

## **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 12<sup>th</sup> OCTOBER, 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

#### **15/11 To Receive Apologies for Absence**

Apologies had been received from Caroline Lewis (Caretaker)

#### **15/12 Declaration of Interests**

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

#### **15/13 Public Questions**

None

#### **15/14 To Approve the Minutes of the Meeting held on the 23<sup>rd</sup> June, 2015**

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

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

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

New entrance and stair carpet has been fitted and three old, folding tables have been replaced with new. The telephone line has been installed and Cllr. Willmore has set up the internet connection for use by Councillors only.

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

After updating the List of Fixed Assets in respect of Town Hall property Cllr. Eardley had returned it to the Town Clerk.

#### **15/16 Town Hall Budget**

The Town Hall expenditure to date is in the region of £6,700 which compares favourably with last year. Income to date, £4011.28, has increased on last year's due to more bookings from the Troy Players. However, the Committee is aware that these can be unreliable and a number of bookings made for October and November have been cancelled due to Troy Players cancelling their next production.

The other source of income is through the two weekly Craft Fairs and the occasional two-day Craft Fairs held by Fowey River Crafts. Again, these can be unreliable and, generally, are only held Easter through to October, so it was agreed other sources of income need to be investigated.

The Committee needs to meet again in November to agree the Budget for 2016/2017.

### **15/17 Roles & Responsibilities of the Town Hall Committee**

The list drawn up by Cllr. Eardley was agreed, with no amendments, and will be submitted to full Council.

### **15/18 Town Hall Draft Policy Document**

The Draft document was discussed at length, especially the use of the Office clause. Currently, Troy Players are allowed use of the Office as a changing room and for storage of costumes during their productions. This has been a “historic” arrangement due to them having had children in their productions and having a Duty of Care towards them. As this is no longer the case, but mindful that Troy Players still contribute reasonably to our income, the clause **“Permission for hirers of the Hall to use the Office will be given at the discretion of the Town Hall Committee”** has been written into the Policy. However, this could be amended at a later date depending on other uses of the Hall, which were discussed later in the meeting.

The draft document will be submitted to full Council, without amendment.

### **15/19 Exchange of Information**

#### **Annual Servicing of Equipment**

In connection with the draft Town Hall Policy, all electrical equipment and the gas boiler have been tested and the appropriate certificates issued for display on the internal Notice Boards. Cllr. Eardley had asked for an estimated cost of replacing the boiler when it becomes necessary and was quoted between £2,000 and £3,000. However, it would have to be sited elsewhere, against an outside wall. A possible place is inside the cupboard in the Kitchen where the Caretaker stores her cleaning materials which, in turn, could be moved to the old boiler cupboard. The Hearing Loop in the Hall has also been repaired and rewired, and the socket labelled.

#### **Other Sources of Income**

Occasionally we have had Wedding and Birthday celebrations held in the Hall which have been very successful so these are events we need to encourage. One of the wedding parties asked if the Town Council held a Licence for the Ceremony to be held in the Hall. Cllr. McCartney has a friend who is a Registrar so will ask her the feasibility of it.

If the Committee and full Council decided to pursue this idea alterations would have to be made to the landing area and toilets to provide a welcoming and appealing atmosphere. This would necessitate altering and upgrading the Gents into a Unisex toilet and turning the Ladies into a changing room with a new vanity unit, mirrors and better lighting.

## **Use of the Office**

Referring back to the Town Hall Policy, ideally the Office should be for the sole use of the Town Council but in its current guise is unsuitable for more than 6 people to sit around a table, at the most. It was suggested that the 'L' shape of the room could be squared off, taking some of the space on the Landing to do so. This would create a bigger, more suitable office area for the Council to use as a meeting room and to meet the demands of the ever increasing responsibilities of the Council.

If the alterations were done to accommodate weddings, receptions and parties the changing room could be used by Troy Players, leaving the Office for the sole occupation of the Council.

The Town Hall is Grade II listed and the Committee is very aware that the necessary permissions should be sought before any alterations can be done, internally or externally. As the cost of the work would probably mean the appropriate increase in budget, this suggested investment would have to be debated by full Council.

**15/20 Date of Next Meeting** - to be arranged

**Meeting Closed:** 3.45pm