

# Brixham Town Council

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## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 27<sup>th</sup> June 2014.

**Present:** Cllrs J Stock, L Armstrong, C Lomas, M Hodge & M Morey

**Also present:** Tracy Hallett, Deputy Town Clerk; & 2 members of public.

**14030. Apologies for absence.**

Cllrs Addison and Gardner

**14031. Declarations of Interest.**

None.

**14032. Minutes of the meeting held on 09.05.14.**

The minutes of the meeting held on 9<sup>th</sup> May 2014 were **resolved** and signed as correct.

**14033. To discuss Town Hall Survey Costs.**

Members were advised of two quotes that had been received for surveying the masonry and chimneys of the Town Hall. It was agreed to employ Studio Four Architects to provide an illustrated, non detailed survey of the Town Hall.

**14034. To discuss and approve maintenance contracts.**

It was **agreed** to obtain quotes for all maintenance contracts and compare these against previous year's costs under the SLA. It was further **agreed** to give the Clerk delegated powers to sign the best price contract and an update should be given at the next meeting.

**14035. To hear a progress report on the Town Hall repairs and maintenance.**

Members were advised that

- a. The rotten doors had been replaced and painted.
- b. A comfy seat had been purchased
- c. Cannings will be working in the Theatre at the end of August
- d. Brixham Handyman will be working in the Scala 3<sup>rd</sup> & 4<sup>th</sup> July to replace the rotten wood and treating the cause of the problem.

Other outstanding issues to be done are as follows:

- e. Fit extra locks to 2 kitchen doors in Function Room for BATS use.
- f. Signage – still chasing
- g. Theatre Beam Structure – awaiting further information from BATS

**14036. To discuss and agree issues relating to Theatre Emergency Evaluation Procedure Requirements.**

Members were advised that following discussions with Fire Master and an email dated 18<sup>th</sup> June, sounders in the dressing rooms and the lobby outside the auditorium will still need checking and if not sufficiently loud enough then new ones or replacements will need to be fitted. This will avoid sounders in the auditorium.

Members were further advised that BATS do not follow the Brixham Town Council adopted fire evacuation procedure which is advertised at various locations throughout the building and that having received advice, it is not appropriate to delay the evacuation of the theatre or any other part of the building in the event that the fire alarm is triggered. The concern is that in the event of a major incident if the evacuation procedure is not as prescribed then BTC's insurance will be

compromised and it may be best for BATS to have their own public liability in place in the event of any injuries or fatalities when the Landlords fire procedure is not followed.

Standing Orders were suspended to allow a member of BATS to speak and they advised that they delay the evacuation by a maximum of 3 minutes to allow time to check the fire panel to ensure that it is not a false alarm. They went on to advise that this is a normal procedure for Theatres.

Following a lengthy discussion members **agreed** that copies of other Theatre Fire Evacuation Procedures should be sought with a view to adopting a different procedure for the Theatre only.

- 14037. Items for the next agenda.**  
Maintenance Contract Updates  
Update on maintenance works

The meeting closed at 10.45am

Chairman..... Date.....