

DRAFT MINUTES

At a future meeting the council will consider the accuracy of these minutes, so others 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 13th FEBRUARY 2014 AT FOWEY TOWN HALL

Minutes taken by Cllr Mrs. C. Eardley

Present: Cllr. S. Gudmunsen, (Chairman) Cllr. Mrs. C. Eardley, Cllr. Mr. D. Willmore

13/10 To Receive Apologies for Absence

Apologies had been received from Caroline Lewis (Caretaker)

13/11 Declaration of Interests

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

13/12 Public Questions

None

13/13 To Approve the Minutes of the Meeting held on the 25th November 2013

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

13/14 Matters Arising from the Minutes not on the Agenda (for report only)

Key Register

The Committee had been given a large quantity of miscellaneous keys by the Clerk and the Mayor and, by a process of elimination, had organised and labelled those that fit any locks found. Only four keys are necessary to form a “set” – the front door to the Town Hall, the door into the Hall, the Kitchen and the Office. After discussion it was agreed that each Committee Chair should hold a set, as well as the Mayor and the Clerk. The Register to be drawn up and kept to a simple format of Names, Signatures and Date. It was proposed by Cllr. Willmore, seconded by Cllr. Eardley and RESOLVED that a Key Register be created and the Chair of the Town Hall Committee should be the Holder.

13/15 Budget 2013/2014

The budget for 2013/2014 was examined and it was found to have adequate funds remaining to cover the cost of the proposed refurbishments in the Town Hall.

13/16 Painting Quote

The quote of £2010 submitted by RPM Maintenance to refurbish Town Hall areas internally and externally to improve the overall standard of decoration and safety, was discussed and agreed to be a fair price. It was proposed by Cllr. Gudmunsen, seconded by Cllr. Willmore and RESOLVED that the estimate should be presented to Full Council at the meeting on the 19th February.

A copy of the contractor's Public Liability Insurance has been forwarded to the Clerk.

13/17 Date of Next Meeting - to be arranged

Meeting Closed: 3.30pm