

Brixham Town Council

Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 1st March 2019.

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

Attending: Tracy Hallett, Town Clerk and two members of the public.

A member of BTCIO spoke to members advising of their concerns that BTC now offering a Licence rather than a lease. They gave reasons why they cannot work with a lease such as lack of funding opportunities, motivating volunteers updating equipment such as virtual till contracts.

19009. Apologies

Cllr J Stock

19010. Declarations of Interest

Cllr P Addison declared a pecuniary interest on item 7b of the agenda.
The Declarations of interest register was available to sign.

19011. To accept requests for dispensation

None

19012. Minutes of the meeting held on 11.01.19

The minutes of the meeting held on 11.01.19 were **resolved** and signed as correct with the following correction:
19005 – Lift: Replace ‘contracted’ with ‘contacted’

19013. Maintenance

Report 09-2018: Maintenance

a) Roof

It was **resolved** to appoint B-Dry to undertake the works.

b) Heating

Members noted that the pre-set thermostat had been replaced with an adjustable set thermostat.

c) Bollards

Members noted that it is not possible to move the bollards but asked the Clerk to investigate if one of the old bollards could be fitted on the corner.

d) Damp

Members noted that the damp had now been treated and no further treatment was required.

e) Lift

Members were advised that the initial complaint was made direct to a Councillor and had not been reported to the office. The Clerk had advised Brixham Theatre CIO that faults needed to be noted and reported to the office and since this original incident, no further issues had been reported.

f) Asbestos Report

Members were advised that the report has just been received and it will be on the next agenda.

g) Guttering

Members noted that the guttering had been cleared. The Clerk advised that there are some areas where it is not possible to reach the guttering and that this may require scaffolding if it is too far for a cherry picker to reach.

h) Painting

Members noted that an external schedule of work had been created commencing in the spring.

19014. John Chancellor

Members considered the request to display John Chancellor prints around the Town Hall. It was resolved that the prints should be displayed in the Function Room on a temporary basis. This would mean that the light boxes will need to be removed. Members also requested that if prints were sold that a percentage of the sale should be given to the Town Council.

19015. Fire, Health and Safety

a) Fire Risk Assessment Works

Members noted the contents of report 11-2019 and agreed to request the decommissioning of the single fire escape in the corridor. If this is accepted, then a turn lock should replace the lock in the top glass doors. If this was not accepted by the Fire Risk Assessor, then a disability friendly lock should be installed in the front corridor door.

b) PAT Testing

Cllr P Addison left the Chamber.

Members were advised of the quotes received from three different companies and it was resolved to appoint Protec Fire to carry out the work.

Cllr P Addison returned to the Chamber.

19016. Tenants and Hirers

a) Theatre

The Town Clerk advised BTCIO had raised concerns with a licence at the last meeting with the group and had contacted the Solicitor following this meeting who advised that the best we could offer would be a 12-month lease. This is due to the unknown circumstances in regard to the Regeneration plans still being not being firmly agreed.

*It was resolved to **suspend** Standing Orders*

Councillor Carr advised why the Town Council wanted to protect the Council's ability to apply for funding. However, members recognise that this may detract the ability for BTCIO to apply for funding.

Cllr Giles believed that BTC should offer a 4 year lease that is tightly worded to ensure the Town Council can still move forward with the regeneration plans.

BTCIO were reassured by BTC that there are plans to ensure a theatre remains in the Town Hall after the regeneration.

It was **resolved** that the Clerk should contact the Solicitor to request a lease that is for a minimum of 4 years but ensures that it secures the Town Council's plans for regeneration and funding opportunities and provides the needs for the Theatre.

Members also asked if it was possible to include a pause clause when the work is carried out in the Theatre.

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

b) Pannier Market

Members considered report 08-2019 and resolved to recommend to Full Council that the Town Council continues to manage the market by:

- 1) Giving the market a new identity with a sustainable and vibrant theme based on option one of the report
- 2) Adopting the new stall holders pack
- 3) Agreeing a fee of £6 per table per day and £30 per day for the kitchen which should be reviewed annually. This includes the entitlement for stall holders to have 4 free weeks in any one financial year for the purpose of holidays based on receiving a minimum of 14 days written.
- 4) Employing a Market Manager
- 5) The Evaluation Committee considering and agreeing the salary and job description

In addition, members resolved that investigation should be carried out on the cost of installing the following:

- 6) Wifi Bluetooth speakers so that music can easily be played
- 7) Sound proofing suitable to reduce the acoustics

Cllr Clutterbuck left the chamber and Cllr Regan took over as Chair.

19017. Date of next meeting

It was agreed the next meeting should be rescheduled from 10th May to 26th April.

19018. Items for the next agenda

- Theatre Legal Agreement
- Pannier Market Update
- Side access lane registration

The meeting closed at 11.25am

Chairperson Date.....