

MINUTES OF A MEETING OF FOWEY TOWN COUNCIL TOWN HALL COMMITTEE
HELD ON 2ND NOVEMBER 2016 AT 3PM IN FOWEY TOWN HALL

Minutes taken by Cllr. Mr G. Asker

Present: Cllr. Mr D. Willmore, Cllr. Mrs L. McCartney, Cllr. Mr G. Asker

16/14 Election of Chairman 2016/17

Following the resignation of Cllr. C. Eardley, there was a requirement to elect a new Chairman. As neither Cllrs. McCartney or Asker wished to take up the role, Cllr. McCartney proposed and Cllr. Asker seconded the appointment of Cllr. Willmore and so it was resolved that Cllr Willmore would act as Chairman until the elections in 2017.

16/15 To receive apologies for absence

No apologies were received.

16/16 Declaration of interests

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

16/17 Public Questions

None

16/18 Minutes of the meeting held on the 31st May 2016

Proposed Cllr. Willmore, Seconded Cllr. McCartney and Resolved that the minutes be confirmed and signed by the Chairman.

16/19 Matters arising from the minutes not on the agenda

16/19/1 New curtains and blinds now installed, along with the external P.I.R light.

16/19/2 Mayoral board and Town Crier board now both up to date.

16/19/3 Office extension ongoing.

16/19/4 Town Crier board to be raised to allow the photo of the current Mayor to be installed alongside the Mayoral board.

- 16/19/5 Photos of previous Mayors to be taken down and placed into an album. Location of where the album is to be stored is to be discussed at full council.
 - 16/19/6 Ship shields and other plaques to be relocated to the landing outside the office. DW to contact Russell to arrange.
 - 16/19/7 AV projector requires installing Eric Foster to attend in order to undertake the works, Ken required to amend brackets in order to drop the screen which is currently too high.
- 16/20 Town Hall Risk Assessment and Maintenance Review**
- 16/20/1 Pat Testing currently out of date.
 - 16/20/2 Gas Testing currently out of date.
 - 16/20/3 Fire System Test currently up to date.
 - 16/20/4 Record of Alarm and Lighting tests currently out of date.
 - 16/20/5 Fire Extinguisher inspection currently up to date.
 - 16/20/6 Annual Risk Assessment review required from the owners/managers of the Aquarium, Museum, KOP and South West Water.
 - 16/20/7 Risk Assessment required for toilets on the Town Quay
- 16/21 Budget 2017 / 2018**
- 16/21/1 Cllr. Willmore had prepared a spreadsheet showing the current years budget as well as an additional 5% for 2017 / 2018 as a means of starting the discussion.
 - 16/21/2 Discussion took place over the principal of adding 5% to this years budget on an item by item basis.
 - 16/21/3 Cllr. McCartney suggested that an allowance was required for redecorating the external railings.
 - 16/21/4 Cllr. Willmore asked Cllr. McCartney to obtain quotes for chair covers.
 - 16/21/5 Cllr. Willmore proposed that the budget be set as per the spreadsheet at £16.5k, the proposal was seconded by Cllr. McCartney and so it was resolved that the budget would be set at £16.5k

16/22

Date of next meeting
To be agreed.