

# Brixham Town Council

---

## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 12<sup>th</sup> October 2018.

**Present:** Cllrs P Addison, S Clutterbuck, D Giles and J Regan & Jessica Stock

**Also present:** Linda McGuirk, Deputy Town Clerk and Clare Lewandowski, Admin Assistant

**18055. Apologies for absence through the clerk**  
None.

**18056: Declarations of Interest**  
None. The declaration of interest book was available to sign.

**18057. To consider any requests for dispensation on agenda items**  
None.

**18058. Minutes of the meeting held on 03.08.18**  
The minutes of the meeting held on 03.08.18 were **resolved** and signed as correct.

**18059. To consider a request for The Pannier Market to open regularly on Saturdays**  
Members were advised the current licence to occupy covers Monday, Tuesday, Wednesday 49 weeks of the year. The acting Market Manager has submitted a verbal request to the Town Council office to book the Scala Hall every Saturday of the year. Members discussed the proposal and were concerned that the Scala Hall would not be available for Community use.

It was **agreed** to offer the Pannier Market one Saturday per month, which can be the same Saturday each month, on the basis that they set up and dismantle on the same day. Further discussion should take place with the Market Manager and if they wish to proceed the agreement will be an addendum to the current licence to occupy. If agreed the Pannier Market will be charged for one Saturday per month whether they use the hall or not.

The draft addendum can be circulated to members of the Town Hall Sub Committee (THSC) for agreement to speed the process up.

The Pannier Market will be able to book extra days subject to availability via the normal hire process.

Members requested further information on the level of bookings in the Scala Hall at the next THSC.

**18060. To consider and agree a recommendation from The Town Hall Regeneration Group**  
a) To apply for funding

Members discussed report 34-2018 and **agreed** the following recommendations:

1. To proceed with applying for funding. Members **agreed** they are happy to proceed with the funding application.
2. Evaluation Committee to consider the Town Hall Regeneration Working Groups Terms of Reference in order to achieve a faster decision-making process.

**18061. To hear an update on the Town Hall Fire Drill**

Members were informed a Fire Drill is currently being scheduled for early December. This will take place after Officers have completed Fire Marshall and fire extinguisher training. Volunteers are required to occupy the Theatre to make the drill more realistic. A plea will be put out on social media.

Fire Drill had been scheduled for December after fire Marshall training had taken place, members to be notified once date confirmed.

**18062. To discuss and consider the results of the Fire Risk Assessment**

A Fire Risk Assessment for the building was carried out by Mark Evans of Fire Master in September 2018. Members discussed and considered the fire risk assessment report at length and requested clarification on the following points:

Report Identifier 0787C – BTC External Areas. Fire Service Access.

Members asked for confirmation if the report related to the vehicles parked in the car park or in the approach road at the side of Brixham library.

Report Identifier 0787E - Function Room

Members asked for confirmation if the gate is to be unlocked outside of office hours for all room bookings or if they're happy to continue with a key in a breakable glass box.

Report Identifier 0787D - Brixham Theatre

Members asked for clarification if Brixham Theatre CIO have a procedure when isolating the beam detector and its reinstatement.

Means of Escape:

Route 2

Members asked for clarification on which windows require Georgian Wired glass.

Lift

Members asked for clarification if the lift returns to the ground floor on activation of the fire alarm.

Out of Hours

Members were advised that the Town Council employs a security firm for out of hours. In the event of an emergency or issue that they are unable to deal with, they will contact the Clerk, Deputy Clerk or Hall keeper.

Members accepted the recommendations and commended such a detailed report.

**18063. To discuss and consider transferring telephone lines to a new provider.**  
Members were updated that two telephone lines have been disconnected already as a cost saving exercise. Quotes have been requested to change to an alternative provider but had not been received at the time of the meeting.

Members discussed the provision of Fibre Broadband at the Town Hall to future proof the building, further discussion took place on the current internet speeds.

**18064. To consider cancelling the Zoopla contract.**  
Discussion took place regarding the number of enquiries received through Zoopla.

Members requested further information on the number of enquiries received and how they had found the information i.e. through Zoopla, Town Council website, internet search etc.

Report back to next THSC to allow members to make a decision based on evidence. Members were informed that currently Office 2 and the Summercombe Room are currently vacant.

**18065. To hear an update, consider and agree any maintenance works.**

**a) Function Room**

Wall has been repainted and the smartboard has been installed, which was relocated from the Summercombe Room.

**b) Dressing Room Window**

Members were advised that the glass was cracked and needed replacing. One quote had been received to date for £98 and one further quote was still to be submitted. Cllr Addison suggested Wise Windows for safety glass.

**c) Ceiling Tiles**

Members were advised that during the works to Rotunda roof there was a leak in the Brixham Does Care offices. There was a delay in purchasing the tiles due to them being discontinued. Tiles have now been purchased with delivery expected shortly.

**d) Ceiling in Hallway**

Members were advised that there is another leak in the hallway ceiling. The Hall Keeper has removed the damaged ceiling to ascertain the problem which is in need of repair.

Members were also advised that the Town Clerk had met with a surveyor for regeneration purposes and they will prepare a quote offering guidance on the cause of the leak in the hallway and any other areas of damp within the building. Members requested that we investigate contacting a roofer as a priority.

**e) Emergency Lighting**

Members were advised that the new contractors have serviced the emergency lighting and fire alarm which has highlighted a number of remedial works. Members queried if Fire Master should be physically checking the equipment as part of their risk assessment. It was also queried whether or not the Hall Keeper can do some of the investigation works and possibly reduce the number of lights to be fixed.

- 18065. To put forward any items for the next agenda.**
  - Additional spaces in car park.
  - Intruder alarms.
  - Theatre Lease.
  - Pannier Market update.
  - Surveyor quote.
  - Maintenance

Meeting closed at 11.11am

Chairperson..... Date.....