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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 4 December 2017
at 10am in the Town Hall.

PRESENT: Cllrs Bailey, Gordon (Deputy Mayor), Harris, Hogan, Keighley (Chairman), O'Brien, Tremain, Young (Mayor)

In attendance: David James (Properties Manager)
Christopher Drake (Town Clerk)

1712/01 Apologies for Absence

There were no apologies for absence

1712/02 Declarations of Interest

Councillors were reminded that if a councillor has a registered disclosable pecuniary interest, or a non-registerable interest, in any agenda item/s he must leave the room while that item is discussed, unless a written request for a dispensation has been received.

1712/03 Public Representation Session

No members of the public were present at the meeting

1712/04 Minutes of the last meeting

The minutes of the meeting held on 2 October 2017 were signed as a correct record.

1712/05 Site Visits

Further to site visits undertaken on Tuesday 28 November 2018, the following details were noted;

- i) Southgate Arch needs internal decoration and general internal improvement works, fire risk assessment and new quotes for upgrade/repair of storage heaters

1712/06 Properties Managers Report

The Properties Managers report was **noted** and a verbal update was given regarding the electrical works at the multi-storey car park, coach park signage and changes to car park signage in relation to disabled parking spaces.

1712/07 Town Hall Trestle Tables

It was **resolved** to purchase 12 new laminated trestle tables.

1712/08 Conference Room Heating

It was **resolved** to extend the Town Hall central heating system into the Otho Peter Suites.

1712/09 Ambulance Hall Fire Alarm and Emergency Lighting Installation

It was **resolved** that further specifications were required for the works at the Ambulance Hall and when received, the Properties Manager liaise with Cllr Hogan and Fal-Fire as the agreed contactors, and that works then be undertaken.

1712/10

Ambulance Hall

It was **resolved** that the Properties Manager seeks quotes from building contractors for the conversion of the Ambulance Hall garage to an office/retail frontage

1712/11

New Proposed Cemetery

It was resolved that the Town Council approach Cornwall Council to change the terms of the Section 106 Agreement for the proposed cemetery site, to allow works to begin on the site prior to any works by the developer and to ascertain any legal cost that may be included

1712/11

Urgent items

There were no items for discussion

Date of the next meeting

The next meeting would be held on Monday 5 February 2018

The meeting closed at 10.55 am.

Signed.....

Date.....