



ST. AGNES PARISH COUNCIL

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Property & Devolved Services Committee meeting – 11th December 2018

Minutes of the above meeting held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 09:45.

Present: Cllrs Bunt (Chair), Brown, Forbes, Johns, Ripper, Slater, Stackhouse, Clark (ex officio).

Absent: None.

In attendance: L Dunkley, Parish Clerk. 0 members of the public.

Pr47/18 Apologies for absence. None.

Pr48/18 Declarations of interest/Request for dispensations. None.

Pr49/18 Property Management Committee meeting minutes: 23rd October 2018

RESOLVED that the Minutes of the Meeting of the Property Management Committee as above having been previously circulated, be taken as read, approved and signed. Cllrs Slater/Ripper. 5 voted in favour, 3 abstained: Cllrs Brown, Forbes, Clark.

Pr50/18 Matters Arising from these minutes.

Pr37/18 – Clerk confirmed that a process was in place to speak with the Carnival Committee per Pr24/18.

Pr51/18 Key Policy

CONSIDERED an adapted draft policy and **RESOLVED** to accept the policy with the following amendments: That it is clear that those with the key code will need to sign to say they will not copy the key or pass the code on to anyone else; that the key will be placed back in the safe by each user; that a log will be kept of who has been given the key code. Cllrs Slater/Clark. Unanimous. **Clerk to pursue.**

Pr52/18 Noticeboards

CONSIDERED requirements for external noticeboard (minute Pr42/18) at the Parish Rooms. A new internal backing board is required, and notices are to be secured with pins rather than adhesive spray. **Clerk to pursue.** **CONSIDERED** requirements for internal noticeboards and other displays. **Cllr Bunt and the Clerk delegated to arrange displays in the meeting room.**

Pr53/18 Recommended drainage work sat Council building

RECEIVED a report from a specialist on required drainage works. **CONSIDERED** the need and instructed the Clerk to seek further quotations and bring to a future Committee meeting and inform the Water authority of potential issues away from the Council's property. **Clerk to pursue.**

Pr54/18 Asbestos survey report

RECEIVED a report from a specialist as above. **CONSIDERED** that no action is needed as a result of the asbestos report. **Clerk and Cllr Bunt to bring new heating options to a future meeting for the ground floor – including replacement storage heaters and alternatives to storage heaters (per WI building).**

Pr55/18 Notification of meeting/Suggested items for agenda: 12th February 2019

NOTED as above: Heating; drainage; devolution.

Signed

Date.....

Pr56/18 Public Bodies (Admissions to Meetings) Act 1960

RESOLVED that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: Commercially sensitive information; Matters affecting future staff. Cllrs Clark/ Forbes. Unanimous.

Pr57/18 Facilities Operatives – expansion of roles

CONSIDERED expansion of cleaning and maintenance roles; and cleaning frequency during summer. **RESOLVED** to agree adding cleaning of office and library to the contracts of current employees; and to recommend an increase in the budget to fund two cleans per day at Porthtowan and Trevaunance Cove WCs throughout June, July, August and September. Cllrs Forbes/Bunt. Unanimous. **Clerk to pursue.**

Pr58/18 Update: Entire devolution package and progress

RECEIVED an update regarding devolution project updates. The only outstanding matter for the Parish Council is to pass on reconfiguration requirements for Porthtowan shoppers’ and Trelawny Road car parks, which are due to be completed by the surveyor in the coming days.

The meeting closed at 11:10.

Signed

Date.....