

## **DRAFT MINUTES**

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

### **TOWN HALL COMMITTEE HELD ON 2<sup>nd</sup> MARCH 2016 AT 2.00pm IN FOWEY TOWN HALL**

#### **Minutes taken by Cllr Mrs. C. Eardley**

**Present:** Cllr. Mrs. C. Eardley, Cllr. Mrs. L. McCartney, Cllr. Mr. D. Willmore

**In Attendance:** Cllr. G. Asker  
1 Member of the Public

#### **15/32 To Receive Apologies for Absence**

Apologies had been received from Caroline Lewis (Caretaker)

#### **15/33 Declaration of Interests**

- a. Pecuniary** - None
- b. Non Registerable** - None
- c. Dispensations** - None

#### **15/34 Public Questions/Participation**

##### **The Chairman took the decision to bring forward Item 8 on the Agenda – Farmers’ Market in the Town Hall For discussion under Public Questions**

Due to the fact that a major contributor to the Town Hall income had cancelled all bookings for this year, other ways to generate income must be found. One idea is to hold regular Farmers’ Markets, perhaps once or twice a month. Cllr. Asker had volunteered to do some research, with help from Mrs. Carole Asker, and had a very positive response from Food from Cornwall, who had sent him a full list of their members. Cllr. Asker asked various questions of the Committee, which the Chairman advised could be found in the Terms & Conditions of Hire and List of Hire Charges which can be sent on to him. Cllr. Asker stated that he was hoping to report back to full Council on his progress, in the near future. Cllr. and Mrs. Asker left the meeting at this point.

#### **15/35 To Approve the Minutes of the Meeting held on the 16<sup>th</sup> November, 2015**

Proposed Cllr. McCartney, seconded Cllr. Willmore and RESOLVED that the Minutes be confirmed and signed by the Chairman.

#### **15/36 Matters Arising from the Minutes not on the Agenda (for report only)**

##### **15/27 Town Hall Budget**

Two new tables had been purchased and Russell Maclaren had completed the painting work quoted for.

### **15/37 Town Hall Budget**

Having compared expenditure against the 2015/2016 Budget granted it was obvious that the Maintenance programme can be continued and new window furnishings for the Hall purchased..

### **15/38 Town Hall Maintenance/Improvements**

Russell Maclaren had submitted an estimate of £375, to include materials and labour, to repaint all skirtings, dado rail, front of stage, fire surround and inner door in the main Hall, and the inside area of the windows in preparation for the installation of new blinds. He had submitted a second estimate of £150, to include materials and labour, to repaint inside and outside the "Emergency" door. Cllr. Willmore proposed, Cllr McCartney seconded and it was RESOLVED to accept the estimates and instruct Russell to do the work.

Cllr. Eardley had sourced suppliers of curtain poles, blinds and material for curtaining for the windows in the main Hall. Blinds and material have to be Flame Retardant and the blinds have also to be blackout. Because the windows are nearly all different sizes it was decided to have the blinds supplied and fitted professionally. Quotes had been obtained and it was proposed by Cllr. Eardley, seconded by Cllr. Willmore and RESOLVED that the quote of £1566 from Hillarys Blinds, £253.84 from Poles Direct for curtain poles and holdbacks and £440 be spent with Direct Fabrics for 40 metres of Flame Retardant material.

### **15/39 Farmers' Market**

Please see comments under 15/34 Public Questions/Participation

### **15/40 Exchange of Information**

#### **Covington Chair**

Cllr. Eardley had contacted the Curator of the Museum who had confirmed that the Trustees would still like to display the Chair in the Museum. As the On Loan documentation had been mislaid by the Curator, Cllr. Eardley would ask the Clerk to raise another copy.

#### **WW1 Memorials**

PZ Conservation have advised they will be able to clean the one on Velum under their sponsored training scheme but would probably have to charge for cleaning materials used. The second one, which was decorated by painting on the inside of the glass, is beyond their capabilities but they passed on contact details for a local sign-writer who specialises in painting on glass. Cllr. Eardley had sent him photos and he has expressed interest in seeing the memorial when it is brought back from Penzance.

#### **Office/Landing Alterations**

Basic plans have been obtained for the re-design of the Office and Landing areas. Further advice needs to be sought as to the feasibility of the re-design.

#### **Local Devolution Fund**

In connection with the above, there is an opportunity to apply for a grant (in the region of £2,000) towards costs for the alterations. It was agreed that the Town Hall Committee

should prepare information for an application, as much of the criteria listed in Section 3 of the Overview is relevant to the use of the Office. Also, the local PCSO is due to start monthly Surgeries in there next week. Applications have to be submitted by the 21<sup>st</sup> March.

### **Outside Lights**

In an effort to prevent the occasional vandalism to the Gents toilets on Town Quay it is necessary to replace the outside lights with new, PIRs. Cllr. Willmore is to contact Tony Bartlett to do the work but the cost will not have to be met from Town Hall finances.

### **AV Equipment**

The projector has been purchased and delivered and the screen is on order. Cllr. Willmore will ask Tony Bartlett if he will also install this equipment. Again, due to the grant of £700 from Cornwall Council to enable compliance with the new CC 'Paperless Planning' system, the cost will not have to be met from Town Hall finances.

**15/41 Date of Next Meeting** - to be arranged

**Meeting Closed:** 3.30pm