

DRAFT MINUTES OF A MEETING OF FOWEY TOWN COUNCIL, TOWN HALL AND QUAY COMMITTEE
HELD on 16th October 2024 at 5.30pm in Pavilion House.

Minutes taken by Mrs L McCartney

Present Mrs L McCartney, Councillors Mrs F Day, Mrs Y Patterson, Mrs Lynn Simms. Mr C Gibbon. Cllr Mr A Dellow joined the meeting later.

1 **Apologies for Absence** – Mrs Carol Eddleston

2 Election of Chairman - Proposed by Cllr Gibbon and seconded by Cllr Day that Cllr Yvette Patterson be elected Chairman. RESOLVED

3 **Declaration of Interests**

A Pecuniary – None

B Non pecuniary – None

C Dispensations – None

4 **Public Participation & Questions**

None

5 **Minutes of the Meeting held on 10th November 2023**

Proposed by Cllr Day and seconded by Cllr Day, it was RESOLVED that the minutes be confirmed and were duly signed by the Chairman.

6 **Matters Arising not on the Agenda (for report only)**

None

7 **Christmas Market 2024**

It was confirmed that 14 craft stalls had signed up. Squires Field Community Centre volunteers would be running a café. Cllr Simms would make a list of individual requirements from stall holders. It was necessary to liaise with Andrew Weaver and Cllr Alan Harris. Paul Finlay and Patrick would organise tables, decorations, etc.

8 **Commercial Usage of Town Hall**

The leaflet appertaining to Cornwall Weddings now had the Fowey Town Council contact details. It was suggested that an Agency be used to advertise the premises. A notice did appear in the monthly edition of Fowey News. Disabled access was discussed but seemed to be ongoing.

9 **Town Hall Civil Ceremonies**

It was evident that a Manager/Organiser is necessary. This to see people in maybe the day before and be available on the day. The Town Clerk would furnish a list of volunteer names on a previous rota. A check list was needed. The next ceremony was scheduled for 28th December 2024.

10 **Review of Town Hall Risk Assessments**

A Risk Assessment should be reviewed weekly with a check list being in place alongside. Russell, the present Caretaker of the Town Hall would be asked to discuss his present Job Description would be instructed to do so. A weekly inspection was made of the Town Quay by means of a walk round. This was at present the job of the Town Council Finance Committee. It was proposed by Cllr Lynn Simms and seconded by Cllr Frances Day that a weekly checklist together with the Risk Assessment document should be put in place..
RESOLVED The alterations to the present Risk Assessment were approved. Risk Assessments to be signed by the Chairman followed by Russell.

It was agreed to update the Terms of Reference as attached.

11 **Budget 24/25**

This was discussed briefly but a full meeting was necessary to take forward to the Finance Committee.

12 **Budget 25/26**

This would be discussed at a later date.

13 There was no exchange of Information.

Date of next meeting to be confirmed.