



Brixham Town Council

Minutes of the Meeting of the Town Hall Committee held at Brixham Town Hall on 24th January 2020.

Present	Cllrs P Addison, V Fitzgerald, E Hoggart, D Giles and J Regan
In attendance	Tracy Hallett; Town Clerk, P Boyd; Building and Facilities Officer, S Hiatt; Administrative Assistant and Cllr S White
Welcome	Cllr Regan welcomed members of the public to the meeting
Public Questions	Members of the public were given the opportunity to address the meeting.

20001.	<u>Apologies</u> Apologies were received from Cllrs Carr and Massey.
20002.	<u>Declarations of Interest</u> Cllr Fitzgerald declared she had signed the declarations book.
20003.	<u>Minutes of the meeting held on 01.11.19</u> The minutes and confidential notes of the meeting held on 01.11.19 were resolved and signed as a correct record.
20004.	<u>Maintenance</u> P Boyd reported that: <ul style="list-style-type: none">• The fire extinguishers have been tested this month.• He has carried out some research to replace all the lights in the Scala Hall. The cost of which will be £260. However, the Council's electrician has advised that the saving to the Council will be in the region of £70 to £100 per annum. Therefore, the Council would not benefit for 2-3 years and that there is the potential that these will be replaced during the regeneration project. Members agreed that it was not worth replacing them at this stage, unless an individual bulb needed replacing.• The lift has been ordered and could be ready to install at the end of April. He has been liaising with the Theatre who have advised that they have a two week window mid-July. Kone have been advised accordingly.• The ski pads have been delivered. One has been fitted in the lobby of the theatre and one will be fitted by the lift on the first floor. The Council will run an initial training session and then the Theatre can carry out periodic training with their volunteers. <u>Gutter Clearing Equipment</u> Resolution: It was resolved to purchase the equipment listed in report 10-2020. It is agreed that the Town Council should consider offering a new service of gutter cleaning, which could be a subsidised service incorporated within the Gardening Assistance Scheme. Details of which should be discussed and considered by the Community Services Committee at a later stage when they review the Gardening Assistance Scheme.

<p>20005.</p>	<p><u>Tenants & Hirers</u></p> <p>a) To hear and consider any Town Hall issues from tenants. No matters were raised.</p> <p>b) To discuss and consider improving advertising rooms for hire within the Town Hall Complex</p> <p>Members considered report 07-2020 and it was agreed:</p> <ul style="list-style-type: none"> • That no changes are made to the Scala Hall and Function Room. • That the Town Council remove the membership fee for meeting rooms and retain the existing membership fee for youth groups. • Continue to improve on the advertising through social media, website and newsletter. • Update the Terms and Conditions to include the need for hirers to provide evidence of their insurance (if an organisation), PAT Certificates and a copy of their risk assessment. If they are unable to provide a risk assessment, they will be given a copy of the Town Council’s which they would be expected to follow. • Update the terms and conditions to include assistance dogs under “specific restrictions”. • Include a link to safeguarding practices. <p>It was further suggested that a laminated poster should be permanent displayed in in the Council notice boards.</p>
<p>20006.</p>	<p><u>Town Hall Regeneration</u></p> <p>Members were advised that:</p> <ul style="list-style-type: none"> • a meeting was held on Wednesday to consider the draft plans and to discuss input from professionals to ensure that the right advice was given to Councillors. • A working group was held after this so that details could be given to the group. No areas of concerns were raised from the Working Group. • The Clerk reported that Devon Communities Together were behind schedule and the consultation launch had been delayed until Friday 17th January. The Town Clerk and Consultant, Katharine West have been working with Devon Communities Together to ensure that all milestones are met in time to allow the Town Council to apply for the funding from Homes England. • The public consultation will include churches, schools, business and street consultations. They will be reaching out to as many residents as possible. The consultation is available online and in hard copy to ensure a good cross section of the community has access to it.
<p>20007.</p>	<p><u>Rear Access lane right of easement</u></p> <p>Members were advised Land Registry required a signed declaration from an employee of the Town Council. The Town Clerk reported that she has worked for the Council long enough to be able to sign a declaration and is currently waiting for the Solicitors instructions.</p>
<p>20008.</p>	<p><u>Date of next meeting</u></p> <p>It was noted that the date of the next meeting is scheduled for 28th February 2020</p>

20009.	<u>Items for the next agenda</u>
--------	---

Item	Reason	Proposed by
Annual income and expenditure	To ensure committee have an understanding of the income and expenditure of the Town Hall	A Massey
Cost savings for consideration	To consider where, if possible, cost savings could be made within the Town Hall budget categories	E Hoggart

The meeting closed at 11am.

Chairperson Date.....