

**MINUTES OF THE PROPERTIES COMMITTEE MEETING HELD ON 17<sup>TH</sup> MAY 2018**

Present: Cllrs: J Bryson, P Kelly, P La Broy, L Moores, P Moores, F Partridge, H Partridge, P Tilzey, D Towl, B Willingham

Non-voting Members present: Cllr T Philp

**Officers Present:** Mrs D Bennett – Town Clerk  
Mr S Hayes – Facilities Manager (FM)  
Mr K Cornwell – Responsible Finance Officer (RFO)

- PR/109/18**      **Election of Chairman**  
Nominations were received: Cllr H Partridge was proposed and seconded  
**Resolved:** That Cllr H Partridge was elected as Chairman of the Properties Committee for the ensuing year
- PR/110/18**      **Election of Vice-Chairman**  
Nominations were received: Cllr P Moores was proposed and seconded  
**Resolved:** That Cllr P Moores was elected as Vice-Chairman of the Properties Committee for the ensuing year
- PR/111/18**      **To receive and accept apologies for absence**  
Cllrs L Deely, B Dixon and N Tucker
- PR/112/18**      **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**  
None
- PR/113/18**      **Dispensations: to consider requests for dispensations**  
None
- PR/114/18**      **Minutes - To receive and adopt the Minutes of the Properties Committee Meeting held on 8<sup>th</sup> March 2018**  
**Resolved:** That the Minutes were a true and accurate record of the Meeting and they were signed by the Chairman  
*The Minutes of the 11<sup>th</sup> January 2018 to be added to the next agenda*
- PR/115/18**      **Maximum 15 minutes for public present to make comments concerning the business of the Properties Committee**  
None
- PR/116/18**      **To receive an update on the Pitch and Putt project and agree any associated actions and expenditure**  
Cllr Bryson advised that she had noted a couple of points from the visit to the site that she felt should have been addressed before the build and that she was very unhappy that the Council had lost control over the build.  
The FM advised that after the build was complete, a snagging list would be made and then discussed with the contractors for relevant changes.  
The Committee felt the building was very roomy inside and that it was a great building.

The RFO advised that the build was going to be slightly over budget.

**Resolved:** That the RFO is given discretion to facilitate the extra spend as long as the contract spend does not exceed £150,000

Cllr J Bryson voted against

**PR/117/18** **To consider renovations to the bandstand and ceiling, including electricity supply**

The FM reported that due to issues with electricity supply for events an alternative was being looked into. He requested a steer from the Committee as to their preference for the ceiling of the bandstand and asked they consider installation of balustrading.

**Resolved:** That Councillors feed information to the Facilities Manager for him to get costings of what might be required

**PR/118/18** **To receive an update on the air conditioning for the Ivor Potter Hall**

The RFO reported that there had not been any further progress on the matter and requested more input from the Committee. A tender had been sought but had not been received. The RFO felt an engineer or commercial installer should be approached. The Committee agreed to the approach suggested.

**PR/119/18** **To receive an update on the Structural Survey report for The Castle**

The FM advised that the report was better than had been hoped. Some works were needed that would require scaffolding around the Castle. The FM will liaise with the contractor, Castle Manager and the Weddings, Galleries and Events Co-ordinator to minimise disruptions to any weddings or events.

**PR/120/18** **To receive an update on the decking area outside of The Castle**

Responses from Cornwall Council had been received.

Patio: Planning Permission required and an archaeological assessment is required

Decking 'lean to': Listed Building consent is required

**PR/121/18** **To consider tenders received for the Caretakers House bathroom**

3 quotes had been received:

A) £3,000

B) £2,800

C) £3,453

The quotes were like for like; ¾ bath, shower, repairs to the area to stop the water ingress. However, it was advised that there may be some extra costs for repairs needed that are not visible at present.

**Resolved:** To accept tender B with a contingency of 10%

**PR/122/18** **To consider tenders/offers received for the Old Tennis Courts**

The RFO advised that the area had not been formally tendered out. There had been interest from an inflatable castle business, however that company was no longer interested. Discussion took place regarding the options available to hire the area or for the Council to use the area.

**Resolved:** That the Council progress with an 18 hole putting green on the remaining half of the old tennis courts

PR/123/18

**2017/18 Budget Monitoring report - Year End**

The RFO discussed the document with the Committee.

**Resolved:** That the report was noted

The meeting closed 11.15am

Chairman's Signature..... Date.....

DRAFT