

## **BUDLEIGH SALTERTON TOWN COUNCIL**

**MINUTES** of the Meeting of the Public Hall Committee held in the Council Chamber on Monday 8 June 2015 on the rising of the Town Council.

Meeting commenced at 7.38pm.

### **PRESENT**

Cllr C Richards (Town Mayor)  
Cllr C A Kitson (Deputy Town Mayor)  
Cllr Mrs L D Evans  
Cllr A L Jones  
Cllr Mrs M L Kenneally-Stone  
Cllr Mrs C A Sismore-Hunt

**Clerk:** Mrs J E Vanstone

**Others Present:** Cllr A J Dent and Cllr D J Harrison

### **15.046 Election of Chairman**

One nomination was received, that of Cllr Mrs L D Evans, proposed by Cllr Mrs C A Sismore-Hunt and seconded by the Town Mayor, Cllr C Richards.  
The Town Mayor, Cllr C Richards declared that Cllr Mrs L D Evans be appointed as Chairman.

### **15.047 Public Speaking Time**

No members of the public were present.

### **15.048 Apologies for Absence**

Apologies were received from Cllr M C Hilliar (unwell).

### **15.049 Minutes**

The Minutes of the Meeting of the Public Hall Committee held on 12 January 2015 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

### **15.050 Chairman's Comments**

The Chairman said there was a lot on the agenda but some of it was from a previous Wish List.

She then reported:

1. There had only been one hiccup during Gala Week and that was the microphone had not been left out for the bingo evening. She had suggested to the Clerk that in future the microphone not be put in the locked cupboard, which would enable her to collect it, if necessary.

The Clerk advised that in future the microphone would be left by the side of the Clerical Assistant's desk.

2. The lining of one of the stage curtains had been ripped during Gala Week and she would come in and fix it at a time when the hall was not in use.
3. While she had been outside the Public Hall on Election Day she had had a few comments about the lack of hooks on which to tie dog leads outside the Hall. She had asked the Clerk to arrange this.

Cllr A J Dent said he had found out that the normal rules and regulations applied by the Town Council to users of the Public Hall did not apply on an Election Day. Cllr Evans said this was something that would be borne in mind in the future!

4. The Caretaker had asked for an additional light on the left hand side of the stage and, again, she had asked the Clerk to arrange this.



### 15.051 Clerk's Report

Mrs J E Vanstone reported:

1. She was still waiting for a quotation for the proposed modifications to the old boiler room. As soon as these were received she would contact the Committee.
2. She would be ordering some more mugs for the Hall kitchen. It would appear that 18 mugs had gone missing since they had originally been purchased two years previously!
3. The clock facing the Lower Station Road Car Park was not working. She had received a quotation for its replacement together with four new covers and would put that on the agenda for the next Town Council meeting.

### 15.052 Outer Foyer

Consideration was given to seeking quotations for the repainting of the outer foyer and stairs to the offices.

There was some discussion as to how the inner doors could be better protected and it was

**Agreed:** Separate quotations be sought for the redecoration of the foyer and stairs – one including the doors and one excluding them. The Clerk should also get some advice as to how the doors could be better protected, perhaps with a special coating.

### 15.053 Inner Foyer

The possibility of installing an additional heater in the foyer was discussed. The Clerk advised that she had not had an official complaint about the lack of heating in that area and it was agreed that no further action should be taken. She also said that there are additional fan heaters in the changing rooms which could be used, if needed by hirers.

### 15.054 Gents' and Ladies' Toilets

Refurbishment of both the gents' and ladies' toilets was discussed. The main discussion was about the gents' toilets and it was

**Agreed:** The cause of the smell in the gents' should be investigated before any refurbishment takes place.

Cllr A J Dent suggested that the Clerk contact the British Toilet Association, who may be able to help.

### 15.055 Stage Lights

Consideration was given to seeking quotations for the upgrade/replacement of the stage lighting and associated equipment. The Chairman advised that the dimmer pack really needed to be replaced before Imperial Productions used the Hall in July. It was

**Agreed:** The Clerk was asked to get quotations for a replacement dimmer pack and replacement lights.

### 15.056 Changing Rooms

Consideration was given to seeking quotations for replacement lighting in the changing rooms.

The Chairman said that the changing rooms had been redecorated and looked very smart and new lighting would enhance the areas. She also advised that the lighting in the Clerk's office did not have a diffuser. It was

**Resolved:** The lights in the changing rooms and the Clerk's office should be replaced as part of the general Maintenance programme.

### 15.057 Sound System

Consideration and agreement was given to seeking quotations for a replacement sound system.

**15.058 Hiring Charges**

Consideration was given to the possibility of incorporating the heating charge with the hiring charge. After some discussion it was

**Resolved:** The current charging system should remain in force for the time being.

**15.059 Hiring Conditions**

Changes to the Hiring Agreement Conditions were discussed. The Clerk advised that she had amended the following clauses:

- Appendix 2, Information – Capacity. The number of people allowed in the Hall had been amended.
- Appendix 2, Information – Use of Tape etc. She had added a new clause relating to the use of tape etc on the walls and floors.

She then asked if part of the clause relating to No Smoking in Appendix 2, Information – Safety could be amended to include e-cigarettes. It was

**Agreed:** The clause should be changed to read "The Public Hall has a No Smoking Policing – this includes e-cigarettes."

The Deputy Town Mayor, Cllr C A Kitson suggested there be a specific condition relating to the use of electrical equipment and it was further

**Agreed:** A new clause should be created in Appendix 2, Information which should read "Any additional catering equipment being brought into the hall (including kitchen) should have the prior agreement of the clerk."

The Deputy Town Mayor, Cllr C A Kitson also suggested that there be some mention about the use of the stage. The Clerk explained the circumstances of this request and briefly covered events at a recent Ladies' Pamper Evening. It was

**Agreed:** A new clause should be created in Appendix 2, Information which should read "The Hirer of the Hall is responsible for ensuring that anyone using the stage does so safely."

**15.060 Advertising**

(i) It was noted that Hyson Fairs will cease to hire the hall from the end of June 2015.

The Chairman said she had also spoken to the organiser of the Flea Market and the Deputy Town Mayor, Cllr C A Kitson had also emailed her. He thought she may move the market to the Masonic Hall.

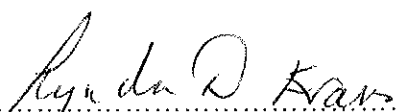
(ii) There was some discussion about the marketing of the Hall and it was  
**Agreed:** An advertisement should be placed in the Budleigh Journal and in the One magazine. It was also suggested that some photographs of the Hall in use be put on the Town Council website. The Clerk said she would ask the Tourist Information Centre if there could be a link to the Public Hall on its website.

The Chairman said that there was a Facebook page for the Public Hall which could be updated by the Clerical Assistant as part of her duties.

**15.061 Any Other Business at the Chairman's Discretion**

1. Cllr Mrs C A Sismore-Hunt suggested that the Committee be shown how everything worked in the Hall and it was suggested that they meet on 16 June at 10.30am and the Clerk will conduct a "guided tour"!

There being no further business, the Meeting closed at 8.35pm.

  
 .....  
 Chairman  
 12 October 2015  
 .....  
 Date