

Roles and Responsibilities of Fowey Town Council Town Hall Committee

The Town Hall Committee is responsible for the external and internal upkeep and running of the Town Hall and is also required to notify full Council of any problems arising with the exterior and interior structure of the building. In consideration of the age and status of the building – Town Hall, rebuilt 1792, Grade II and Museum Grade II* - the advice from an independent surveyor is that a structural survey should be carried out every five years.

Responsibilities - Town Hall Building:

An Annual Risk Assessment should be carried out covering the following:

1. **Externally** – Ensure security of doors, adequate illumination and tidiness/cleanliness of steps and railings. Maintenance of Notice Board.
2. **Internally** – Ensure entrances from Trafalgar Square and Market Street are kept clear and clean.
3. **Internally** – Fixtures & Fittings to be maintained to a level suitable for Public use, including PAT testing of electrical equipment, servicing of Gas Boiler for central heating and checking/servicing of Hearing Loop System.
4. **Internally** – Decoration to be carried out before showing obvious signs of wear.
5. Ensure Health & Safety standards are maintained to the highest level covering the kitchen, toilets, stairways & landing areas and including regular checks for water quality to prevent Legionella.
6. Ensure Comprehensive Fire/Smoke Alarm/Emergency Lighting System, also covering Museum & Aquarium, is in place, maintained and tested monthly
7. **List of Assets** – Produced annually by the Clerk. To be checked and any amendments reported accordingly.

Responsibilities – General:

1. In respect of any work to be carried out internally it is the responsibility of the Town Hall Committee to obtain quotes/estimates from suitably qualified tradesmen who can provide risk assessment information and adequate public liability insurance where necessary.
2. Regular liaison with the Caretaker of the Hall to ensure he/she is completing tasks as set out in the Caretaker's Job Description. Also to receive and act upon any concerns the Caretaker might have had relating to any hiring of the Hall.
3. Meetings of the Committee should be held reasonably regularly to exchange information and discuss expenditure against the Town Hall Budget.
4. To calculate an annual budget requirement and submit a detailed breakdown to the Finance Committee.

Roles:

It is preferred that a member of the Committee holds the Designated Premises Supervisor's Licence for Fowey Town Council.