

AXMINSTER TOWN COUNCIL – Guildhall Sub-Committee meeting.

Councillor members of the Sub-Committee: Cllrs. Bruce, Burrough, Dowdeswell, Leat, Lippett, Walden & Willey
Advisory members of the Sub-Committee: Leigh Conley, Matthew Young.

The Guildhall,
Axminster,
Devon.

5 December 2023

Dear Sub-Committee member

You are hereby summoned to attend a meeting of the Guildhall Sub-Committee which will take place in the Bradshaw Room, Axminster Heritage Centre at 7.00 p.m. on Thursday 7th December 2023.

This meeting will be recorded, and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that remarks must be addressed through the Chair.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary** one.
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.

Public Forum Session (limited to 15 minutes or as otherwise agreed by presiding Chair).

GSC23/014

To note members of this sub-committee present:

GSC23/015

To receive and, if thought fit, approve apologies for absence (and reasons therefore):

LGA 1972 S.85 (1)

GSC23/016

To note members of the Sub-Committee not otherwise present and to receive any other apologies for absence:

GSC23/017

To receive any declarations of interest from members of the Sub-Committee in relation to items of business on this agenda and to note any dispensations previously afforded.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

GSC23/018

To consider and, if thought fit, approve the minutes of the Guildhall Sub-Committee meeting held 30th October 2023 and to consider any matters arising (not included within this agenda as business to be attended to.)

GSC23/019

To consider any matters listed on this Sub-Committee agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960.

GSC23/020**Financial Matters:**

- a) To consider and review the draft Guildhall Profit and Loss Forecast / Income & Expenditure estimates for FY24-25 (as per deferral from Strategy & Finance Committee) and to make revisions (and subsequent recommendations) to S&FComm. accordingly.
- b) To consider financial out-turn report for period 1/8/2023 to 30/11/2023.
- c) To consider a recommendation from S&FComm. to alter bar prices at the Guildhall venue.
- d) To consider future plans for asset acquisition (and associated budgeting/expenditure challenges) and building improvements / refurbishment funding.

GSC23/021**Business to be considered:**

- a) To elect a Vice-Chair for this Sub-Committee.
- b) To note that Cllr. Lippett has joined the Sub-Committee as a voting member by resolution of the Council.
- c) To consider whether hire charges / booking charges should be increased for FY24-25.
- d) To consider whether the Guildhall venue should acquire a logo or brand.
- e) To consider proposals for upgrading of Guildhall Fire and Intruder alarm systems to incorporate enhanced coverage zones, and also personal security/safety features.
- f) To consider proposals for upgrade/acquisition of venue AV/Lighting facilities to promote and encourage additional acts/performances.
- g) To consider building/site storage challenges (as identified) and opportunities for solutions.
- h) To consider any training needs identified for staff and volunteers.
- i) To consider matters pertaining to building licensing.
- j) To consider matters pertaining to building CCTV and surveillance protocols.

GSC23/022

To consider any matters considered as urgent by presiding Chair for discussion/notation only.

GSC23/023

To note date of next scheduled meeting of the Guildhall Sub-Committee: 5th February 2024

Continued Overleaf

GSC23/024

A member of the Sub-Committee to propose that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Committee business to be considered in Part Two:

GSC23/025 (IC)

To consider matters pertaining to employment.

These matters are deemed confidential as they pertain to financial, legal & employment information.

With no further business to attend to, the Chair will bring the meeting to an end.

Yours sincerely,

Paul Hayward
Town Clerk

1st December 2023