

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 WEDNESDAY 4TH OCTOBER 2017 AT 2.00pm IN FOWEY TOWN HALL

Minutes taken by Cllr D Willmore

17/1 Present Councillors Mrs C Woodside (co-opted by the Town Clerk to ensure the meeting was quorate), D Willmore, C Stansfield

In Attendance Mrs L McCartney

17/2 Election of Chairman 2017/18

It was proposed by Cllr. Stansfield and seconded by Cllr. Woodside and RESOLVED that Cllr D Willmore would act as Chairman.

17/3 Apologies Councillor G Asker

17/4 Declaration of Interests

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

17/5 Public Participation & Questions/Police Report

None.

17/6 Minutes of the Meeting of 2nd Nov 2016

It was proposed by Cllr Willmore, seconded Cllr Stansfield and RESOLVED that the minutes be confirmed and signed by the Chairman.

17/7 Matters Arising not on the Agenda (for report only)

17/7/1 Office extension ongoing

17/7/2 Town Crier board to be raised to allow the photo of the current Mayor to be installed alongside the Mayoral board.

17/7/3 Ship shields and other plaques to be relocated to the landing. DW to contact Russell to arrange.

17/8 To review and amend the Town Hall Risk Assessment and Maintenance Review

17/8/1 PAT testing – Mrs McCartney to arrange.

17/8/2 Gas testing – DW to arrange GPE Service to attend.

17/8/3 Fire System Test currently up to date.

17/8/4 Record of Alarm and Lighting test currently up to date.

17/8/5 Annual Risk Assessment review required from the owners/managers of the Aquarium, Museum, KOP, and South West Water – Check with Town Clerk if this is needed.

17/8/6 Risk Assessment required for the toilets on the Town Quay – Check with Town Clerk if this has been done.

17/8/7 Get quotes for cleaning the gutters of Town Hall – DW to arrange.

17/8/8 Follow up quotes for replacing the chairs in the Town Hall.

17/9 Budget 2017/2018

17/9/1 After a discussion it was agreed to set the budget at £16,000. It was proposed by Cllr. Woodside and seconded by Cllr. Stansfield.

17/10 Date of next meeting

To be arranged.