



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
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8 October 2025

You are hereby summoned to attend a Meeting of the Public Hall Committee to be held in the Council Offices, Station Road, Budleigh Salterton on Monday 13 October 2025 on the rising of the Town Council. The Agenda is set out below.

Mrs A Gater-Wildgust
Town Clerk

1. **Public Speaking Time**
2. **To receive any Apologies for Absence**
3. **Minutes**
To confirm the Minutes of the Meeting of the Public Hall Committee (PHC) held on 28 October 2024.
4. **Chairman's Report**
5. **Clerk's Report**
6. **Building Survey – including roof assessment**
To consider commissioning a building survey and solar suitability assessment at a proposed fee of £1,875 excl. VAT and appointing Andrew Mills Surverys to complete this survey. See supporting papers.
7. **Hire Charges**
To discuss and agree any increase in the Hire Charges for the Public Hall and Norman Centre to present to the Town Council including revising the definition of the rates (currently defined as 'commercial' & 'regular')
 - *Report attached*
 - *any increase would be with effect from 1 January 2026*
8. **Precept Requirements 2026/27**
 - (i) To receive estimated figures for 2026/27.
 - (ii) To ascertain the Public Hall Precept requirement for Financial Year 2026/27 based on the agreed increase.
 - (iii) To ascertain the Norman Centre Precept requirement for Financial Year 2026/27 based on the agreed increase.See supporting papers.
9. **Station Road Toilets**
 - (i) To discuss and agree on the reconditioning of the cubicle doors and store door, including associated costs for anti-rust treatment, exterior metal primer, and labour. See supporting papers.
 - (ii) Additionally, to discuss the possibility of utilising the doors as advertising space to create a potential revenue source.

10. Future Lettings Ideas

To discuss and share ideas to support PH bookings

11. Public Hall Terms and Conditions – Key Deposit Arrangements

To agree that a key deposit of £100.00 may be added to the invoice rather than being requested as a physical deposit in advance. See supporting papers.

12. Any Other Business at the Chairman's Discretion

NB!! No decisions may lawfully be made under this Agenda item.