

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Public Hall Committee held in the Council Offices, Station Road, Budleigh Salterton on Monday 9 February 2026.

The Meeting commenced at 7.37pm

PRESENT

Cllr A Chaplin - Chair
Cllr s Horn
Cllr P Jones
Cllr P Lewis

In attendance: Mrs A Gater-Wildgust (Town Clerk), Cllr S Woodman, Cllr P Manfield, Cllr C Cunningham

25.414 Public Speaking Time

There were no public speakers

25.415 Apologies for Absence

Apologies were received and accepted from Cllr S Cook

25.416 Minutes

The minutes of the Meeting of the Public Hall Committee (PHC) held on 13 October 2025 had been circulated prior to the meeting. It was unanimously agreed that they be signed as a true record.

25.417 Chair's Report

The Chair had nothing to report having recently returned from holidays

25.418 Clerk's Report

Building Survey: The building survey is currently underway and is expected to be completed in time for presentation at the forthcoming meeting of the Town Council.

Roof: Works to repair loose and missing roof tiles at the NC end of the building have been completed.

Maintenance: The Caretaker has completed approximately 75% of the works to recondition and secure the hall floor, alongside normal duties. Repainting of the hall is also in progress to address general wear and tear.

Hall Use: It was noted that a local rugby club had been using the hall recently due to waterlogged pitches. This offer had been promoted more widely via the Public Hall Facebook page and direct to local clubs to encourage similar bookings.

Changing Rooms: The matter referenced in Minute 25.259 remains outstanding. Bagwell's have re-assessed the space and a report is awaited.

Fire Risk Assessment: Members noted that fire-retardant treatment of the stage curtaining and quotations for additional fire doors are being considered.

Terrorism (Protection of Premises) Act 2025 ("Martyn's Law"): Members noted the new legislation, which will apply to premises where 200 or more people may be present. Although it received Royal Assent in April 2025, it is not yet in force. Further updates will be provided once statutory guidance is issued.

25.419 Public Hall Booking

Members discussed ideas for increasing hall bookings and overall usage. It was acknowledged that current community use of the hall has declined compared to previous levels.

It was suggested that the Annual Parish Meeting could be used as an opportunity to highlight the reduced level of bookings and to invite suggestions from residents on how usage could be improved.

Reference was made to a comparable venue which generates significant income through hosting events. Feedback was also shared following a recent meeting between representatives and a venue manager, providing insight into successful event programming and income generation.

Members considered whether similar initiatives could be implemented, including themed entertainment evenings, in order to attract increased attendance and bookings.

25.420 Public Hall Deposits

Discussion: Members considered whether changes were required to the current booking deposit arrangement, whereby a 50% deposit is taken at the time of booking and is fully refundable up to six weeks prior to the event.

It was agreed that revisions to the existing policy are necessary. Various options were discussed, including making the initial 50% deposit non-refundable and requiring full payment six weeks in advance of the event. The option for full payment at the time of booking was also considered.

Members discussed whether the notice period for refunds should be extended. Consideration was also given to introducing different arrangements for longer-duration bookings and commercial events.

The potential for implementing a tiered system of deposits and payments was explored, along with a general requirement for advance payment.

Decisions Made:

- It was agreed that changes to the current deposit policy are required.
- A 50% deposit at the time of booking to be non-refundable.
- Full payment to be required six weeks prior to the event, with an option for full payment at the time of booking.
- This recommendation will be presented to the Full Town Council

25.421 Any Other Business at the Chair's Discretion

No other business was raised

There being no further business, the Meeting closed at 8.15pm.

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Chair

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Date