

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Public Hall Committee held in the Council Offices, Station Road, Budleigh Salterton on Monday 13 October 2025.

The meeting commenced at 8.43pm

PRESENT

Cllr A Chaplin (Chair)

Cllr S Cook

Cllr S Horn

Cllr P Lewis (Chair of the Town Council and Town Mayor)

In attendance: Mrs A Gater-Wildgust (Town Clerk) and Cllr C Cunningham

25.255 Public Speaking Time

There were no public speakers.

25.256 Apologies for Absence

Apologies were received and accepted from Cllr J Billington and Cllr P Jones.

25.257 Declarations of Interests

There were no interests declared.

25.258 Minutes

The Minutes of the Meeting of the Public Hall Committee (PHC) held on 28 October 2024 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

25.259 Chairman's Report

The Chair reported on the following items:

Floor: The caretaker had been working on the Public Hall floor to rectify issues with flexing.

Changing Rooms: It was noted that a problem with moisture and dampness persisted in the dressing rooms. A substantial piece of work had previously been undertaken by Bagwells; however, a further intervention may be required.

Ceiling: A crack was observed running across the ceiling in the hall, which will be assessed during the forthcoming building survey.

Norman Centre: In the Norman Centre, the issue of peeling wallpaper was being addressed. Additionally, a corroded door strip was noted for maintenance.

25.260 Clerk's Report

The Clerk reports on the following items:

Roof: A quotation was awaited to rectify six loose tiles on the roof over the Norman Centre end of the building. Consideration was to be given to balancing the cost of commissioning this repair against the potential benefit of replacing this section of the roof in its entirety. This matter was also linked to the discussion scheduled under the next agenda item.

Asbestos: Pricing had been received on Friday for the removal of asbestos around the stage, at an estimated cost of approximately £8,000. Annual monitoring of the remaining asbestos would still be required.

Public Hall Floor: The caretaker was midway through an extensive maintenance project on the Public Hall floor, which involved securing loose boards, filling, sanding, and re-varnishing the affected areas.

25.261 Building Survey – including roof assessment

Consideration was given to the quotation from Andrew Mills Surveyors, and it was:

Resolved:

- i. to accept this proposal and submit a recommendation to the Town Council for final agreement

25.262 Hire Charges

Consideration was given to increasing the Hire Charges for the PH and it was:

Resolved:

- i. that a recommendation would be prepared for the Town Council supporting an increase in rates and that the rates names would be amended. Proposed PH rates:

Charity Rate £18.00	(2020-2025 rate was £11.75 + Heating / Sound) (formerly referred to as 'regular' rate)
Commercial Rate £30.00	(2020-2025 rate was £21.00 + Heating / Sound)

The new rates are proposed to include hire, heating and set up / take down and sound system, to come into effect from Jan 2026.

25.263 Precept Requirements 2026/27

The figures prepared by the Clerk has been circulated prior to the Meeting and it was:

Resolved: The PH precept requirement for 2026/27 would be £78675.50 with a suggestion to increase the budget for marketing to £5000.00.

Resolved: The NC precept requirement for 2026/27 would be £1338.00.

25.264 Station Road Toilets

A report was received regarding the reconditioning of the cubicle doors and store door, and it was:

Resolved: The PHC accepted the report and would recommend this course of action to the Town Council

A brief discussion was held regarding the use of the cubicle doors as advertising space to generate revenue.

Not resolved: The Committee acknowledged the broad scope of this matter, noting that it requires further discussion and research prior to the development of a detailed report. It was further noted that both the interior and exterior surfaces of the doors may offer viable advertising opportunities.

25.265 Future Lettings Ideas – discussion postponed

Members were encouraged to begin sharing any ideas for consideration.

25.266 Public Hall Terms and Conditions – Key Deposit Arrangements

The PHC agreed to a change of Terms and Conditions and a report will go to Full Council for final agreement that a key deposit of £100.00 would be added to invoices retrospectively rather than a deposit of cash/cheque being obtained.

25.267 Any Other Business at the Chairman's Discretion

- Cllr S P Cook raised a query regarding the handling of enquiries.
- Cllr M P Lewis noted that she was heartened that the PH is acknowledge as a community asset.
- Cllr Chaplin confirmed a meeting with the manager of Exmouth Pavilions on 22.10.25 to discuss lettings and to share ideas.

There being no further business, the Meeting closed at 9.55pm.

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Chair

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Date