



Brixham Town Council

First Floor, Brixham Town Hall,
New Road, Brixham, TQ5 8TA

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Town Clerk: Mrs Tracy Hallett

23rd November 2018

Dear Councillors

You are invited to attend a meeting of **Town Hall Sub Committee**, which will be held in the **Furzeham Room of Brixham Town Hall** on **Friday 30th November 2018** commencing at **9.30am**

If you are unable to attend this meeting, or will be late in arriving, please inform the Council offices as soon as possible.

From 9.30am to 9.40am residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration before the start of the Town Council meeting. Members of the public may not take part in the Town Council meeting itself.

Attendees should be aware that the proceedings of this meeting may be filmed, photographed or recorded.

Agenda

1. **Opening of the Meeting**

2. **Apologies**

To receive apologies and to approve reasons for absence

3. **Declarations of Interest**

In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Town Clerk within 28 days of the change.

4. **Minutes**

To consider the approval of the minutes of the last meeting dated 12th October 2018.

5. **Utilities (Report 42)**

To consider and agree a new utility provider for gas and electric

6. **Maintenance works (Report 40)**

To hear updates, consider and agree any recommendations on the following maintenance works:

- a) Ceiling in Hallway
- b) Damp
- c) Extraction and Ventilation
- d) Dressing Room Window

7. **Fire, Health and Safety (Report 41)**

To hear updates, consider and agree any recommendations on the following matters raised at previous meetings:

- a) Fire Risk Assessment
- b) Emergency Lighting
- c) Intruder Alarm

8. Room Bookings (Report 46)

To consider a report on the number of room booking enquiries

9. Tenants and Hirers (Report 43)

To hear an update on the Theatre Lease

To hear an update on the Pannier Market

To hear an update on the hirers

10. Service Level Agreements (Report 44)

- Update on Out of Hours contract
- To consider and agree the BMS Heating access
- To consider and agree recommendations for the Facilities Management services

11. Date of next meeting

To confirm the date of the next meeting which is scheduled for 11.01.19

12. Items for future agenda

Each Councillor is requested to use this opportunity to raise items for future agendas.

13. Part B

To consider and agree to exclude members of the public and press from the meeting due to the nature of the business about to be discussed

14. Car Parking

To hear an update on the Town Hall car parking.

15. Assets (Report 45)

To consider the costs of Building Surveys.

Signed

Tracy Hallett

Town Clerk to Brixham Town Council

23rd November 2018

Committee Members:

Councillors P Addison, I Carr, S Clutterbuck (C), D Giles, J Regan & J Stock (VC)