

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 8 April 2014 at 7.30 pm there were present:

Councillor Ian Goldsworthy- in the Chair

The Mayor - Councillor Sue Pike ex officio

The Deputy Mayor Councillor Phil Seeva ex-officio

Councillors: Sally Hawken, Adam Hodgkins, Jane Pascoe, Hella Tovar and *Christina Whitty

Minute Clerk - Mr Stuart Houghton

Members of the Public - no members of the public were present

The Chairman advised those present of Housekeeping matters

916/13 APOLOGIES

Apologies were received from Councillors Tony Powell and Nick Mallard, and the Town Clerk, Mr Andrew Deacon.

917/13 DECLARATIONS OF INTEREST

No declarations of interests were made

918/13 MINUTES OF MEETING HELD ON 11 MARCH 2014

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 11 March 2014 were **APPROVED**.

919/13 MATTERS ARISING

1. Westbourne Gardens (Minute 836/13(1))

The Chairman reported that he and the Town Clerk had met with local building contractors to discuss the proposals for a new entrance into the Gardens. Estimated costings cannot be given until details of the proposals are known. To this end a survey drawing of the Gardens would be required to show levels so that the quantity of earth moving and tree removal could be estimated. The Chair asked Councillor Hawken if she could enquire if Cornwall Council had such a drawing of the Gardens.

Councillor Hawken agreed to this request and stated that the joint management agreement should be in place so that grants could be applied for when details of the proposals were known.

The Mayor stated that a draft joint management agreement had been drafted by the Town Clerk, a copy would be sent to Councillor Hodgkins.

2. Rapsons Skate Park (Minute 838/13(3))

The Chairman reported that the Handyman had started work on the repairs to the fence, unfortunately the work had not been completed before the Handyman took leave. The Facilities Manager would take on the completion of this work.

920/13 BUDGET REPORT TO 31 MARCH 2014

The budget report, as circulated, was discussed. The Chairman said even though some items had exceeded the budget, the total expenditure for the year was 99% of the budget. Several unexpected items of expenditure such as the boilers for the Public Hall and Foresters Hall had occurred; the monies for these items had not yet been transferred from Reserves. Additional costs had been incurred in salaries for the cleaning of Westbourne and Sun Girt toilets and repairs made to the lightning conductor to the Clock Tower. Remedial stonemason work and the installation of a new power supply to the Fountain had also been completed.

The Chairman continued to say that he intended to change the format of the budget reports for the next financial year so that more meaningful information would be provided, he would present his proposals to the next meeting.

921/13 CORRESPONDENCE

The Chairman referred to the letter from Sherryl Murray which had been circulated to Councillors. It referred to awards from the Peoples Lottery, he asked if members had any ideas for projects that would qualify for an award, he felt that the proposals for Westbourne Gardens would be too late to qualify, a Virador Grant might be more applicable.

It was stated that a local project had been successful in the second tier of awards, but they had not qualified for television coverage.

Maintenance of children's playgrounds was mentioned and discussed;

- An application to improve play equipment could be made
- The only play area owned by the Council was Thorne Park which had recently been improved
- An aspiration could be to take over the play areas from Cornwall Council

922/13 COUNCIL CHAMBER ROOF

The Chairman stated that the estimates and quotations received had been circulated;

.2.

435/13

there was some differences with the inclusion for scaffolding and some did not qualify for VAT. John Harris had provided a separate estimate for the provision of scaffolding; it was suggested that the Council could purchase scaffolding, slates and timber as free issue to the contractors, which would enable the VAT to be reclaimed.

Each contractor had been shown the required work by the Facilities Manager and the information received was discussed. It was decided that the most detailed quotation had been received from KWRS.

The Chairman proposed, the Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council accept the quotation from KWRS, subject to the Town Clerk negotiation a breakdown of the details. The finance for the work to be provided from the Dilapidation Reserve.

The Chairman added that the front of the building was in need of decoration and he proposed that the scaffolding for the roof repair could be utilised for the decoration, Members agreed to this. The Chairman would present quotations for the decoration to the next meeting.

A concern about Health and Safety arrangements was expressed; the Committee wanted to ensure that the appropriate arrangements be made.

Councillors expressed concern about the condition of the Kebab Shop. It was in a poor state of decoration; part of the guttering had collapsed and was hanging at a high level.

The Chairman would discuss with the Town Clerk the possibility of informing the owner of the Kebab Shop that we intend to erect scaffolding to decorate our premises.

923/13 PUBLIC HALL HIRE RATES

The Chairman reported that details of last year's revenue had been circulated; he was concerned about the amount of discounted hire for the year. Compared to other organisations in the Town our hire rates were low and had not been increased for three years. Revenue for the last year was about £1k down on the previous year. He suggested a £1 per session increase, this would raise about £1k over the year. Comments made included;

- A drinks machine would provide another revenue stream
- When Cornwall Council recently hired the Long Room the kitchen was locked, they could not make drinks
- It was agreed not to increase the commercial hiring rates
- Could the Public Hall join the car park refund scheme, would it be practicable
- It was agreed that a decision on the Cornwall Council hire rates would be deferred for more information to be provided
- It was agreed that the Office be given discretion when accepting bookings for events, such as weddings, with regard to the set up and clear down times

- It was agreed that discretion could be used when accepting block bookings of twelve weeks or more

Councillor Goldsworthy proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council increase the discounted hire rates for rooms in the Public Hall complex by £1 per session.

Councillor Goldsworthy proposed, the Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council give the Office discretion to allow up to 25% discount on block bookings of twelve weeks or more provided that records are kept.

924/13 PUBLIC HALL FACILITIES

The Chairman asked Councillor Pascoe to assist with the inspection of the facilities available in the Public Hall complex and report back to the next meeting of the Committee with recommendations.

Councillor Pascoe accepted the task, she added that she had recently been at Torpoint and was impressed by their facilities.

Other member had complementary remarks about the facilities available at Launceston and Saltash. The Deputy Mayor requested that an idea of costs be presented with the recommendations.

PART II

925/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed the Press and Public be excluded from the meeting for the following item of Business.

926/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

Minutes of the meeting held on Tuesday 11 March 2014

Correction

Last paragraph alter draw to drew.

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** to approve the confidential minutes of the meeting held on Tuesday 11 March 2014.

927/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 the members of the Press and Public are re-admitted to the Meeting.

928/13 ANY OTHER RELEVANT BUSINESS

The Chairman informed the Committee that in future meetings the Facilities Manager would be providing a report on the state of buildings and work undertaken in the month, it should be informative.

Councillor Hawken said that a recent Cornwall Council event in the Cattle Market had been abandoned as Cornwall Council had disposed of the trailer that was to be used. She asked about the viability of using the Town Council's trailer.

The Minute Clerk replied that as a one off it could be provided within an hour, but normally two days notice would be required to allow the work to be included in the schedule. The management of the trailer was now with the Communications and Engagement Committee.

In response to a question the Mayor replied that she and the Town Clerk had ordered a replacement recorder for the CCTV system as an emergency, the cost was within the £2500 allowed by Standing Orders.

929/13 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 13 May 2014.