

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 14 June 2016 at 7.30 pm there were present:

The Mayor Councillor Jane Pascoe, Ex-Officio

The Deputy Mayor Councillor Christina Whitty, Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors - Sally Hawken and Martin Menear

Town Clerk - Steve Vinson

Minute Clerk - Stuart Houghton

Members of the Public – None

Facilities Manager - Tony Misson

The Chairman advised those present of Housekeeping matters

### **51/16 APOLOGIES**

An apology was received from Councillor Adam Hodgkins.

### **52/16 DECLARATIONS OF INTEREST**

None.

### **53/16 ELECTION OF CHAIRMAN OF COMMITTEE**

The Mayor took the Chair from Councillor Goldsworthy and called for nominations for the Chairman of the Committee for the 2016/2017 year.

Councillor Menear proposed, the Deputy Mayor seconded that Councillor Goldsworthy be elected as Chairman of Committee for the 2016/2017 year. There being no other nominations, Councillor Goldsworthy was elected as Chairman.

Councillor Goldsworthy took the Chair.

### **54/16 ELECTION OF DEPUTY CHAIRMAN OF COMMITTEE**

The Chair called for nominations for the Deputy Chairman of Committee for the ensuing year.

The Mayor proposed, Councillor Menear seconded that Councillor Hawken be

elected as Deputy Chairman of Committee for the 2016/2017 year. There being no other nominations, Councillor Hawken was elected as Deputy Chairman of Committee for the 2016/2017 year.

#### **55/16 MINUTES OF MEETING HELD ON 10 MAY 2016**

Councillor Hawken proposed, The Mayor seconded and the Committee **APPROVED** the Minutes of the meeting held on the 10 May 2016.

#### **56/16 TO RECEIVE AN UPDATE ON ITEMS FROM THE LAST MEETING, TOWN CLERK'S REPORT**

The Town Clerk's report had been circulated and was noted.

The Town Clerk reiterated the information about the amenity land at Eastern Avenue. He also reported on the vandalism at Thorn Park and the offer by a resident, and a local business, to assist to raise finance for the repair/replacement of the damaged equipment. Member's discussions included;

- i. The matter had been briefly reported in the Cornish Times
- ii. It was good that members of the public were aware and had offered assistance
- iii. The damaged item could be removed, to deter future vandalism, and be replaced with a swing facility for very young children. It had already been recorded that the Town had poor facilities for this age group.
- iv. The users of the Park should be consulted on the replacement/repair options
- v. The consultation should be made at the Park with the users, the Town Clerk stated that he had visited the Park at a lunchtime and there were 17 people using it
- vi. The Facilities Manager had contacted the Councils insurer; they would cover the damaged item for which the claim could be about £3k
- vii. To replace the damaged item with a swing unit suitable for younger children would cost around £5k
- viii. When choosing a replacement, the maintenance service should be considered, some equipment came from overseas, replacement parts took a long time to arrive

Councillor Hawken volunteered to make the consultation and would liaise with the office for communication with potential fundraisers. Councillor Menear offered to assist Councillor Hawken.

#### **57/16 PUBLIC PARTICIPATION**

No members of the public were present at this time.

#### **58/16 BUDGET REPORT TO 31 MAY 2016**

The budget report to 31 May 2016 had been circulated and was noted. The

Chair commented that the rates line was slightly ahead as they were paid over 10 months, not 12.

### **59/16 PUBLIC HALL USE AND INCOME FIGURE COMPARISON**

The details of the use of the Public Hall complex for 2014/2015 and 2015/2016 had been circulated; they showed a small decrease in hirings.

The Town Clerk reported that he had discussed principles for hiring with the Callington Town Clerk and the Review Consultant. Better use of the Buildings should be made, at Callington they had reviewed their discount policy, this had increased their income. Members commented;

- i. The facilities were not advertised
- ii. The car park charges could be a deterrent
- iii. There was a lack of information about the usage, the more popular room charges could be increased, the lesser used room charges decreased.

Members proposals included;

- i. Improve the Website to include pictures and written detail of the usage of the Hall
- ii. Collate all photos into a collage for display in the entrance foyer
- iii. Do a pictorial record of the changes to the building
- iv. Do electronic bookings, this would allow the TIC to make bookings
- v. Increase charge rates
- vi. Provide information to the Cornish Times
- vii. Print and distribute leaflets
- viii. Receive monthly occupancy figures

### **60/16 PUBLIC HALL CAPITAL REFURBISHMENT PROJECT**

The Town Clerk reported that the design had been finalised; the architect now advised that he anticipated the work would take 3 months, which would encroach into the autumn hireings.

Information had been obtained about applying for grants for this work; the applications had to contain full details of the total costs and a business plan for the scheme. This could now be determined as the final layout detail had been agreed.

A recent change to EU rules requires all tenders, for work over £25k, to be advertised on the Governments Website, [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder). This may take additional time, and to avoid losing room hires in the Autumn the following a plan to rephrase the work had been considered;

- i. The proposed modification to the Quimperle Room to provide basic refreshment facilities, and to the entrance to the New Liskeard Room, be

undertaken in this financial year. This would continue to provide full facilities whilst the other work was carried out later

- ii. That the main refurbishment project be undertaken in the next financial year

Members discussed these proposals.

The Chair proposed, Councillor Hawken seconded, and the Committee **RESOLVED**:

1. Detailed costings for the project to be obtained so that applications for grants could be made.
2. The project to be rephased for the work to the Quimperle Room and the Entrance to the New Liskeard Room to be completed in this financial year, and the main refurbishment to be made during the 2016/2017 financial year

### **61/16 FORESTERS HALL**

The Chair introduced this item; the 10 yearly statutory test for the lift had been arranged, the cost was less than the budgeted figure. The building had not been decorated externally for several years, he asked the Committee to consider using the underspend on the lift service to finance the external painting of the building. Members commented;

- i. The work could be done by the Council's Handyman
- ii. If urgent work was required whilst the building was being painted external contractors could be engaged for that work
- iii. Phase this work so that the scaffolding to the front of the building would not be required until the school holidays were complete

Councillor Menear proposed, Councillor Hawken seconded and the Committee **RESOLVED** that a contract be arranged, for the provision of scaffolding to a value of £1.5k, to enable the Foresters Hall to be decorated.

### **62/16 CORRESPONDENCE**

#### 1. Bus Shelter advertising

A letter had been received from a local business asking to advertise on the bus shelters. The Town Clerk had checked the advice note, made in 2006, with Cornwall Council; it contained a clause that prohibited advertising on the shelters. Members discussed;

- i. The Town Council own the shelters, this could provide additional income but would spoil the street scene
- ii. An advertising company had previously informed the Council that if they were allowed to advertise on the shelters they would maintain them

- iii. This Council should have the final say on any proposed advertisements
- iv. The Committee should have details of the current cost of maintaining and the potential income from the advertising before making any decisions
- v. Ask Cornwall Council to lift the restriction then the decision would be this Councils
- vi. Provide a line in the budget report for Bus Shelters

Councillor Hawken proposed, Councillor Menear seconded and the Committee **RESOLVED** that Cornwall Council would be asked if the no advertising clause in the agreement was the result of a defunct policy, as Liskeard Town Council were exploring an opportunity to increase its income, did Cornwall Council have a problem with this?

## 2. Erection of a shed at the Pengover Allotments

An application to erect a 6' x 4' shed on Plot G2 had been received

The Deputy Mayor proposed, the Mayor seconded and the Committee **RESOLVED** to allow the shed to be erected provided that it was done in accordance with the rules of the Allotment.

## 3. Allotment Open Day

A letter had been received from Adrian Vine, the Secretary of the Pengover Allotment Association, informing the Council of their plans to hold a public open day at the Allotments. They would give a controlled tour of the allotment to give those attending an understanding of the advantages for using an allotment.

Councillor Hawken proposed, Councillor Menear seconded and the Committee **RESOLVED** to support and promote the event. The Council would advertise it on their Website and Social Media but would need to agree the date so that it would not clash with other events.

## **63/16 DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on Tuesday 12 July 2016.