

Fowey Town Council

Town hall Committee

Friday, 25th November 2011

In the Town Hall Committee Room

Minutes taken by Cllr Tony Vincent

1. Apologies none. Those Present: Councillors Sherlee Gudmunsen, Arthur Baker, Tony and Jane Vincent, and Mrs Lesley Macartney. In attendance the Town Hall Caretaker.
 2. **Declaration of interests** none for either items on the agenda or gifts in excess of £25.00
 3. **Public Questions** A report from the Caretaker about his worry over security, given the number of sets of keys available to the public, and to the state of the building. The state of the building prompted a discussion about how to get Cornwall Council to move on this.. This discussion established the parameters for further discussion later in the meeting.
 4. **To approve the minutes of 5th August 2011.** Approved and signed. Proposed : Councillor Baker, Seconded by Councillor Tony Vincent.
 5. **Matters arising from the minutes and not on the Agenda.** The need for up to date Fire and Gas inspections and publicly visible certificates were noted. We should ask for these inspections to be carried out at the earliest possible date if the existing certificates are out of date... Councillor J Vincent was advised that extractor fans were not needed in the kitchen or lavatories at this time by Health and Safety Officer. The Rubbish has been cleared from the landing.. A suggestion was made that we charge for the storage of Craft Exhibition Boards. The last of the Mayors Boards have still to be put up. Other matters for concern have been or are currently being dealt with.
 6. **The Budget** Councillor Gudmunsen Reported that including Salaries, The Budget would be presented to the Council for **£6270.24.**
 7. **Town Hall Promotions** The Hall appears to be well booked and the Third Wedding this year has been booked. Councillor Gudmunsen said there was a need to keep a year planner with bookings on display, and suggested the possibility that she would buy one that could be reused or erased if needed.
 8. **Risk assessment.** The Risk assessment is being revised in light of the Committees serious concerns.
- **Exchange of Information** In view of the difficulty in unlocking the front door, the Committee authorised the caretaker to change the lock and get replacement keys for all the key holders.
 - The Committee were alarmed at the number of keys available to the public. There were three sets in the "Legion" one set has been lost.

- Councillors are still worried about the Electric box and wiring..
- The suggestion was made that the Stage lighting should have a separate circuit, and Meter so that we would get an idea of the amount of electricity used and take the pressure off the existing circuit which Councillors still feel is inadequate
- Councillors were unanimous in that the state of the Museum entrance wall has worsened since August. We have serious concerns about the state of exterior and interior walls, together with the risk of rot travelling through the woodwork of the building.
- The suggestion was made that a qualified Surveyor should be asked to survey the wall as a matter of urgency, as it is saturated with moisture, and in the event of a cold snap, in danger of imploding.. The rain is soaking from the roof through the cob and pooling inside the wall beside the stairs. This could also be a danger to the woodwork of the stairs and therefore a possible danger to users..
- Councillors suggested that The Listed Building Inspector should be made aware of their concerns. The carpets on the stair and in front of the door are already rotton from the damp
- It was agreed that the damp and cold of the landing area be alleviated by the addition of a storeage heater. Councillor Gudmunsen is to make enquiries.

1. **Date of next meeting** to be arranged