

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 16th NOVEMBER, 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

15/21 To Receive Apologies for Absence

Apologies had been received from Caroline Lewis (Caretaker)

15/22 Declaration of Interests

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

15/23 Public Questions

None

15/24 To Approve the Minutes of the Meeting held on the 12th October, 2015

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

15/25 Matters Arising from the Minutes not on the Agenda (for report only)

15/19 Exchange of Information – Other Sources of Income

At the meeting on the 12th October Cllr. McCartney had volunteered to speak to a friend who is a Registrar to ask the feasibility of obtaining a licence to hold wedding ceremonies in the Town Hall. She had done so but had not had chance to pass on the information to Cllrs. Eardley and Willmore. Further discussion was therefore deferred until next meeting.

15/26 Town Hall Committee Roles & Responsibilities

The Roles and Responsibilities of the Town Hall Committee has been completed. Proposed by Cllr. McCartney, seconded by Cllr. Willmore and RESOLVED that they be adopted.

15/27 Town Hall Budget

Taking into account expenditure to date it was agreed to continue with some of the refurbishments included in this year's budget. Proposed by Cllr. Eardley, seconded by Cllr. McCartney it was RESOLVED to replace the last two old, heavy tables at a cost of £210. Russell Maclaren has quoted £330 materials and labour for painting walls from the entrance, up the stairs and along the landing plus four doors. Also replace old curtains and curtain track with new poles, curtains and blinds at an estimated cost of £1000.

Using the Statement presented last year, which includes salary payments for the Caretaker, Safety Checks, Electricity, Gas etc. Cllr. Willmore had increased the figure by 7% to project the budget required for 2016/17. Expenditure of £2000 for survey work to be carried out based on the full report of 2010, due to the fact that listed buildings should be surveyed every five years, also incorporated.

Therefore Cllr. Eardley proposed, Cllr. Willmore seconded and it was RESOLVED that a budget of £16,000 for Town Hall Running and £2,500 for Town Hall Non-recurring expenses should be presented to the Finance Committee for the Town Hall Budget requirements 2016/2017.

15/28 Town Hall Draft Policy Document

Cllr. Willmore proposed, Cllr. McCartney seconded and RESOLVED that the Town Hall Policy be adopted.

15/29 Risk Assessment

The Risk Assessment produced for the Town Hall in 2012 was read through and checked in conjunction with the Register that the Caretaker completes, and was signed off by the Chairman Cllr. Eardley. Cllr. Willmore continues to monitor Legionella risk and holds the register for this. The Risk Assessments from the Aquarium, Museum, S.W. Water and King of Prussia were not available for this meeting.

15/30 Exchange of Information

Annual Service Contract with PHS Washrooms

As nothing has been heard from PHS recently regarding the contract we have with them, Cllr. Eardley will contact them to ask for a breakdown of their charges.

Hentland Fire Alarms & Emergency Lighting

The second of the services will be due early December so Cllr. Eardley will arrange a specific date and time with them as they need access to the Aquarium and Mr. Coggan will need to be informed.

15/31 Date of Next Meeting - to be arranged

Meeting Closed: 3.00pm