



# Brixham Town Council

## Minutes of the Virtual Meeting of the Town Hall Committee held at on 29<sup>th</sup> January 2021.

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

<b>21000</b>	<b><u>Apologies</u></b> No apologies received
<b>21001</b>	<b><u>Declarations of Interest</u></b> None
<b>21002</b>	<b><u>Minutes of the meeting held on 14.12.20</u></b> The minutes of the meeting held on 14.12.20 were <b>resolved</b> and signed as a correct record.
<b>21003</b>	<b><u>Tenant Updates</u></b> <b>a) To consider a request from Brixham Theatre CIO to add Act of Terrorism to the Council Insurance at renewal</b> The Town Clerk advised that an indicative amount quoted by the insurance company to include at renewal was £350.00. Cllr Blackmore questioned whether the risk of terrorism had been assessed and we should take our direction from Government. The members questioned the need for the cover and asked that we consult with DALC/NALC.  It was <b>resolved</b> that clarification was required on whether the Theatre needed the building insuring or their contents and the Town Clerk was asked to clarify.  <b>b) To hear any further updates on tenancies and to consider any recommendations</b> Update on current tenants including foodbank was given by the Town Clerk. Cllr Hoggart confirmed that during Brixham Stronger Together meetings she had been encouraging the foodbank to look for alternative, more appropriate accommodation. There was continuing concerns about the electrical improvement works required by the foodbank and that they have sufficient funds to pay for it themselves rather than the Town Council.  The Town Clerk gave a brief update on the lease negotiations with the Theatre and that they had requested leniency with their rent from the Council for the 2021/22 financial year because their expected reopening is unlikely to take place until September. The Committee were advised that they have received £11,334 in business support grants and spent £13,687 on upgrading equipment. The Town Clerk advised that it was good practice to treat all tenants with the same fairness.

The Town Clerk suggested a payment holiday which can be repaid once the Theatre is open to the public.

It was **resolved** that the Council should support the Theatre as they are a voluntary group but not subsidise if they are getting funding support from elsewhere. A payment holiday will be granted but the Theatre will have to pay the rent due by the end of the financial year.

The Town Clerk confirmed that Brixham Does Care is still being charged rent for the Old Market Hall but not for the Function Room. The loss of income has been slightly compensated by renting out the Function Room prior to lockdown for training courses.

Councillors questioned the charge being applied to Brixham Does Care and the Theatre for hiring the Function Room and didn't believe it fair to other hirers who are charged a higher amount. Cllr Hoggart observed that the lease would have to be considered and if we were to change the cost to Brixham Does Care it might break the terms and conditions of the lease.

It was proposed by Cllr Giles and seconded by Cllr Leech that the Council revert to the full rent stated within the lease for Brixham Does Care and charge the comparable rate of £9 per hour to the Theatre for hire of the Function Room.

It was **resolved** that this will come into effect from 1<sup>st</sup> April 2021.

**c) To review the Pannier Market License (Report 08-2021)**

The Town Clerk updated the members on the progress of the Pannier Market and that the Market Manager had not been in contact with the Council to discuss the license and potential date for re-opening. Questions were asked about the viability of the market in its current format.

Cllr Blackmore expressed concerns that by not supporting, via a rent decrease, we would lose the rent entirely if the market closed.

Members believe the Scala Hall would thrive from having more interesting and diverse markets and events being held that would attract more interest from residents and visitors. However, concerns were raised about taking away business from established traders in Brixham.

It was proposed by Cllr Giles and seconded by Cllr Regan that the Council should wait until the Market Manager approaches the Council.

It was **resolved** that no further action will be taken until the Pannier Market Manager approaches the Council.

Cllr Massey questioned whether the Councillors should be issued with parking permits for when they visit the Town Hall when it is open. The Town Clerk confirmed Officers would not be enforcing a parking charge on Councillors attending official Council business.

21004	<p><b><u>Room Hire</u></b></p> <p><b>a) To review the hire charges and terms and conditions (Report 01-2021)</b>  The Town Clerk gave an update on the current charges and the report showed that our charges were comparable to local providers. Members didn't believe it was the right time to think about increasing charges.</p> <p>It was <b>resolved</b> to not change hire costs or terms and conditions</p> <p><b>b) To hear an update on general hire of the building and what is being done to encourage hirers back to the building (report 02-2021)</b></p> <p>The contents of report 02-2021 were noted.</p>
21005	<p><b><u>Contracts</u></b></p> <p><b>To discuss and consider a Service Level Agreement with Stronghold (Report 05-2021)</b></p> <p>It was <b>resolved</b> to accept the Service Level Agreement.</p>
21006	<p><b><u>Maintenance (Report 06-2021)</u></b></p> <p><b>a) To hear an update on all the maintenance works taken place at the Town Hall</b>  An update was given on the maintenance that had been carried out at the Town Hall. The Town Clerk advised members that one quote had been received for the heating system and due to the cost, a two further quotes were being sought. It is hoped that these will be received in time for the next meeting.</p> <p><b>b) To discuss and consider carrying out the periodic electrical inspection</b>  It was <b>resolved</b> to appoint Bowen Electrical to carry out the periodic electrical inspections</p> <p><b>c) To discuss and consider replacing the lights in the Scala Hall for LED</b>  Cllr Addison questioned the cost of the replacement LED lights for the Scala Hall. Cllr Leech proposed we accept the proposal and Cllr Giles seconded.</p> <p>It was <b>resolved</b> to appoint Bowen Electrical to replacing the lighting battens in the Scala Hall.</p>
21007	<p><b><u>Town Hall Regeneration (Report 07-2021)</u></b></p> <p><b>a) To discuss and decide the Council's expectations from the regeneration project</b></p> <p><b>b) To note the income and expenditure spent on the regeneration project</b></p> <p><b>c) To discuss and consider the terms of reference and membership for the newly formed task and finish group</b></p> <p>Cllr Regan proposed because of the importance of this issue and the time limit in this meeting to defer this agenda item and hold a separate meeting on this issue, Cllr Hoggart seconded.</p> <p>It was <b>resolved</b> to arrange a meeting for Friday 12<sup>th</sup> February 2021.</p>

21008	<p><b><u>Town Hall Budget</u></b>  <b>To hear an update on the Town Hall budget (Report 04-2021)</b></p> <p>Cllr Massey requested the budget for the purpose of the new working group to show what the Town Hall costs and to show the money that had been spent to date to get to where we had so far in the regeneration process.</p>
21009	<p><b><u>Date of next meeting</u></b>  The next meeting is 12<sup>th</sup> February 2021 at 2pm.</p>
210010	<p><b><u>Items for the next agenda</u></b></p>

<b>Item</b>	<b>Reason</b>	<b>Proposed by</b>
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 16.11pm.

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