

## DRAFT MINUTES

At a future meeting the council will consider the accuracy of these minutes, so they may be subject to change. Please check the minutes to that meeting to confirm whether or not they have been amended

### MINUTES OF A MEETING OF FOWEY TOWN COUNCIL TOWN HALL COMMITTEE HELD ON TUESDAY 28<sup>th</sup> AUGUST 2018 AT 10.00am IN FOWEY TOWN HALL

Notes taken by Cllr Mrs C Woodside and written up later by the Town Clerk

**18/01 Present** Councilors G Asker, P Fassam, The Mayor, Cllr Mrs R Finlay (*ex officio*)  
Mrs C Woodside

**18/02 Election of Chairman**  
RESOLVED that Cllr Asker should serve as Chairman for 2018/2019

**18/02 Apologies** Cllr Hughes.

**18/03 Declaration of Interests**  
α. Pecuniary – None.  
β. Non - Registerable - None  
χ. Dispensations - None

**18/04 Public Participation & Questions**  
None.

**18/05 Minutes of the Meeting of 13<sup>th</sup> December 2017**  
RESOLVED that the minutes be confirmed and signed by the Chairman.

**18/06 Matters Arising not on the Agenda (for report only)**  
None.

The Chairman directed that agenda item 12 be taken first

**18/07 Town Hall Committee Terms of Reference**  
RESOLVED that a recommendation be made to full council that the Terms of Reference be amended to include responsibility for the surface of the town quay including Webb Street Car Park and Market Street Car Park, street furniture, the management of rubbish, decorations and all H & S matters. Additionally separate risk assessment forms to be submitted annually to the Finance Committee as part of the budget setting exercise and weekly H & S checks of all areas to be undertaken by a designated member(s) of the Committee - Chairman to collate.

**18/08 Review of Risk Assessments**  
A designated Health and Safety officer was required for TH/TQ. Cllrs Asker and Fassam would produce a draft document on the role for the Committee to consider.

**18/09 Emergency Call Outs**

It was agreed that a proposal be put to the Finance committee that responsibility for emergency call-outs to the TH, toilets and TQ should be regularised, with an emergency number for a specific person which can be put on display and on our website.

**18/10 Review of Maintenance Issues/Schedule**

Russell Maclaren to be asked to check all the exterior of the TH. It was noted that the Boatmen carry out regular risk assessments on the quay steps and slipway and report any problems to the Town Clerk. Repairs to a second damaged step would take place on Thursday 30th August.

**18/11 Freemen of Fowey**

It was agreed that a Freemans Board would be a welcome asset. Cllr Asker would consult Helen Luther about previous Freemen and ask the Town Clerk to obtain quotes.

**18/12 Facility Advertising**

Sally to be consulted regarding the calendar and enhanced publicity on the FTC website, followed by the appointment of a webmaster. Of the 6 advertising spaces on the TQ bins, 3 spaces were taken and a further 2 were possible. It was agreed that the TH Committee should use one to advertise the hire of the hall.

**18/13 Review of 2018/2019 Budget**

Cllr Asker would review costs to determine a draft TH/TQ budget for the approval of the TH Committee, prior to it being submitted to the Finance Committee in October. Cllr Woodside would liaise with Hay Nurseries regarding Autumn/Winter planting in the 6 large tubs. Cllr Fassam would investigate the cost of installing a coffee machine in the Hall, which could be a great asset when hiring it out. The consensus was that there was a need to promote the TH and quay for events to address any shortfall in income and expenditure.

**18/14 Date of next meeting** 13<sup>th</sup> September 2018 @ 10am in the Town Hall

Meeting Closed 1.15pm