



Brixham Town Council

Minutes of the Meeting of the Town Hall Committee held at Brixham Town Hall on 28th February 2020.

Present	Cllrs P Addison, V Fitzgerald, E Hoggart and D Giles
In attendance	Tracy Hallett; Town Clerk, P Boyd; Building and Facilities Officer, S Hiatt; Administrative Assistant and Cllr S White
Welcome	Cllr Massey welcomed members
Public Questions	No members of the public were in attendance

20010.	<u>Apologies</u> Apologies were received from Cllrs Carr and Cllr Regan.
20011.	<u>Declarations of Interest</u> Cllr Fitzgerald declared she had signed the declarations book.
20012.	<u>Minutes of the meeting held on 24.01.20</u> The minutes of the meeting held on 24.01.20 were resolved and signed as a correct record.
20013.	<u>Maintenance</u> P Boyd reported that: <ul style="list-style-type: none">• One of the main pumps has failed on the heating system. The contractor has been asked to quote on a replacement. In the meantime, the secondary pump is being used, but in the event of another failure, there is no further back up. Cllr Addison asked if BTC could consider a refurbished pump to save on cost in light of potential refurbishment of the Town Hall. P Boyd advised he would ask the contractor, but the issue may be attaining parts.• The Evac Chair which has recently been decommissioned from the theatre, was originally donated by the Inner Wheel. Effort was being made to contact them to discuss if they are happy for the Town Council to re-gift the evac chair to another community organisation or charity.• He is currently updating and improving the notice boards with fire relevant information.• There is evidence of pigeons entering part of the loft space. Further investigation was required in order to ascertain how they are accessing the loft space.• Coronavirus update: an action plan has been implemented by the Town Clerk and will be discussed at the forthcoming staff meeting. Cleaning measures and general health and hygiene are being promoted. Once the action plan is agreed it will be emailed to all tenants and councillors.• The lift had recently been serviced and no issues were reported.

20014.	<p><u>Tenants & Hirers</u> <u>To hear and consider any Town Hall issues from tenants.</u></p> <p>The Town Clerk reported that the Pannier Market manager had approached her regarding a proposal for a 6-day week market. He has been asked to provide a structured business plan prior to the proposals being discussed by the Committee.</p>
20015.	<p><u>Town Hall Budget</u> The financial comparison report was distributed with the agenda pack. The Town Clerk confirmed this would be a regular item on the agenda. It was reported that following the last meeting additional advertising was currently being undertaken on the Town Council's social media sites for the Town Hall facilities.</p>
20016.	<p><u>Utilities and Waste Services</u> The Town Clerk reported that the annual renewal for waste service is due. The contractor currently collects two general waste and one general recycling each week and to date, this has cost £1,450. Devon Contract Waste are very reliable, and members were asked if the Town Clerk could renew the waste service agreement.</p> <p>Cllr Giles asked if the contractors were able to supply a solar powered bin to have on-site. The Town Clerk advised that she would ask and if they didn't, she would approach other companies to attain quotes.</p> <p>It was resolved to investigate the possibility of a solar powered bin at the Town Hall.</p>
20017.	<p><u>Town Hall Regeneration</u> Members were advised that:</p> <ul style="list-style-type: none"> • The last meeting was on 26th February and the next meeting is on 11th March 2020. The consultation public event will take place on Friday 6th and Saturday 7th March. On Friday 6th March Cllr Giles and Cllr Carr will be attending to manage a Councillors Desk and Cllr Hoggart and Cllr Massey will be in attendance on Saturday 7th March. Concerns had been raised that residents could be put off by the Eventbrite system so a poll has been placed on the Town Council Facebook to get a better idea of numbers attending. Free teas, coffee and cake will be available and members were asked if they were available to help. • Members were advised that the event would be a series of interactive activities and residents were being asked what they envisaged their town hall to look like and what they would like to see. • Town Hall running costs will be displayed. • Members requested that more advertising is done to show residents that they can just 'pop in' on either day. • The planning application for conversion of the Old Police House has now been submitted and is awaiting validation. • Members were advised by the Town Clerk that the first £5,000 has been received from Homes England
20018.	<p><u>Date of next meeting</u> It was noted that the date of the next meeting is scheduled for 3rd April 2020</p>

20019.	<u>Items for the next agenda</u>
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Item	Reason	Proposed by
Cost savings for consideration	To consider where, if possible, cost savings could be made within the Town Hall budget categories	E Hoggart
Heating System Pump	Updates on costs for replacement of broken pumps	P Addison
Waste management	Quotes for supply of solar powered bins at the Town Hall	D Giles

The meeting closed at 11.20am.

Chairperson Date.....