

AXMINSTER TOWN COUNCIL – Guildhall Sub-Committee meeting.

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

The Guildhall,  
Axminster,  
Devon.

29 February 2024

Dear Sub-Committee member

**You are hereby summoned to attend a meeting of the Guildhall Sub-Committee which will take place in the Heritage Centre Bradshaw Room at 7.00 p.m. on Thursday 7<sup>th</sup> March 2024**

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).**

**GSC24/001**

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

**GSC24/002**

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

LGA 1972 S.85 (1)

**GSC24/003**

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

**GSC24/004**

**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.*

*Continued overleaf.*

**GSC24/005**

To consider and, if thought fit, approve the minutes of the Guildhall Sub-Committee meeting held 11<sup>th</sup> January 2024 and to consider any matters arising (not included within this agenda as business to be attended to.)

**GSC24/006**

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.

**GSC24/007**

**Financial Matters:**

- a) To consider the Guildhall financial out-turn report for period to end February 2024.
- b) To note that formal confirmation has been received to confirm the Town Council's (and thus the Guildhall venue) self-certified VAT registration; to note impact on venue activities.  
*RFO to provide report.*
- c) To consider whether hire charges / booking / ticket charges should be increased for FY24-25 in light of consideration of agenda item GSC24/007b) above.
- d) To consider the recent delegation of authority to Committee Chair, Town Council's Proper Officer (and RFO), and the Guildhall Manager to determine and set bar prices for FY24-25;  
*update report to be presented.*

**GSC24/008**

**Business to be considered:**

- a) To consider whether the Sub-Committee wishes to expand its membership.
- b) To consider matters pertaining to the future provision of kitchen facilities/amenities within the venue.
- c) To further consider building/site storage challenges (as identified) and opportunities for solutions.
- d) To consider proposals for upgrade/acquisition of venue AV/Lighting/technical/sound facilities to promote and encourage additional acts/performances; to consider what asset acquisition might be necessary to bring this forward.
- e) To consider requests for additional advertising / promotional expenditure from the Guildhall Manager.
- f) To consider any training needs identified for staff and volunteers.
- g) To consider matters pertaining to building licensing and venue security requirements for building control and audience safety/management.
- h) To receive update report from RFO on building condition survey and works timetable/schedule.

*Continued overleaf.*

**GSC24/009**

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

**GSC24/010**

To note date of next scheduled meeting of the Guildhall Sub-Committee:

*9<sup>th</sup> May 2024 (Thursday) venue to be determined*

**GSC24/011**

*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:**

**GSC24/012 (IC)**

To consider matters pertaining to employment.

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

**GSC24/013 (IC)**

To consider proposals for upgrading of Guildhall Fire and Intruder alarm systems to incorporate enhanced coverage zones, and also personal security/safety features.

*These matters are deemed confidential as they pertain to commercially sensitive financial information.*

**GSC24/014 (IC)**

To consider proposals for hosting of specific acts and performances that require sub-committee discussion due to the financial conditions and commitments that would apply if such acts were booked to appear/perform.

*These matters are deemed confidential as they pertain to commercially sensitive financial information.*

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

Yours sincerely,

*Paul Hayward*

**Town Clerk**

**29<sup>th</sup> February 2024**