

# Brixham Town Council

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## Minutes of the Meeting of the Town Hall Sub Committee held at Brixham Town Hall on 4<sup>th</sup> November 2016.

**Present:** Cllrs, P Addison, S Clutterbuck, V Campbell, D Giles, J Regan and J Stock  
**Also present:** Tracy Hallett, Town Clerk & 3 members of public.

**16034. Apologies for absence.**

No apologies were received.

**16035. Declarations of Interest.**

None.

The declaration of interest book was available to sign.

**16036. To consider any requests for dispensation on agenda items.**

None

**16037. Minutes of the meeting held on 02.09.16.**

The minutes of the meeting held on 2<sup>nd</sup> September 2016 were **resolved** and were signed as correct.

**16038. To discuss and consider any issues raised by the Town Council tenants.**

Nothing to report.

**16039. To consider a request from the Pannier Market to:**

*Standing Orders were suspended to allow representatives from the Market to support their requests*

**Allow dogs in the Scala Hall**

It was **resolved** to allow dogs in the Scala Hall only for a 12 month trial period. Dogs must remain on leads at all times and disruptive dogs must be removed from the building immediately. It was further agreed that it will be the responsibility of the Market Manager to manage the dogs and Brixham Town Council will provide clear signage on the entrance to in the Scala Hall and a policy.

**Provide a small amount of storage space**

It was provide storage in the store cupboard closest to the kitchen in the Scala Hall, subject to Asbestos. A shelf will be installed in the cupboard to store excess chairs, allowing the market to access the ground level for storage.

*Standing Orders were reinstated.*

**16040. To consider and agree the Pannier Market Licence**

It was **resolved** to accept the Pannier Market Licence.

**16041. To hear an update on maintenance works / repairs on the Town Hall.**

**Chimney update**

It was reported that the chimney was fully repaired.

**Decorating update**

It was reported that the decorators had advised that they are no longer able to do the works and another quote was provided by TDA who are able to do the work over 12 days. It was **resolved** to proceed with the TDA, but with a penalty clause to ensure the work is completed on time.

**Bollards**

It was reported that these will be installed shortly and that the hallkeeper will be installing them.

**Line painting in car park**

It was reported that this will be done shortly by the hallkeeper.

**Heating**

It was reported that there had been problems with the heating with all tenants being cold. The boilers were put on manual to ensure that the heating came on. Once the temperature dropped the boilers were put back on automatic which worked for everywhere but the Scala Hall. The temperature in the Scala Hall has been changed to ensure the heating comes on more often. However, this will have a cost implication with heating bills.

**16042. To discuss and agree the out of hours security for the Town Hall.**

Members considered a quote from Torbay Council and SecureForce. It was **resolved** to accept the quote from SecureForce.

**16043. To hear an update from the Town Hall Innovation Working Group**

It was reported that the Innovation Working Group had discussed and considered decorating plans for the Scala, which has now been brought to the F&GP Committee. The Heritage Statement has now been received and is very informative. And the working group considered a quote received from Kay Elliott regarding a Feasibility Study for the Town Hall.

**16044. To ratify the pre application payment to Torbay Council**

It was **resolved** to ratify the pre application payment.

**16045. To review the room hire booking form**

It was reported that the booking form had been separated into separate forms to make it easier to understand for our hirers. Members considered the sample forms and **resolved** that they should be implemented.

**16046. To discuss and consider rent reviews**

Members reviewed the list of tenants and their rent review dates. It was **agreed** to review BATS in the first instance. It was agreed that prior to the next meeting, BATS will need to provide their financial statements giving a full list of their income and expenditure. It was further agreed that some hirers of the Theatre should be contacted for feedback on the hirer charges.

**16047. Items for the next agenda.**

- Investigate the cost for the removal of the growth on the front of the Town Hall.
- Investigate the cost of removal of wall in car park, including a meeting with the neighbouring building
- To hear reports/ updates from Town Hall tenants
- Rent Reviews

The meeting closed at 10.50am

Chairperson.....

Date.....