

Brixham Town Council

Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 11th January 2019.

Present: Cllrs P Addison, I Carr, D Giles, J Regan and J Stock

Also present: Linda Mc Guirk, Deputy Town Clerk and Clare Lewandowski, Admin Assistant

19000. Apologies for absence through the clerk

Cllr Steve Clutterbuck

19001. Declarations of Interest

None

19002. To consider any requests for dispensation on agenda items

None

19003. Minutes of the meeting held on 30.11.18

The minutes and confidential notes of the previous meeting were **agreed** as a true record subject to a minor amendment to minute number 18073 removal of repeat wording *with Zoopla*.

19004. Utilities

Members discussed and considered report 42a-2018.

Electricity

Town Hall

It was **resolved** to change to D-Energi on a 3-year contract. It was noted there are two available tariffs.

Old Police House

It was **agreed** to switch providers. The Clerk was requested to consult with D-Energi and negotiate a 3-year contract similar to the Town Hall tariff above. If this is not possible then second choice is the British Gas option on a 3-year contract.

Investigation should take place into the provision of smart meters.

Gas

It was **agreed** to change to D-Energi on a 3-year contract. Members discussed the benefits of one provider for both gas and electricity.

It was **resolved** to give the clerk delegated powers to make the final decisions regarding utilities.

It was further **resolved** to proceed with Direct Debit options due to the cost savings shown in the report.

19005. Maintenance

Roof

Members were advised that a quote from JV Joinery and Carpentry was still outstanding and subsequently quotes were being sought from other contractors. Cllr Giles informed he had recently had a positive experience with B-dry Roofing, Torquay

Heating

A quote has not been received from Stronghold, the Clerk will chase them up and email it to members of the THSC for a decision so that works can progress quickly.

Damp

Dampco have attended to inspect the treatment works that were done in late December. They have confirmed that there is no further growth and will return to replace the missing timbers.

Lift

The recent Fire Risk assessment report recommended that the lift returns to the ground floor on activation of the fire alarm system, which was categorised as Priority 4 which is to be completed within 6-12 months. The Clerk advised that she had contracted the contractor for a quote which is in the sum of £2,729. This cost excludes an investigative visit costing £154. Members were surprised at the cost of the quote and have requested the Clerk contacts other providers for advice and quotes.

Members were advised that the Clerk had contacted Fire Master who confirmed they are happy to reduce the priority rating to 5 which is "at a time of planned refurbishment or period greater than 12 months" subject to designated Marshall checking the lift during an alarm.

Members asked what action had been taken following the previous meeting where it had been reported that the Theatre are having problems with the lift getting stuck. The Deputy Clerk advised that the opportunity to have a meeting with the Theatre had not arisen due to the high work load and staff illness. It was agreed that this should be discussed with the Theatre group as soon as possible.

Members also requested that previous quotes for a new lift are reviewed and discussed as part of the Theatre meeting.

Legionella

Members were advised that the legionella testing for the building was completed prior to the Christmas break.

Conference Room

Members were advised that the Facilities Manager had redecorated one wall in the Conference room due to damage that had recently occurred.

Members raised concern regarding the acoustics in the room and **resolved** that an investigation on noise reduction in the Conference Room and report to the next meeting of the Town Hall Regeneration Group.

Function Room Cupboards

Members were advised that new locks on cupboard doors had been fitted except for one. The Facilities Manager is waiting for a time when the room is not in use because the cupboard door needs to be drilled to fit the lock.

19006.

Tenants & Hirers

Theatre

Members were advised that a third Solicitors quote has not been received as the solicitor has a number of queries that needed answering. Theatre meeting is yet to take place about issues and the Service Level Agreement. Members expressed their

concern that the Theatre lease had still not been resolved. The Deputy Clerk advised that unfortunately as other things have arisen and taken priority, work load and staff illness are also a factor to be considered. Members requested that this should be considered as an equally high priority.

Members requested that on the Town Clerks return to the office the Theatre meeting is given a priority, all **agreed**.

It was **resolved** that the Clerk should look further afield for competent Solicitors and that matters are resolved as a matter of urgency.

Members were advised of a new theatre group setting up, Spark Theatre Company Torbay. Members supported the venture.

Brixham Does Care (BDC)

Members were aware a letter had been received from BDC regarding the proposed Regeneration of the Town Hall. Members asked is there a possibility of BDC having a misunderstanding of regeneration works? They were concerned that information from previous regeneration meetings had not been passed to members and wished to ensure a good working relationship between BDC and the Town Council.

It was **resolved** that prior to the end user meeting on the 1st of February, a THSC meeting is held inviting Martyn Paddon, representatives of BDC and Trustees of the Charity on a date of their choice. A 2-part agenda, with the first part to discuss any relationship issues and the second part to discuss any regeneration issues. Members asked if Katherine West would be free to attend this meeting to answer any concerns raised regarding regeneration. All **agreed**.

Pannier Market:

Members were advised that the current market manager has verbally advised prior to Christmas that he is considering leaving. The Town Clerk had met with the Market Manager to discuss his outstanding payments and agreed not to open the Market in January to avoid incurring any further costs.

Since Christmas the Market Manager has advised that he does not intend to return to the Market. The Deputy Clerk advised the Market Manager that he has signed a licence to occupy and a meeting to discuss the way forward has been arranged for Friday 18th January 2019. An existing trader is interested in taking over the role. However, members raised concerns on the viability of the market. Members agreed that the Town Council has a duty of care and must ensure due diligence before another person takes on the role.

Further discussion took place on viability of markets, demographics etc. It was **agreed** to seek advice and carry out further research. The Deputy Clerk advised that much research had been done after the previous Market Managers left.

It was **resolved** not to appoint a new Market Manager if the current one leaves. In the interim while viability of the market is assessed, Traders will pay table rent direct to BTC.

- Table rent must be paid in advance of the day's trading and if trading over three days they must pay for all three days on the Monday.
- BTC Officers will be responsible for collecting the rent from the traders in the Scala Hall.
- Facilities Manager to lock and unlock Scala Hall.
- A positive letter must be sent to all traders updating them on arrangements following the current market managers official notice to leave.

- Request traders contact details from current manager.

Members agreed to release the current Pannier Market Manager from his licence to occupy. It was further **agreed** to retract the February invoice based on the Market Manager giving his notice.

Members **agreed** that following the resignation of the current market manager the booking for a D 'Day market is rescinded and BrixhamFuture are given first refusal on the 8th of June.

19007. Date of next meeting

To confirm the date of the next meeting which is scheduled for 01.03.2019 and to schedule an additional meeting with BDC.

19008. Items for future agenda

- Roof
- Heating in Brixham Does Care
- Lift
- Theatre Lease
- Pannier Market update
- Bollard
- Side access lane registration

The meeting closed at 11.30am

Chairperson.....

Date.....