

## **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.**

### **MINUTES OF A MEETING OF FOWEY TOWN COUNCIL TOWN HALL COMMITTEE HELD ON 31<sup>st</sup> MAY 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

#### **16/01 Election of Chairman 2016/17**

As neither Cllr. McCartney or Cllr. Willmore had expressed a wish to take on the Chairmanship of the Committee, Cllr. McCartney proposed and Cllr. Willmore seconded and it was RESOLVED that Cllr. Eardley continues as Chairman.

#### **16/02 To receive apologies for absence**

Apologies had been received from Cllr. Asker

#### **16/03 Declarations of Interest**

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

#### **16/04 Public Questions**

None

#### **16/05 Minutes of the meeting held on the 2<sup>nd</sup> March, 2016**

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

#### **16/06 Matters Arising from the Minutes not on the Agenda**

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

Blinds delivered and installed, curtain poles received and partly fitted, curtain material received.

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

**Local Devolution Fund** – Due to short time limit for application to be completed, with costings, in connection with alterations to the Office/Landing area, Cllr. Eardley had taken the decision not to proceed with this.

## **16/07 Continuation of Town Hall Refurbishment/Maintenance**

Cllr. Eardley had received a quote of £180 for making the curtains for the Hall windows. Cllr. Willmore had been given a quote of £215 for the supply and fitting of PIR external lights outside the Gents toilets and the Emergency Exit (double lamps at bottom of steps and single at the top). The single light will be controlled from inside the Hall but the double will be on dusk to dawn and will be activated by movement. One light will illuminate the entrance to the toilets and the other the bottom steps.

Russell Maclaren had submitted a quote of £240 for labour and materials for fitting the curtain poles and hold-backs, “blacking out” the Emergency Door windows and some painting.

Cllr. Willmore proposed, Cllr. McCartney seconded and it was RESOLVED to accept the quotes totalling £635.

## **16/08 Proposed Farmers Market in the Town Hall**

As Cllr. Asker had given apologies and had not attended no update was available.

## **16/09 Proposed Alterations to Office/Landing Area**

Because of the Grade II listing, advice had been sought from Sue Walters of Situ8 concerning the feasibility of a re-design. As the alterations involve removing internal partitions and re-building similar without any alterations to external walls or ceilings, she does not consider there to be any reasons why the alterations cannot go ahead. At a meeting on the 5<sup>th</sup> May it was agreed what design to follow to include an extended Office area, better toilet facilities and an area that can be used for changing clothing. The plans are being redrawn to reflect these changes and to include basic costings. The next step is to investigate funding and grants available.

## **16/10 Town Hall Hiring Charges**

Cllr. Eardley had had a look at similar venues in the area some of whom charge per session, some charge by the hour. Most offer facilities such as Screen and Projector. After discussion it was agreed to present the following charges for extra facilities to either the Finance Committee or Full Council:

|  |                |
|--|----------------|
| Heating Charge 1 <sup>st</sup> October to 31 <sup>st</sup> March | £5 per session |
|--|----------------|

|  |                 |
|--|-----------------|
| Use of Screen, Projector and Internet<br>(or any permutation of the three) | £10 per session |
|--|-----------------|

There is a Facilities Required Box on the website booking form so it would not be difficult to alter the wording to include the suggested facilities.

### **16/11 Mayors' Board**

Parc Signs has submitted a quote of £121.50 for adding the 2015 and 2016 Mayor's names, and £76.80 for moving the apostrophe 's' and adding Michael Penprase's retirement date to the Town Criers' Board. Cllr. McCartney proposed, Cllr. Willmore seconded and it was RESOLVED to accept the quote. Cllr. Eardley will arrange for the work to be done.

It was agreed that the photographs of past Mayors in the Hall need to be tidied to present a less cluttered look and it is not necessary to continue to display them all. Cllr. Eardley made the suggestion that once the work on the Town Criers' Board has been completed it could be placed higher on the wall and a larger photo of the current Mayor be placed alongside the Mayors' Boards. Cllr. Willmore suggested the photos of the previous Mayors could be removed and placed in an album.

### **16/12 Exchange of Information**

#### **AV Equipment**

During Cllr. Willmore's meeting with Holloway Electrical he asked Jamie to provide a quote for fitting the projector. He agreed but the screen needs to be in place before he can do so. Ken Jones installed the screen during the Bank Holiday weekend.

#### **External Checks of Building**

Now that regular checks and maintenance of internal fixtures are in place attention needs to be paid to the exterior of the building. It is therefore proposed that a regular, perhaps quarterly, maintenance schedule is put in place to include:

- Annual Gutter Cleaning
- Check for damage to pointing
- Check for signs of water ingress
- Check for damage to windows & frames
- Steps at rear leading to Emergency Door (Condition & Cleanliness)

To put this into practice, Cllr. Eardley will arrange a walk-around inspection with the other Committee members in the near future.

### **16/13 Date of the next meeting - to be arranged.**

**Meeting Closed: 3.30pm**