

AXMINSTER TOWN COUNCIL – Guildhall Sub-Committee meeting.

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

The Guildhall,  
Axminster,  
Devon.

24 October 2023

Dear Sub-Committee member

**You are hereby summoned to attend the inaugural meeting of the Guildhall Sub-Committee which will take place at the Axminster Guildhall at 7.00 p.m. on Monday 30<sup>th</sup> October 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).**

**GSC23/001**

**To elect a Chair of the Guildhall Sub-Committee for FY23-24.**

**GSC23/002**

**To elect a Vice-Chair of the Guildhall Sub-Committee for FY23-24.**

**GSC23/003**

**To note members of this sub-committee present:**

**GSC23/004**

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

LGA 1972 S.85 (1)

**GSC23/005**

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

*Continued overleaf.*

**GSC23/006**

**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.*

**GSC23/007**

**To consider and, if thought fit, to approve the draft Terms of Reference for this Sub-Committee.**

**GSC23/008**

**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.**

**GSC23/009**

**Business to be considered:**

- a) To note the formal handover of the Guildhall building (with associated financial, governance and licensing responsibilities) from the former GMC charity trust to the Town Council on 1<sup>st</sup> August 2023; To consider any matters pertaining to that transfer of obligations that the members of the Sub-Comm. feel needs to be raised in Part One business.
- b) To receive presentation from the Guildhall Manager, Leigh Conley.
- c) To discuss the future of the Guildhall, event planning, funding options and financial viability/risks.
- d) To note EDDC Business Rates and PRS/PPL billing charges for FY23-24 and to consider whether these costs should be factored into future considerations for event/venue hire charges and ticket prices.
- e) To note the recommendations of the Strategy & Finance Committee regarding VAT accounting protocol for the Guildhall venue (in conjunction with the overall Town Council position) and the likely implications for the Guildhall operation (and pricing).
- f) To receive a Guildhall building maintenance report.
- g) To consider any areas of anticipated or potential expenditure that will directly impact upon the Town Council's budget preparations for the forthcoming financial year, FY24-25.
- h) To consider any proposals for capital works or capital investment in the building/venue and to consider how expenditure for such works would be covered within the Guildhall financial framework, or as part of a wider Town Council budget consideration.
- i) To consider whether the Sub-Committee wishes to revise charges relating to the income areas below:
  - 1) Building Hire charges – per hour, per session, per day or on a longer term basis.
  - 2) Bar Sales (alcoholic and non-alcoholic beverages)
  - 3) Other refreshments (bar snacks, ice cream etc)
  - 4) Technical charges / equipment hire / ticket supplements / payment supplements.

*Continued overleaf.*

j) To consider whether the Sub-Committee wishes to invest in automated ticket generation software and hardware.

k) To consider whether the Sub-Committee wishes to enhance the opportunities for donations towards the building upkeep and operation (noting that the venue is now operated by a local authority and is ineligible to receive HMRC Gift Aid nor donations which are earmarked for a particular purpose).

l) To note progress with installation of Solar PV onto the main hall roof as an energy saving measure and to consider investment in additional (solar PV) battery powered heating assets to reduce reliance on fossil fuel (gas) generated heating and to provide amenity cooling in the summer period.

m) To receive report on proposals received from a significant venue client relating to technical charges and provision of specific hardware/AV equipment which could be purchased and re-hired at profit thus improving revenue streams for the Council; to simultaneously consider existing AV equipment hire and recharge arrangements and to consider whether a more cost-effective model is more appropriate.

n) To consider matters pertaining to building Health and Safety, Fire Safety, Risk Management and Employee/Volunteer training.

#### **GSC23/010**

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

#### **GSC23/011**

**To consider date of next meeting of the Guildhall Sub-Committee.**

#### **GSC23/012**

*Vice-Chair 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:**

#### **GSC23/013 (IC)**

**To consider matters pertaining to employment, as set out below:**

- a) Staff Remuneration and Pay Grading Structure.
- b) Staff Performance Reviews (appraisals)
- c) Staff Contractual Hours and Rota Arrangements
- d) Staff Contractual Duties
- e) Guildhall Organisational Chart within overall Town Council Employment Hierarchy.

**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**

**24<sup>th</sup> October 2023**