

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the Meeting of the Public Hall Committee held in the Council Offices, Station Road, Budleigh Salterton on Monday 8 June 2026.

PRESENT

Cllr A Chaplin
Cllr S Horn
Cllr S Woodman

In attendance: Alice Gater-Wildgust (Town Clerk) and five members of the public.

26.64 Public Speaking Time

There were no public speakers.

26.65 Apologies for Absence

Apologies were received and accepted from Cllr P Lewis.

26.66 Minutes

The Minutes of the Meeting of the Public Hall Committee (PHC) held on 9 February 2026 has been circulated in advance. It was unanimously agreed that they be signed as a true record.

26.67 Declarations of Interest and Dispensations

There were no interests declared.

26.68 Chair's Report

The Chair reported having undertaken a walkthrough of the premises with the Caretaker earlier that day. It was noted that most matters arising were covered within the Clerk's report.

The Chair highlighted the need to improve ventilation within the Public Hall flooring, and it was noted that sub-floor ventilation, particularly towards the kitchen side, would benefit from the installation of ventilation grills. The previous vents had been removed at the time the kitchen extension was built.

The condition of the Public Hall chairs was also noted, with an observation that they were worn. The Clerk confirmed that best practice for larger quantities of chairs is to use the interlocking feature to minimise movement or scattering in the event of an emergency.

26.69 Clerk's Report

Rear Changing Room – Ventilation and Damp

A moisture-activated extractor fan is ordered, to be installed soon. In the meantime, ventilation is being supported via increased use of the main hall extractor and opening of external doors during cleaning. A sealant is planned for application at the end of summer to reduce moisture ingress.

Fire Safety Works

Fireproofing of stage curtains is scheduled for 5 June 2026. Two new fire doors are scheduled for installation on 22 June 2026, with emergency exit fire door repairs completed on 3 June 2026.

Annual Checks / Maintenance

The annual asbestos inspection is scheduled for 29 June 2026. The annual oven and extractor clean (statutory requirement) were completed on 3 June 2026.

The event enquiry system is now live allowing potential clients to look up availability at any time. They can make a query which can then be used by the office to book the event.

26.70 Public Hall and Norman Centre Bookings

Members considered current levels of use of the event space and opportunities to increase bookings and community engagement, having regard to the supporting paper. It was noted that, ideally, the hall would be financially self-sustaining. The Clerk advised that, if further development of bookings and income generation is to be progressed, appropriate resources would need to be allocated to manage this work effectively.

Members discussed potential approaches to increasing usage, including attendance at a wedding fair and engagement with wedding planners. It was noted that the hall is a versatile space with significant potential for a wider range of events.

Recommendation: That Town Council consider and approve the development of a targeted strategy to increase bookings and community engagement, including appropriate resourcing to support delivery.

26.71 Community Workshop and Toilet Block Proposal

Consideration was given to 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. It was:

Resolved: The Committee felt this was a weighty decision and, rather than making a recommendation to the Town Council, agreed to prepare a list of the proposal's pros and cons for future consideration.

26.72 Condition and Presentation of Public Hall Planters

Consideration was given to reviewing the planters surrounding the Public Hall and identifying appropriate improvements. It was noted that, in the past, a Town Councillor undertook daily watering of the planters for approximately one hour. This resource is no longer available, and it is not feasible to incorporate this requirement into staffing duties on a permanent basis, without consultation and agreement (and resource). It was:

Resolved: To proceed with Option 4 and make a recommendation to the full Town Council to review the existing planter types and to consider a revised planting design that would improve resilience and reduce ongoing maintenance requirements. It was noted the planting was imminent and the Town Clerk would contact Budleigh in Bloom to ask that the work around the Public Hall be delayed, whilst a solution is being developed.

26.73 Building Survey Report – Actions Update

Consideration was given to the recent building survey, and it was noted that there were no significant or pressing issues of concern. The principal areas to consider in the short to medium terms were:

- Maintenance of the roof over the office end of the building. The clerk is looking at pricing for this.
- Ventilation of the Hall and changing rooms.

26.74 Medium and Long-Term Budget Planning

Consideration was given to budget requirements for future works, including medium- and long-term capital and maintenance planning.

It was noted that the following items are currently in progress:

Roof: Costings are being sought.

Chairs: Costings are to be obtained.

Floor: Costings are to be obtained to support the development of a long-range maintenance plan for the flooring.

26.75 Marketing Strategy

Consideration was given to what, if any, marketing strategy could be developed, and to identify what budget and resources would need to be allocated to this activity. It was:

Resolved: Cllr Chaplin will further investigate costs for advertising in the One magazine with a view to preparing a recommendation for consideration by the Town Council.

26.76 Any Other Business at the Chair's Discretion

No other business was raised.

There being no further business, the Meeting closed at 8.33pm.

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Chair

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Date

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