



## DAWLISH TOWN COUNCIL

### AGENDA

Dear Councillor

You are hereby summoned to attend a Meeting of the

### **Manor House and Riverside Centre Sub-Committee**

To be held at **The Manor House, Dawlish** on

**Wednesday 20 June 2017 at 2.00pm**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Yola Mitchell', is written over a light blue circular stamp.

Yola Mitchell  
Finance Officer

Cllr Humphrey Clemens  
Cllr Lin Goodman-Bradbury  
Cllr Terry Lowther  
Cllr Noel Nickless  
Cllr Gary Taylor  
Cllr Lisa Mayne (Ex Officio)  
Cllr Alison Foden (Ex Officio)

1. **Declarations of Interest** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
2. **Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
3. **Councillor’s Reading File:**  
Councillors are reminded that items in this Agenda marked ‘contained in Reading File’ are available for inspection in the office. Councillors should familiarise themselves with all relevant paperwork prior to the relevant meeting
4. **The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
5. **The Data Protection Act 2018** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available but individuals are protected.
6. **Mobile telephones** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
7. **Recording** this meeting may be filmed or audio taped
8. **Public Participation:**  
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.

- 1. Apologies**  
To receive and approve apologies from members unable to attend
- 2. Election of Chairman**  
To elect a Chairman of the sub-committee
- 3. Election of Vice Chairman**  
To elect a Vice Chairman of the sub-committee
- 4. Sound Quality**  
To consider the sound quality and sound proofing of the Council Chamber and confirm to F&GP whether further action is required.
- 5. Wi-Fi**  
To consider the Wi-Fi strength within the Council Chamber and review whether an additional hot spot is required.
- 6. Booking Forms and Procedure**  
To review the booking forms, conditions and procedures of the Manor House and Riverside centre.