

## **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 23<sup>rd</sup> JUNE, 2015 AT FOWEY TOWN HALL**

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

**Present:** Cllr. Mrs. C. Eardley, Cllr. Mrs. L. McCartney, Cllr. Mr. D. Willmore

#### **15/01 Election of Chairman 2015/16**

As neither Cllr. McCartney nor Cllr. Willmore had expressed a wish to take on the Chairmanship of the Committee, Cllr Willmore proposed and Cllr. McCartney seconded and it was RESOLVED that Cllr. Eardley continues in the role.

#### **15/02 To Receive Apologies for Absence**

Apologies had been received from Caroline Lewis (Caretaker)

#### **15/03 Declaration of Interests**

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

#### **15/04 Public Questions**

None

#### **15/05 To Approve the Minutes of the Meeting held on the 5<sup>th</sup> March, 2015**

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

#### **15/06 Matters Arising from the Minutes not on the Agenda (for report only)**

##### **14/35 EDF Meter & Electricity Supply**

With the co-operation of the Regatta Committee the meter was removed on the 13<sup>th</sup> March, 2015 thus drawing this particular problem to a successful end.

#### **15/07 Continuation of Town Hall Refurbishment**

##### **Replacement Carpets and Linoleum**

St. Blazey Carpets were asked to quote for replacing the entrance matting, stairs carpet and linoleum on the upper floor. This has been broken down into areas for the landing, kitchen and Ladies & Gents. After discussion it was agreed to replace the entrance matting and stair carpet in the near future and leave the linoleum until later in the year, budget permitting. It was therefore proposed by Cllr. Willmore, seconded Cllr. McCartney and RESOLVED that

£195.00 will be spent on new entrance matting and £265.00 on new stair carpet. Both figures include VAT.

### **Installation of Telephone Line and Broadband Connection in the Office**

BT have provided costs for the connection of a telephone line with Broadband. The quotes given are for 12 month and 24 month contracts for both connection and Broadband, which is based on a 10GB monthly usage. As the 24 month contract is cheaper, and length of time of requirement indefinite, Cllr. McCartney proposed, Cllr. Willmore seconded and it was RESOLVED to spend £110.00 on Connection costs, (a one-off payment), and £23.00 per month on Broadband charges for the 10GB monthly usage. A router will be provided free of charge but with £8.00 P&P.

Once installed access will be secured to Councillors' use only.

### **Replacement of Old Tables**

On the List of Fixed Assets for the Town Hall furnishings 10 x folding 6ft tables were purchased in 1999 and 2000. There are 5 remaining and it is these five that are giving concern as they are difficult to put up and take down, and heavy to move. Two new tables of the same size but easier to handle were purchased in January 2014 for £174.48, ex VAT. Cllr. Willmore proposed, Cllr McCartney seconded and it was RESOLVED that 3 new tables will be purchased in the near future. The remaining old tables will be replaced later in the year, budget permitting.

### **15/08 List of Fixed Assets**

Cllrs. McCartney, Eardley and Willmore physically checked through the Asset List 2014/2015, Section 2 Town Hall Furnishings, noting any discrepancies/changes. Cllr. Eardley will update the List and provide the Clerk with a copy.

### **15/09 Exchange of Information**

#### **Draft Policy Statement for Town Hall Furniture, Equipment and Services**

Cllr Eardley had prepared a draft Policy Statement based on the internal fixtures and fittings. The draft will be clarified and then presented to full Council for adoption. As a consequence of the preparation of the draft, arrangements had been made to have all electrical equipment tested by Tony Bartlett and the gas central heating boiler serviced by Martin Pennell of Pennell Plumbing & Heating, actions which will be carried out annually in future.

### **15/10 Date of Next Meeting - to be arranged**

**Meeting Closed:** 4.15pm