

Brixham Town Council

Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 2nd September 2016.

Present: Cllrs, P Addison, S Clutterbuck, V Campbell, D Giles, J Regan and J Stock
Also present: Tracy Hallett, Town Clerk & 3 members of public.

A member of BATS advised of the issues with the signage of the building. They also requested a copy of the Electrical report and Fire Risk Report.
A representative from the Pannier Market advised that they would like signage at the Harbour directing people to the Town Hall.

16022. Apologies for absence.

Apologies received from Cllr Carr

16023. Declarations of Interest.

None.

The declaration of interest book was available to sign.

16024. To consider any requests for dispensation on agenda items.

None

16025. Minutes of the meeting held on 01.07.16.

The minutes of the meeting held on 1st July 2016 were **resolved** and were signed as correct.

16026. To discuss and consider any issues raised by the Town Council tenants.

It was reported that the Town Hall Innovation Working Group had been looking at signage for the whole building and that this would be included with a meeting with the Conservation Officer at Torbay Council once they had approved a pre advice application.

Members were also advised that it was not necessary for the Fire Risk Assessment and Electrical report to be issued to tenants due to any defects requiring attention would be the responsibility of Brixham Town Council as landlords.

16027. To hear an update on the Function Room ceiling.

The ceiling was now fully repaired with new lights.

16028. To hear an update on maintenance works / repairs on the Town Hall.

Ladies toilet ceiling

It was reported that the ceiling tiles had been replaced. Due to lights failing and whilst the electricians were onsite, they were also asked to replace lights to LED and this work had also been completed.

It was reported that quotes had not been received for the toilet floor.

Theatre Ceiling Issues

The lead had been ordered for the leak in the chimney and it is hoped that this would be fitted shortly.

It was reported that there were further issues in the ceiling of the auditorium with further signs of damp. The roof space had been inspected and whilst there were no

signs of damp, it was felt that this could be to do with condensation. A quote had been asked for the reinstatement of the ventilated slates in the roof space, but it was also reported that condensation in the theatre itself could be causing part of the problems.

Plumbing issues in the Function Room Kitchen

It was reported that there was drainage problems in the kitchen sinks. A valve had been fitted to the larger sink to test as this was the easier one to resolve. The small sink is a little difficult to access, but there are still drainage problems with this sink and members were advised that the plumber will be asked to fit a valve on this one too. Until these issues had been resolved it will not be possible to fit a glass dishwasher.

16029. To hear an update on the electrical inspection of the Town Hall.

The defects listed within the report were advised. Members were also advised that electricians will be contacted for quotes to resolve the defects. It was **agreed** that a further inspection should take place to produce a plan of the electrics.

16030. To consider the Fire Risk Assessment.

Members were provided with a list of issues highlighted in the reports. It was pleasing to note that the reports over the last few years had reduced in severity and was now at a tolerable level.

It was agreed to get costs of carrying out the top priorities, to highlight the areas of work within future budgets and that the summary spreadsheet will be updated for each meeting showing the progress.

16031. To hear an update from the Town Hall Innovation Working Group

Members were advised that the working group were current concentrating on works in the Scala Hall.

- Decorating

It was **resolved** to accept the quote from Michael Bullock Painter and Decorators for £7,575 with the works to be done in January.

- Pre Planning Application

It was advised that a pre application had been submitted to Torbay Council to obtain advice on changing the glass in the windows, changing the double doors, removing the fire escape

16032. To review the room hire booking terms and conditions

It was agreed to offer an hourly rate of £20, but to also retain the session prices. Members advised that they felt the booking form to be complicated and it was agreed to revamp the booking form and email it to members for comment and approval.

16033. Items for the next agenda.

- Plumbing update
- Chimney update
- Investigate the cost for the removal of the growth on the front of the Town Hall.
- Investigate the cost of removal of wall in car park, including a meeting with the neighbouring building
- To hear reports/ updates from Town Hall tenants.

The meeting closed at 10.38am

Chairperson.....

Date.....