

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 9TH JULY 2019 AT 11.00 am IN FOWEY TOWN HALL

19/1 Present Councillors Mrs F Day, Mrs C Woodside, Mr P Fassam, Mr P Hughes

In Attendance Mrs L McCartney

It was proposed by Cllr Hughes and seconded by Cllr Woodside that Mrs McCartney would take the minutes. RESOLVED

19/2 Election of Chairman 2019/20

Cllr. Woodside proposed, Cllr Fassam seconded and it was RESOLVED that Cllr Hughes would act as Chairman for 2019/2020.

19/3 Apologies None.

19/4 Declaration of Interests

- α. Pecuniary – None.
- β. Non - Registerable - None
- χ. Dispensations - None

19/5 Public Participation & Questions

None.

At the direction of the Chairman the following item was taken next on the agenda

19/7 Co-option of Additional Members to the Town Hall/Town Quay Committee

Cllr Hughes proposed, Cllr Fassam seconded to co-opt Mrs Lesley McCartney as a non-voting member of the Committee. RESOLVED

19/8 Minutes of the Meeting of 19th February 2019

Cllr Woodside proposed, Cllr Fassam seconded, and it was RESOLVED that the minutes be confirmed and signed by the Chairman.

19/9 Matters Arising not on the Agenda (for report only)

19/8/1 Hay Nurseries: Cllr Woodside reported that due to no reply from Hay Nurseries she had got a team together to plant and replenish containers on the Town Quay. Russell was employed to clean down bins and planters and top up reservoirs.

19/8/2 Additional Advertising Board on Railings. PH to discuss further with Lynn Gould

19/8/3 Six waste bins Cllr Fassam proposed will investigate fitting cigarette stubbers to the bins and to obtain a price.

19/10 Review of the Town Hall Risk Assessment

19/10/1 Cllr Day proposed, Cllr Fassam seconded, and it was RESOLVED to use the new RA by Cllr Hughes and Cllr Day with a fortnightly check by the caretaker and signed, then signed off by a THTQ committee member.

19/10/2 Chairs - FD would find out about obtaining clips for fixing the chairs together when used in theatre style. We understand this is a Health and Safety issue.

19/10/3 Fire Safety – PH would contact Marlow. PF to contact Fire Officer to see if they can do an extra check of the premises and advise on safety improvement.

19/10/4 Cleaning Cupboard in main hall needed the key locating. LM

19/10/5 Clutter on Stairs - Fowey History Group to clear landing of everything except Filing Cabinets. LM. Craft Fayre to clear landing of various items and be requested not to leave them in future. CW

19/10/6 Legionella Tests to be investigated/arranged.

19/10/7 PAT testing – check if up to date and still necessary. LM

19/10/8 Proposed by Cllr Fassam and seconded by Cllr Day that Cllr Hughes be appointed designated Health and Safety Officer. RESOLVED

19/11 Review BUDGET for 2019/2020

This was deferred until the next Town Hall Committee Meeting. Cllr Hughes to prepare information for this.

19/12 Festoon Lighting for Town Quay

Source of electric supply to be determined. PF said we cannot erect lights on upper quay without obtaining a license for that area and seeking various permissions. FD would investigate cost of supplying and installing lights to both areas.

19/13 Town Hall Coffee Machine

It was discussed that the coffee machine is not in the right place. There is concern regarding maintenance, health and safety with hygiene and profitability. Cllr Fassam proposed; Cllr Day seconded, and it was RESOLVED that the machine be removed.

19/14 Maintenance of Town Hall exterior walls and windows.

One quote had been received and others awaited. Cllr Hughes proposed, Cllr Day seconded and it was RESOLVED to recommend to FTC that the museum wall be repointed with lime plaster and that the windows be repainted once other quotes had come in.

19/15 Weddings in the Town Hall

Cllr Hughes considered this needed further consideration. CW would investigate license fees and whether a license would be appropriate in the future. One concern raised was that the Hall is not decorated to a high enough standard yet, another was the cost.

19/17 Designated Premises Supervisor.

Cllr Hughes proposed, Cllr Fassam seconded and it was RESOLVED that Cllr Day be appointed the Designated Premises Supervisor of the Town Hall.

19/18 Date of Next Meeting – to be confirmed.