

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 1st OCTOBER 2013 AT FOWEY TOWN HALL

Minutes taken by Cllr Mrs C Eardley

Present: Cllr. Mrs S. Gudmunsen, Cllr. Mrs C. Eardley, Cllr. D. Willmore,

In attendance Caroline Lewis (Caretaker)

13/1. Election of Chairman

It was proposed by Cllr. Gudmunsen, seconded by Cllr. Willmore and RESOLVED that Cllr. Gudmunsen continues as Chairman 2013/2014

13/2. To Receive Apologies for Absence

Apologies had been received from Mrs. L. McCartney

13/3. Declaration of Interests

- a. Pecuniary** – None
- b. Non Registerable** – None
- c. Dispensations** – None

13/4. Public Questions

None

13/5. To Approve the Minutes of the Meeting held on the 27th November 2012

Proposed Cllr. Gudmunsen, seconded Cllr. Willmore and RESOLVED that the Minutes be confirmed and signed by the Chairman

13/6. Matters Arising from the Minutes not on the Agenda (for report only)

None

13/7. Town Hall Promotions

Several ideas were put forward including

- Resurrection of Christmas Fayres
- Under 16s Discos
- Exhibitions by Art Clubs
- Birthday Parties
- Tea Dances
- Flower & Vegetable Shows

- **Dance Classes**

As the Christmas Market is now an established annual event it was felt resurrecting the Christmas Fayres would be in conflict with it. The age group for the Under 16s Discos would have to be limited to 11 – 16 years and supervision would be needed by some of the parents. An Art Group used to use the Town Hall for exhibitions but has not done so for some years. Tea Dances could be run with the assistance of the St. John's bus for transport if needed, with music provided by a CD player. Around Harvest time it could be appropriate to hold a Flower & Vegetable show with the involvement of W.I. members perhaps. Further use could be made of the music licence already held with Dance Classes. Using the Town Hall for Birthday Parties and Wedding Celebrations could better advertised, perhaps through the Fowey News and website.

With full Council approval, a section for booking events could be included on the website. It was suggested that the Rates of Hire could be 2 tier – one for businesses, ie Craft Fairs, and one for Locals which, again, will need full Council approval. Cllr. Willmore reminded the meeting of the new clause of charging 50% of the hire fee for late cancellations.

13/8. Town Hall Furniture

Cllr. Gudmunsen and the Caretaker, Caroline Lewis, will check all the tables for damage and repair where needed. The chairs can be steam cleaned using the steam cleaner owned by Cllr. Gudmunsen. New crockery is needed and Thermos jugs. The Chairman has a budget of £150 for stair cleaning twice a year.

13/9. Risk Assessment

Cllr Gudmunsen passed around the meeting the Town Hall Risk Assessment and Health & Safety Assessment she had produced. The Safety Record book, which is signed off by Cllr. Berryman, was inspected by Cllrs. Eardley and Willmore.

The recently received Quotation from the Hentland Group for the Annual Inspection and Testing of the Emergency Lights and Alarm System was discussed before being brought before full Council.

13/10. Exchange of Information

Covered by matters already discussed

13/11. Date of Next Meeting – to be arranged

Meeting Closed: 11.50am