

**FOWEY TOWN COUNCIL
TOWN HALL COMMITTEE**

Minutes of the meeting at the Town Hall on 3rd June 2011.

Those Present: Councillors Sherlee Gudmunsen, Tony Vincent, Jane Vincent.

In attendance: Cllr A Baker

- 1.No apologies for absence**
- 2.Election of Chairman:** Proposed by Councillor Jane Vincent, seconded by Councillor Tony Vincent and **RESOLVED** that Councillor Sherlee Gudmunsen should continue as Chairman for the coming year.
- 3.Declarations of Interest** None, and no gifts received.
- 4.Public Questions:** None
- 5.To approve the minutes of March 12th and November 17th 2010.** It was noted that the minutes of the 12th March had been approved at the November meeting. It was proposed by Cllr Vincent, seconded Cllr Mrs Vincent and **RESOLVED** that the minutes of November 17th 2010 should be approved.
- 6.Matters arising from the minutes:** Concerning item 9, Councillors A and J Vincent reported that the stones and half of the earth had been removed from the little flowerbed by the steps to the entrance to the Town Hall. They have not removed the rest, as they feel there is a health and safety risk with the gas pipe being exposed to damage by vehicles parking near the wall. They asked the Committee to request a health and safety risk assessment by the Council before they went any further. This led to a discussion on the state of the Town Hall and the urgent need for Cornwall Council to attend to the many items identified by the survey and our own observation of the building as follows:

List of Town Hall Defects at June 2011

1. Radon - has this been checked
2. Roof -essential for safe access to centre valley to view condition
3. Flue pipe - pipe from gas boiler to be inspected when access can be obtained to centre valley
4. Rear gutter - lacks a stop end causing corrosion.
5. Down pipe and hopper - choked as wall is saturated. The outfall is poor and choked.
6. Rear yard - full of rubbish
7. North end of gable valley - exits to a plastic hopper. The downpipe is dislocated and wall is saturated.
8. Gutter to front of Museum - some corrosion
9. Gas pipe - external gas pipe looks vulnerable and should be checked
10. East elevation - open gaps in stonework at ground level
11. Museum front wall south facing - inappropriate pointing allowing moisture ingress. Careful repointing required of whole wall. Wall is in a weak state
12. Museum north wall - inappropriate pointing
13. Doors - decay in many doors
14. Fire exit doors - should have safety glass
15. Roof beam - whole beam should be checked. All timbers to be treated for woodworm infestation
16. No extractor fans in kitchen or cloakrooms
17. Door to main room - should be self closing fire door
18. Under stage area is full of goods and has not been inspected
19. Main entrance - area boxed in should be opened up for inspection of bearing of lintels

20. Museum wall studwork - appears to support joist. Should be strengthened
 21. Stairs –The under the stairs cupboard has some woodworm activity
 22. Upstairs window - substantial fungal fruits in frame and panel
 23. Electrical cupboard under stairs - needs improving to meet fire regulations
 24. Void alongside stairs - to opened up to trace void and check fire risk
 25. Fire Assessment - full assessment with Fire Officer required.
 26. Kitchen - void area should be looked at
 27. Aquarium - asbestos ceiling has been pierced with screws. Asbestos assessment required
 28. Electrics - full NICEIC report required.
 29. Gas - current certificate required and exhibited at all times. Committee to check it has not been tampered with.
 30. Fire Escape - get advice from Fire Officer
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31. Definitive guidance as to whether we need a Legionnaires Test of our water supplies, or taps.
 32. The lights on the stairs and landing are inadequate as they are very dim.
 33. The broken chairs and table on the landing should be removed. But the Officers at the Tip will not accept any vans or trailers. Guidance from Cornwall Council would be appreciated.
 34. The Window cills that are rotten should be replaced.
 35. The water boiler should have an electrical safety Certificate. This is the boiler that can be used in the main hall and can be plugged into any of the hall sockets. It was on the landing, but was removed to the kitchen by the Committee.
 36. The balustrade at the entrance is dangerous. The bottom upright is loose as is at least one other upright. This needs urgent replacement.
 37. The Committee requires the Cornwall Council urgently to look at the state of the downpipes. Most of them are voiding the water from a height and the walls below have become soaked and mossy.

As this is a listed building, the Committee feel that both Restormel and Cornwall Council have neglected their duty of care.

- 1. Co-option of an additional member:** It was agreed by the members of the Committee and by Councillor Baker that Councillor Baker be co-opted onto the Town Hall Committee. This is of course subject to ratification by the Fowey Town Council. The possible co-option of Lesley McCartney should be put off to a later date.
- 2. Town Hall Promotions:** Councillor Gudmunsen agreed to find out if there is sufficient support for a Tea Dance and report back to the Committee. The number of people coming would have to cover the cost of the band and hall hire and all other incidentals. Councillor Gudmunsen agreed to ask the Town Clerk for the current list of charges and an up to date list of bookings.
- 3. Risk assessment:** The accident and safety record books were seen and signed.
- 4. Exchange of Information:**
 - The Committee agreed that it would be a good idea to invite Mr M. Keep to attend meetings from time to time as his input in relation to conditions in the Town Hall would be welcomed. Councillor Gudmunsen will in any case ask him for any input on the Town Hall that he has observed.
 - That the scale of charges should be to hand to assist the committee should they plan any promotions.
 - That the board with the list of Mayors should be put back on the wall in the main Hall. The board was placed in the office by the Committee as it was on the landing.
 - That the additional chairs suited for going outside are in the St Johns Ambulance Garage.

- That we should re-examine the terms of reference for hiring the hall. Boxes of curtains and plastic boxes have been left on the landing cupboard and many notices for the craft fairs and flea markets are piled against the landing walls. They should have a designated place. They should not be placed all over the landing.
- The committee should check that all gas and electrical safety certificates are in view and have not been tampered with.
- In view of the changes in the regulations about the disposal of rubbish at the waste tip, The Committee need to know where the broken chairs and table on the landing should be taken.
- There are a large number of articles under the stage.
- We checked that the loft had been cleared of everything except the aluminium ladder.
- That we should immediately replace the wooden ladder.
- That we should not ask Mr Bartlett to do any more electrical work as he has been too slow to respond to requests.
- We believe that the Police no longer require to use the office. It needs to be cleared of telephones or other items not needed by Council. Who is now responsible for the office?
- We agreed that next Christmas we would replace the Christmas trees outside with Christmas wreaths fixed to the doors.
- The Committee is still unhappy about the fire safety in the room under the stairs.

The meeting finished at 12.35, and the next meeting is on 8th July at 11 O'clock