

## **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 13<sup>th</sup> NOVEMBER 2014 AT FOWEY TOWN HALL**

**Minutes taken by Cllr Mrs. C. Eardley**

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

#### **14/20 To Receive Apologies for Absence**

Apologies had been received from Caroline Lewis (Caretaker)

#### **14/21 Declaration of Interests**

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

#### **14/22 Public Questions**

None

#### **14/23 To Approve the Minutes of the Meeting held on the 19<sup>th</sup> May, 2014**

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

#### **14/24 Matters Arising from the Minutes not on the Agenda (for report only)**

##### **14/18 Covington Chair**

Cllr. Eardley made enquiries at the Royal Institute, Truro, who advised how the chair can be offered, on loan, to Fowey Museum. She has therefore asked for this to be an Agenda item at the next Full Council Meeting.

##### **14/18 Roll of Honour Boards**

PZ Conservation currently have the two Boards for examination and assessment in preparation for producing a quotation for refurbishment. Conservator Lizzie Neville was intrigued by the way the large, painted one had been created. She had advised, by email, that a paintings conservator, Sarah Cove ACR, has offered to investigate the painted one and the Committee agreed to allow this.

##### **14/18 Town Hall Maintenance**

The majority of the original list of refurbishments have been completed, including cleaning the gutters. To assist with the drying of the atmosphere a dehumidifier was bought at a cost of £128.43 and placed, initially, at the top of the first flight of stairs. It is working very

efficiently and proving worthy of the expenditure. Now that the entrance hall is becoming drier, it can be moved to the Office. Two large, vacuum, pump-action flasks for hot and cold beverages for the Kitchen have still to be purchased.

#### **14/25 Risk Assessment**

Many of the procedures scheduled in the Risk Assessment are carried out by the Caretaker regularly and the Register is presented for signature by the Mayor at Full Council Meetings. Cllr. Willmore keeps the Register for Legionella Testing which is done twice a year in April and October. Advice from the Port Health Authority Officer was sought by him and water samples were taken and found to be OK. A Digital Thermometer was purchased to check that the temperatures of the cold water taps were within the correct parameters, ie less than 20°C.

Cllr. McCartney commented that there are possibilities of accidents occurring when the Hall is hired, eg the chairs are re-stacked too high, tables are not placed appropriately and the outside door, which is a fire escape exit, is sometimes closed despite it being stated in the Terms and Conditions that it should be secured open. Cllr. Eardley said she would have a look at the Ts & Cs and consult with the Clerk with a view to having these points emphasised.

#### **14/26 Finance**

Using the Statement presented last year, which includes salary payments for the Caretaker, Safety Checks, Electricity, Gas etc., Cllr. Willmore had again increased the figures by 7% to project the budget required for 2015/2016. Incidental expenditure for further improvements/refurbishments was also increased by 7% and included. Income from Town Hall bookings is expected to be £8,500 in this financial year. It was therefore proposed by Cllr. Eardley, seconded Cllr. Willmore and RESOLVED that the sum of £14,000 plus £2,000 for non-recurring expenses should be presented to the Finance Committee for the Town Hall Budget requirements 2015/2016.

#### **14/27 Exchange of Information**

##### **Town Hall Bookings**

As it is proposed that Town Hall bookings will be more visible through the improved Fowey Town Council website it was agreed, after discussion, that the Town Hall Committee should offer to take over the Town Hall bookings to help lighten the ever increasing workload of the Town Clerk, although she would still have to be responsible for issuing invoices. If the suggestion is met with approval, the Town Hall Committee will decide who should manage the bookings.

##### **Projector and Screen**

In preparation for Cornwall Council's ceasing to issue paper plans for planning applications, making them only available through .pdf files, it has been suggested by other Councillors that a Projector and permanent Screen be purchased and installed in the Town Hall so that the plans can be projected for all the Planning Committee to view and discuss. They could, of course, be used for other purposes. The Town Hall Committee have no objection to this.

#### **14/28 Date of Next Meeting - to be arranged**

**Meeting Closed:** 4.00pm