreed that the Finance Committee would review the charge out rates when the Precept was set this autumn. The increase would be 2.5% this year.

- i. Councillor Pike proposed, Councillor Whitty seconded and the Committee **RESOLVED** that the PRS invoice for arrears and estimated charge for 2015-2016 be paid.

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26/15

- ii Councillor Hawken proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** to RECOMMEND that the cost of the PRS charges be split between the hire rates for all rooms from 1 July 2015. This would be reviewed, according to usage, in the autumn.

### **56/15 WEED SPRAYING CONTRACT REPORT ON PROGRESS**

The Town Clerks report contained detail of the current position.

Members discussed the areas not included in the contract, the cost of £219.15 to include them, or whether areas where there was no residential housing be exchanged with an area not included such as the st Cleer road.

Comment was also made about the untidy appearance of the grass verges on the approaches to the Town.

Councillor Hodgkins proposed, Councillor Hawken seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council adopt the same contract as last year, that the areas omitted be added at a cost of £219.15 and that the weed spraying in Lake Lane should stop at the last residence and be substituted with the area at Treveca Cottages, St Cleer Road.

### **57/15 ASBESTOS PROPOSALS**

The Town Clerk stated that there had been queries about the results of the survey received by the Council but the removal of the asbestos had been correctly organised.

It was felt that an additional survey was not required but a management system should be implemented.

A copy of information from the H&S Executive, details of a draft Asbestos Register, information for the Duty Holder and current proposals were circulated.

Members discussed the proposals.

Councillor Hodgkins proposed, Councillor Pike seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council appoint and train a Duty Holder /Appointed Person, create an asbestos register and to implement an asbestos management plan to monitor and inspect the asbestos in the Councils buildings and to instruct and supervise any work in the vicinity of ACM's.

### **58/15 CORRESPONDENCE**

None.

### **59/15 DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on Tuesday 14 July 2015.

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**7. To receive an update on items from the last meeting of the Committee and the Town Clerk's Report – For Information – 12<sup>th</sup> May 2015**

<b>Meeting &amp; Action</b>	<b>Update</b>	<b>When</b>
<b>P Apr 2015</b>	The Town Council has received notification from Cornwall Council that a Community Right to Bid submission has been made on the Pengover Allotments by the Allotments Association. As a Town Council view was required by 5 <sup>th</sup> June the item was put to the 4 <sup>th</sup> June Council.	<b>TC June 2015</b>
<b>P May 2015</b>	Correspondence. Rapsons M.U.G.A. A letter was written on 19 <sup>th</sup> May to inform Mr Colliass of the course of action approved by the Council. Mr Colliass has delivered further balls to the offices.	<b>TC June 2015</b>
<b>P May 2015</b>	Westbourne Survey – The survey has been received by the Town Council. It is being prepared to be sent to Cornwall Council.	<b>SH June 2015</b>

**9. Budget Report to 30 May 2015 and Financial Items**

**a. Solar Panels Update.** At the time of writing this report the tender period was still open and the tenders are due to be considered by the 4<sup>th</sup> June Council meeting. Further information can be reported at the 9<sup>th</sup> June Property meeting.

**b. Performing Right Society (P.R.S.) License Charges i. To authorise payment of the invoice for the 2014/2015 and 2015/2016.**

Committee will recall that at its last meeting the increase in fees and charges required by P.R.S. was reported to Committee. Councillors

suggested two lines of questioning which are outlined below with the answers that have been obtained from PRS.

1. Surely if the performing organisations has its own PRS license then the Town Council as the venue would not need a second license.

PRS Answer - the venue needs a 'venue' PRS license and the performer needs a 'mobile' PRS license.

2. A venue known to us does not have a PRS license because the community radio station has its own.

PRS Answer - the venue should have a 'venue' PRS license even if the community radio has one.

Although we are not pleased about the scale of the increase of the PRS charge there does not seem to be a way around the charge. Therefore, we would recommend paying the invoice submitted to us. The invoiced amount includes two years being 2014/2015 £607.44 and the advance bill for 2015/2016 £711.36

**Recommendation: That the invoice for the outstanding amount be paid.**

**ii To refer to the Finance and Strategy Committee the method to adopt for the recovery of the increased fee through room hire charges.**

The Committee did briefly consider how to recover the amount required for the payment of the invoice in future from the room hirers. It is recommended that this be considered by Finance and Strategy Committee at the appropriate Committee meeting when considering the annual setting of fees and charges.

**Recommendation: That consideration of the method of recovering the increased fee be considered by the Finance and Strategy Committee as part of the annual review of fees and charges.**

## **10. Weed Spraying Contract – report on progress and queries from information received from Cormac**

**Background** The Town Council has made provision for a payment to enable weed spraying to take place. The amount in the current financial year is £4,250. Cormac has provided a set of specifications covering the parts of the Town in which they have previously conducted weed spraying. However, it has been noted that there are three residential areas of the town which would not be covered. These are:

- **Liskerret Road – and Buller Park (north of Morrisons) –**
- **Jago Close – Golitha Rise – Catchfrench Crescent – (north of Lake Lane and west of Charter Way)**
- **Moorland View (east of the St Cleer Road opposite the school fields).**

We are attempting to ascertain why these areas have not been included in the proposed contract and whether these areas could also be included in the weed spraying contract.

It is hoped that we will have further information to report at the meeting to make a decision on letting the contract possible.