

# Brixham Town Council

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## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 15<sup>th</sup> June 2018.

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

**Also present:** Tracy Hallett, Town Clerk; Clare Lewandowski, Admin Assistant and 1 member of the public.

**18029. To elect a Chair**  
Cllr S Clutterbuck was elected

**18030. To elect a Vice Chair**  
Cllr J Stock was elected

**18031. Apologies for absence through the clerk**  
Apologies were received from Cllr J Regan

**18032. Declarations of Interest**  
None  
The declaration of interest book was available to sign.

**18033. To consider any requests for dispensation on agenda items**  
None

**18034. Minutes of the meeting held on 16.03.18**  
The minutes of the meeting held on 16.03.18 were **resolved** and signed as correct.

**18035. To hear an update on the Brixham Pannier Market**  
Members were advised that the interim manager is doing a good job. Some traders have left, but he has introduced new traders offering better quality goods. The café is changing again, but they are introducing a light refreshment café with sandwiches, pizza and drinks.

The interim manager is aware of the long term concept plans for the Town Hall and is working hard to improve the quality of goods on offer to fit in with these plans.

It was **resolved** that the interim manager is appointed as Market Manager, which should be reviewed annually or as soon as firm plans for the future of the building have been agreed, whichever is sooner.

**18036. To note the inventory and condition survey following the end of tenancy check for the theatre**

Members were advised that comments from the inventory survey were:

There have been some modifications eg the installation of doors to the open shelving in the dressing rooms, changes in the auditorium and the green room. The modifications seem to have been done to a reasonable standard and arguably have improved most areas. However, there are many extra items in

the theatre that were not there at the start and these have not been included in this inventory as there are too many to list.

*It was resolved to suspend Standing Orders to allow a representative from Brixham Theatre CIO to also comment on the changes in the inventory.*

*It was resolved to reinstate Standing orders.*

Members were advised that comments from the condition survey were:

On completion of the site visit we found the general condition of the property to be in a better condition than as evidenced in the Photographic Schedule of Condition dated 1<sup>st</sup> September 2013.

**18037.**

**To hear an update on the Brixham Theatre CIO Heads of Terms**

The heads of terms had previously been emailed to members and the only concern raised was the use of the words 'Theatre Business' being too broad. It was **resolved** to change the wording to 'Use of Function room on the ground floor is available for fundraising and events when linked to theatrical and art events'.

Members were advised that the Council Solicitors had advised that a specially designed lease would be more appropriate, and it was **resolved** that the Clerk could instruct the solicitors to start working on a draft lease.

Members were advised that Brixham Theatre CIO were not happy with the appendix to the Service Level Agreement and asked if it could be removed. Members requested that the Clerk contact the Council Solicitor for advice prior to making a decision.

The Clerk reported that Brixham Theatre CIO had asked if the Town Council would purchase all domains relating to Brixham Theatre. This has come about because BATS continue to use the domain brixhamtheatre.org.uk and Brixham Theatre CIO are using the domain brixhamtheatre.uk. This have resulted in many people being confused about where to purchase theatre tickets online. The Clerk had advised that she had written to BATS to ask if they would consider changing their domain to reflect the new chapter in BATS' existence and she was currently waiting for a response.

*It was resolved to suspend Standing Orders to allow a representative from Brixham Theatre CIO to also comment on the changes in the inventory.*

A further discussion took place with the representative and it was felt that even by purchasing the remaining domain options, it is not going to resolve the problem. Members suggested that Brixham Theatre CIO should update their preamble for the domain.

It was agreed that a decision will not be made until a response had been received from BATS.

*It was resolved to reinstate Standing orders.*

**18038. To consider Annual maintenance quotes for Fire Alarm and Door Access Controls**  
Members were given report 13/2018 detailing the quotes received. It was **resolved** to appoint Westcountry Fire Protection.

Boiler Maintenance and servicing including legionella testing

Members were advised that the Clerk had been experiencing difficulty in obtaining quotes and asked for the decision to be deferred. It was agreed to defer the decision, and if all quotes received a decision could be made by email as soon.

**18039. To consider purchasing new bollards**  
Members were given report 11/2018 detailing the quotes received. It was **resolved** to purchase 5 new bollards from the Workplace Depot.

**18040. To note concerns on the increased use of the Town Hall toilets**  
Members were advised that the refurbishment works for the Town Centre toilets was due in July and temporary toilets were going to be made available. The Clerk reported that once work had been completed it will cost 30p to use the facilities and she raised concern that this there is a possibility of increased use of the Town Hall toilets. The Clerk will try and monitor the usage and report back to the next meeting

**18041. To hear an update on any maintenance works**

Dry Rot

Members were advised that there was a dry rot problem in the Scala Hall. Two quotes had been obtained, one for £1,500 but this was based on what had been seen and could rise once works had commenced. The second quote was for a survey costing £120. The Clerk had commissioned Dampco to carry out a survey and the report will be brought to the next Town Hall Sub Committee.

Brixham Does Care Roof

Members were advised that additional work was required on the Brixham Does Care roof which was leaking and required new slates, fascia, gutter and lead work. The existing contractor had quoted £3,050. Members were impressed with the work the existing contractors had carried out to date and were happy that due diligence checks had been previously carried out. It was **resolved** that they should be appointed to continue with the work required.

Replacement water boiler

Members were advised that the water boiler servicing the Function Room and Town Council offices was leaking and reported as broken beyond repair. New quotes had been obtained and report 14/2018 was given to members with the options.

Members were advised that the best value was to replace the existing gas boiler with an electric boiler. Whilst electric is more expensive to run, the boiler only services a small area of the Town Hall and it was felt that any potential increase in utility costs will be minimal. It was **resolved** to appoint Stronghold UK to carry out the work.

Problem with the boilers for the Old Police House

Members were advised that the boilers for the Old Police House were working to their full capacity. The Clerk had spoken with engineers and it is apparent that it would be difficult to install new boilers whilst also planning for the future project the Town Hall Innovation Working Group are discussing.

It was **agreed** that the Council will purchase oil filled radiators for use during the winter months, if necessary. This is a cheaper alternative to replacing the boilers which will be considered by the Town Hall Innovation Working Group as part of the future project.

- 18042. To put forward any items for the next agenda**  
Report from the Town Hall Innovation Working Group  
Theatre Lease  
Additional space in car park  
Maintenance

Meeting closed at 11.45am

Chairperson..... Date.....