

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 MONDAY 18TH NOVEMBER 2019 AT 2.00 PM IN FOWEY TOWN HALL

Minutes taken by Mrs L McCartney

19/17 Present Councillors Mr P Fassam, Mr P Hughes, Mrs C Woodside and Mrs F Day.
Mrs L McCartney

19/18 Apologies None.

19/19 Declaration of Interests

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

19/20 Public Participation & Questions

None.

19/21 Minutes of the Meeting of 9th July 2019

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

19/22 Matters Arising not on the Agenda (for report only)

There were no matters arising.

19/23 Scope of the Town Hall/Town Quay Committee

19/23/1 It was proposed by Cllr Hughes and seconded by Cllr Fassam that the amended Terms of Reference be adopted and this should be put forward for the consideration of the Full Council. RESOLVED

19/23/2 It was proposed by Cllr Woodside and seconded by Cllr Hughes that the Committee be known as the Town Hall and Quay Committee and this be put forward for consideration by Full Council. RESOLVED

19/24 Town Quay

19/24/1 It was proposed by Cllr Woodside, seconded by Cllr Hughes that £350 should be allocated to cover the cost of plants and labour for the TQ planters for the remainder of the 2019/2020 financial year. RESOLVED

19/24/2 It was proposed by Cllr Fassam, seconded by Cllr Hughes that 6 Cigarette Plate Kits be purchased from Glastons at a total cost of £150 plus VAT. RESOLVED

19/25 Town Hall External

19/25/1 It was proposed by Cllr Fassam, seconded by Cllr Day to accept the quote of £250 from Restormel Decorators to externally refurbish the two TH windows on the Trafalgar Square side of the building. RESOLVED

19/26 Town Hall Internal

19/26/1 It was proposed by Cllr Day, seconded by Cllr Woodside to accept the quote of £180 to include materials, from Russell to paint the kitchen ceiling, and stair bannisters. RESOLVED. WALLS

19/26/2 It was proposed by Cllr Hughes, seconded by Cllr Woodside to purchase a table trolley from AJ Products for £178.80 inclusive of VAT. RESOLVED

19/26/3 It was proposed by Cllr Day, seconded by Cllr Fassam to purchase 100 chair links from Grosvenor at £2 per link. RESOLVED

19/26/4. A quote for the replacing the lighting in the TH was awaited.

19/27 Town Hall Hire Charges

It was proposed by Cllr Hughes, seconded by Cllr Fassam that price increases and other amendments should be recommended to the Finance Committee as per appendix 1. RESOLVED.

19/28 Mayor/Town Crier/Freemen Boards

It was proposed by Cllr Day, seconded by Cllr Woodside to accept the quote from Parc Signs of £764.65 for the purpose of updating names on the boards in the Town Hall, and supplying and fitting a new board for Freemen of Fowey. RESOLVED.

19/29 Review Budget 2019/2020

Members reviewed income and expenditure to date against budget and noted nothing of concern.

19/30 Budget 2020/2021

Having studied the 2019/2020 figures and projected income and expenditure for 2020/2021 it was proposed by Cllr Fassam, seconded by Cllr Hughes that a net budget of £22,517.93 (represented by £4200.00 projected income and £26,517.93 projected expenditure) should be recommended to the Finance Committee. RESOLVED

19/31 Date of next meeting

To be arranged.

Appendix 1

TOWN HALL HIRING CHARGES

Effective from.....

	<u>PER SESSION</u>	<u>PER DAY</u>
Rehearsals	£17	£25
Private, Social, Political	£32	£50
Commercial	£50	£70
Discos and Dances	£60	
Weddings	£70	
3 consecutive days	£150	

Cancellation

50% of fee payable for cancellation with 7 days of hire

30% of fee payable for cancellation within 14 days of hire

Discounts

The following discounts may be applied.

- (a) A 10% discount is available if the hiring is for more than 5 consecutive days

Public Liability Insurance is included in the hiring charge.

Sessions

1 session	Morning	8.00 am – 1.00 pm
1 session	Afternoon	1.00 pm – 6.00 pm
1 session	Evening	6.00 pm – Midnight
	All Day	8.00 am – Midnight