

# Brixham Town Council

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## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 27 August 2015.

**Present:** Cllrs J Stock, I Carr, D Giles, M Morey and J Regan

**Also present:** Tracy Hallett, Town Clerk; & 4 members of public.

**15011. Apologies for absence.**

Cllr Addison

**15012. Declarations of Interest.**

None.

**15013. Minutes of the meeting held on 23.01.15.**

The minutes of the meeting held on 23<sup>rd</sup> January 2015 were **resolved** and signed as correct.

Cllr Stock welcomed new members to the committee and updated everyone with what the Town Hall Sub Committee is responsible for.

**15014. To consider a request for the installation of a baby changing unit.**

Members were advised that Brixham Does Care has requested the installation of a baby changing unit due to experiencing problems with parents utilising the table tops in the Function Room. It was **resolved** to install a baby changing unit in the disabled toilet.

**15015. To consider a request for the installation of two additional CCTV cameras.**

Members were advised that a quote had been requested for the two additional locations (Theatre Box Office and Theatre Lobby) and that unfortunately the quote had not been received. It was **agreed** to defer this until the quote had been received. It was further **agreed** to request a quote for the installation of CCTV in the corridor and Town Council reception area, along with a panic button in the reception area.

**15016. To discuss and agree the SLA with TEDCo for the Facilities Management.**

It was **resolved** to renew the SLA with TEDCo.

**15017. To consider weekend management of the Town Hall.**

It was **resolved** that on occasions, depending on the type of booking, an out of hours hallkeeper will be required. It was **agreed** that the booking form should be updated to reflect this and advise hirers that they will incur an additional cost in the event that the Town Council has to employ a hallkeeper for their booking.

**15018. To discuss and agree the SLA with Torbay Council for Out of Hours Security.**

It was **resolved** to sign the SLA contract with Torbay Council for out of hours security.

**15019. To hear an update on the Listed Building Consent Application.**

Members were advised that Torbay Council Brixham Town Council will need to apply for Building Regulations to remove the external staircase. Torbay Council were also requesting a some changes to the application. Cllr Carr was currently in contact with the Planner and Conservation Area to discuss this further.

It was agreed the clerk should investigate health and safety reasons on whether the external staircase could remain insitu. If this is possible, then the application should be withdrawn.

**15020. To discuss any issues relating to the general usage of the Town Hall.**

- a. Members were advised that one cubicle of the ladies toilet has been closed due to concern over the flooring. A builder has been contacted to investigate the problem.
- b. Members were advised that the boiler is due to be removed and that Brixham Does Care plan to get a builder in to expand their small office. Cllr Carr advised that Brixham Does Care will need Listed Building Consent for their planned works. It was **agreed** in principle but members would like to see a plan of the works.
- c. BATS had requested a copy of the electrical report. Members were advised that BATS were currently investigating the installation of a lighting bar at the front of the stage and needed to know the power usage. BATS also requested approval for the refurbishment of 150 theatre seats. This was **approved**.
- d. It was **agreed** that the Clerk should meet with Firemaster to discuss a suitable location for storage for Project Performers.

**15021. To discuss flood prevention for the Town Hall.**

*Standing Orders were suspended to allow a member of the Community Flood Group to speak to members.*

Members were advised that it was a case of “when” not “if” there is a flood but that it could be now or in, say, 10 years time. Brixham has two water courses, one that leads out at Prince William and one that leads out at the Fish Quay. The Community Flood group have been talking to Doctors Surgeries and are looking for door knockers who live on each affected road. In the event of an emergency, these door knockers will need to visit every house in their road to warn them.

Brixham Town Hall is located in a prime area of flooding and a discussion took place on various options to diminish the flood risk. It was **agreed** to hold a flood prevention event in the Scala Hall which will include stalls from various different companies selling flood prevention equipment.

*Standing Orders were reinstated.*

**15022. To hear a report from the Town Hall Innovation Working Group.**

Members were advised that the Innovation working group had looked into employing the services of a professional to help look at various options for future planning. The first quote received was too high and it was agreed that Cllr Carr should look at other quotes.

It was agreed to invite the Clerk, Mr K Dodd and Mr T Garratt as members to the group.

**15023. Items for the next agenda.**

CCTV

Storage for Project Performers

Report from Town Hall Innovation Working Group

Flood Prevention

The meeting closed at 11.50am

Chairperson.....

Date.....