



Budleigh Salterton Town Council

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3 June 2026

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 8 June 2026 on the rising of the Planning Committee. The Agenda is set out below.

Alice Gater-Wildgust

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 9 February 2026.

4. Declarations of Interest and Dispensations

Members are required to declare any interests they may have in relation to items on the agenda and to agree any necessary dispensations in order to remain and participate. Guidance for councillors on making declarations of interest is available online via the BSTC [Code of Conduct](#). *You must also declare any gifts/hospitality you have accepted in excess of £25.*

5. Chair's Report

6. Clerk's Report

Rear Changing Room - Ventilation and Damp Mitigation

The Council is awaiting installation of a moisture-activated extractor fan to improve ventilation in the affected area. In the meantime, the main hall extractor is being used more frequently and external doors are opened during cleaning to increase airflow. At the end of the summer, when the external wall is at its driest, a sealant will be applied to help reduce moisture ingress.

Fire Proofing Stage Curtains – works scheduled for 5 June 2026.

Fire Doors – fitting of two new doors scheduled for 22 June 2026.

Annual Asbestos Check – scheduled for 29 June 2026.

Fire doors – Emergency Exits – repairs carried out 3 June 2026.

Ovens / Extractors – Annual clean completed (legal requirement) – 3 June 2026.

7. Public Hall and Norman Centre Bookings

To note current levels of use of event space and explore opportunities to increase bookings and community engagement. (Supporting Paper)

- 8. Community Workshop and Toilet Block Proposal**
To consider the request for the community workshop to alter and rent a proportion of the toilet block, with a view to developing a recommendation for presentation to Full Council for a decision.(Supporting Paper)
- 9. Condition and Presentation of Public Hall Planters**
To review the current condition of the planters surrounding the Public Hall and consider appropriate improvements. (Supporting Paper)
- 10. Building Survey Report – Actions Update**
To receive and consider any update arising from the Building Survey, including any recommended actions and priorities.
- 11. Medium and Long-Term Budget Planning**
To consider budget requirements for future works, including medium and long-term capital and maintenance planning.
- 12. Marketing Strategy**
To consider what, if any, marketing strategy can be developed and consider what budget and resource would need to be allocated to this activity.
- 13. Any Other Business at the Chair’s Discretion**
NB!! No decisions may lawfully be made under this Agenda item.