



# Brixham Town Council

## Minutes of the Virtual Meeting of the Town Hall Committee held at on 14<sup>th</sup> December 2020.

<b>Present</b>	Cllrs P Addison, D Giles, E Hoggart, S Leech, A Massey (C) & J Regan (VC)
<b>In attendance</b>	T Hallett, Town Clerk, S Hiatt, Administrative Assistant, P Boyd, Facilities Manager.
<b>Welcome</b>	Cllr Massey welcomed members and opened the meeting.
<b>Public Questions</b>	No members of the public were present.

<b>20026.</b>	<b><u>Apologies</u></b> No apologies received
<b>20027.</b>	<b><u>Declarations of Interest</u></b> None
<b>20028.</b>	<b><u>Minutes of the meeting held on 07.12.20</u></b> The minutes of the meeting held on 07.12.20 were <b>resolved</b> and signed as a correct record.
<b>20029.</b>	<b><u>Solar Powered Bins</u></b> To consider carrying out investigations for the installation of solar powered bins at the Town Hall.  Cllr Giles has asked that this issue be reconsidered by the Council as it was delayed due to the COVID-19 outbreak. Cllrs Addison and Hoggart have asked that clarification is needed on what bins would be required, commercial waste for the Town Hall or public litter bins in the streets.  It was <b>resolved</b> that a report should be presented to the Committee for consideration by the end of the current financial year.  The report should give detail of how big they are, what they are for and possible opportunities of additional locations including allotments and parks.
<b>20030.</b>	<b><u>Maintenance Report (41-2020)</u></b> To discuss and consider the following maintenance works as outlined in Report 41-2020. <ul style="list-style-type: none"><li>a) <b>CCTV</b></li><li>b) <b>Emergency lighting</b></li><li>c) <b>Handrail in the Rotunda</b></li><li>d) <b>Lift</b></li></ul> Cllr Hoggart asked for clarification of who advised the handrail work was required and the Town Clerk confirmed it was brought up on the fire safety visit and is necessary because the existing handrail is not sturdy in the event of an evacuation. She also confirmed that the area was a means of escape.

	<p>Cllr Addison asked for clarification on the type of lock for the lift controller and why this was not completed when the lift was refurbished. The Town Clerk confirmed the job was to remove a padlock and replace with an integrated lock.</p> <p>It was <b>resolved</b> to accept the recommendations in the report in full.</p>
20031.	<p><b><u>Equipment Report (42-2020)</u></b>  To discuss and consider purchasing the following equipment.</p> <ul style="list-style-type: none"> <li>a) Tower</li> <li>b) PAT</li> <li>c) IPAF Training</li> </ul> <p>It was <b>resolved</b> to accept the recommendations in the report in full with the of additional consideration of Health &amp; Safety matters including the wearing of a harness, if required, whilst operating on the tower. A full risk assessment inclusive of necessary PPE must be completed. Concerns were made regarding storage and the Facilities Manager confirmed it could be stored in the Summercombe Room or the basement.</p> <p>Cllr Addison questioned the cost of the PAT equipment and the calibration and the Council would be charging tenants and hirers for the service. The Facilities Manager advised that the equipment was being requested as a long term cost saving and the Council can consider a charging schedule at a later date.</p>
20032.	<p><b><u>Date of next meeting</u></b>  The next meeting will be held in January.</p>
20033.	<p><b><u>Items for the next agenda</u></b></p>

Item	Reason	Proposed by
Heating System Pump	Updates on costs for replacement of broken pumps	P Addison
Waste management	Consideration of solar powered bins at the Town Hall	D Giles
Town Hall Regeneration	To discuss the comments made at the Full Council meeting of 17 <sup>th</sup> December 2020	D Giles
Parking at the Town Hall	To receive an update on the scheme and its effectiveness on assisting with the Car Park management	A Massey

The meeting closed at 14.51pm.

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