

Brixham Town Council

Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 3rd August 2018.

Present: Cllrs S Clutterbuck, I Carr, D Giles and J Regan

Also present: Tracy Hallett, Town Clerk; Clare Lewandowski, Admin Assistant and 1 member of the public.

- 18043. Apologies for absence through the clerk**
Apologies were received from Cllrs Addison and Stock
- 18044. Declarations of Interest**
None
The declaration of interest book was available to sign.
- 18045. To consider any requests for dispensation on agenda items**
None
- 18046. Minutes of the meeting held on 15.06.18**
The minutes of the meeting held on 15.06.18 were **resolved** and signed as correct.
- 18047. To consider and agree a recommendation from the Town Hall Innovation Working Group**
*It was **resolved** to suspend Standing Orders.*

Katharine West was invited to address the members and gave a summary of her background and experience in regeneration.

Members were advised that in addition there will be a requirement to instruct surveyors, engineers and VAT specialists. There is also a need to increase the members on the working group to include members of the community that have experience or connections with finding additional funding or working with the local LEP to help access additional funding options.

Members were advised that the budget for the consultancy work should be capped at £15,000 which covers approximately 2 days per week over the next 6 months. However, there will be a need for the Clerk and working group to monitor this budget.

Katharine explained that her hourly rate is £35 per hour which is a discount from her standard fee. Members were advised that consultants normally charge in the region of £50 per hour.

*It was **resolved** to reinstate. Standing Orders.*

It was **resolved** to rename the Town Hall Innovation Working Group as: Town Hall Regeneration

It was **resolved** to recommend to Full Council to employ Katharine West to take the Town Hall Regeneration to the first stage with the money being taken from the Town Hall ear marked reserves.

It was **resolved** that some funding will be utilised from the Town Hall Budget to pay for Katharine to start researching funding opportunities and to meet with the Working Group until Full Council have agreed to the recommendations.

18048. To consider Annual Inspection / Maintenance quotes for:

Fire Risk Assessment

It was **resolved** to appoint FireMaster to carry out the Fire Risk Assessment.

Annual Boiler Maintenance

It was **resolved** to appoint Stronghold along with their electricians Bowen Electrical to carry out the annual heating, maintenance, service, inspection and water hygiene monitoring based on best value.

Asbestos Inspection

Members were advised that quotes had been received for both the Town Hall and the Museum buildings as a cost saving exercise. It was **resolved** to appoint Easy EPC. Members agreed that if the Heritage Museum were unable to cover the cost of their share, consideration will be given to cover the cost by taking it from their budget category.

Logo Mats

It was **resolved** to give notice to Johnsons Apparelmaster and purchase new mats and a carpet cleaner.

18049. To hear an update on the emergency lift telephone line

Members were advised that BT had cancelled the lift emergency telephone line without instructions from the Clerk, which had led to limited lift access during the day and no access at night. Quotes were received from BT & Channel Telecom to compare and The Clerk reported that she had instructed Channel Telecom who had a more competitive rate in order to put the lift back in operation as soon as possible. Members confirmed they were happy with this decision.

18050. To consider purchasing a Fly Killer for the Scala Hall kitchen

It was **resolved** to purchase an electric fly killer for the Scala Kitchen.

18051. To hear an updated following training and guidance on risk assessments

Members were advised that the Clerk had attended training recently and that there was a need to update the risk assessments in the building as well as obtaining copies of risk assessments from all tenants. In addition, there was also a need to ensure that all tenants and community group / business hirers provided copies of their Policy Schedule / Public Liability Insurance to ensure that they were insured to carry out the work that they are doing.

18052. To hear an update, consider and agree any Maintenance works

Damp

Members considered the problems and agreed that it is difficult to ascertain the cause of the damp, which could be a number of reasons. It was **resolved**

to obtain quotes from structural surveyors to survey the whole building and advise the cause of the damp problems.

Dry Rot

The Clerk advised members that there was a potential that the Scala Hall might be out of use for a minimum period of three weeks and recommended that the work was carried out at the end of December when the hall is closed for Christmas and New Year. This would mean as little disruption as possible to the Pannier Market and hirers. It was **resolved** to appoint Dampco to carry out the work at the end of December.

Combustion Seal and Earth Bonding

It was **resolved** to appoint Stronghold and their electricians Bowen Electrical to carry out the work.

18053. To consider a request from Brixham Theatre CIO that a preferential tariff is agreed for the hire of the Scala Hall

Members considered the request and whilst supportive also noted that the Service Level Agreement had not been agreed. Members **resolved** to give Brixham Theatre CIO two options

(1) that charge is offset against the £500 balance; or

(2) the Town Council receives a percentage of their gross takings. Members resolved that the Clerk should discuss and agree the percentage and report back once an agreement had been reached.

18054. To put forward any items for the next agenda

Theatre Lease

Additional space in car park

Maintenance

Surveyor costs

Meeting closed at 12.55pm

Chairperson.....

Date.....