

# ST. JUST-IN-PENWITH TOWN COUNCIL



Council Offices  
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Date of issue: **19<sup>th</sup> November 2019**

**Dear Councillor,**

You are hereby summoned to attend a meeting of the **Premises and Amenities Committee** to be held as follows:

**Date: Monday 25th November 2019**  
**Time: 5.00pm**  
**Venue: St. Just Library, Market Street, St Just**

For the purpose of transacting the business on the agenda below/attached.

Shirley Darby – Assistant to the Town Clerk

**To Councillors:** Cllrs S James, J Manser, F Morris, G Prowse and D Shephard

## AGENDA

- Public Address at Meetings:  
A period of fifteen minutes will be set aside to enable members of the public to put questions directly to the Council. Anyone wishing to put a question to the Council must do so by submitting it in writing **by no later than 10.00 a.m.** on the Friday preceding the meeting.
- Apologies for absence:
- Declarations of interest:
- Dispensations: To consider requests for dispensation for which an application has been received by the Town Clerk.
- Minutes:  
To consider passing the following resolution: *That the Chairman signs as a true and accurate record the Minutes of the Premises and Amenities Committee meeting held on 28<sup>th</sup> October, 2019*
- Request for Flag Pole at Library:  
To receive update on obtaining flag pole for the Library.
- Notice Boards:  
To receive update on Notice Board options and costs.
- Footpaths Condition and Future Maintenance Standards & Collaborations:  
To receive update on Footpath Collaboration Meeting.

9. Vandalism at Pendeen Playpark:

To receive update on graffiti removal at Pendeen Playpark.

10. Library Premises Related Matters:

To receive updates on:

- (a) Cupboard/bench removal from front office and making good carpet.
- (b) Renewable Energy Supplies
- (c) Any other Utility transfers.
- (d) Quotes for Smoke/Heat Detectors.
- (e) Grounds Maintenance.

To consider and make recommendations to Full Council or Short Term Executive, as appropriate, on:

- (a) Review and testing of Fire Equipment, escape plans and fire drills, including record keeping.
- (b) Legionella Testing and record keeping.
- (c) Library Risk Assessments.
- (d) Other Statutory Checks on PPM list.
- (e) Moving Alarm Security Pad
- (f) Town Council re-location.

11. Devolution of Toilets and Car Parks:

To consider progress with Heads of Terms and condition of assets and make recommendations to Full Council or Short Term Executive as appropriate. To include:

- (a) Condition and works on Toilets
- (b) Condition of Bus Shelter roof in St. Just.

12. British Telecom Costs: