



**DAWLISH TOWN COUNCIL**

Minutes of a Meeting of the

**Manor House and Riverside Sub-Committee**

at The Manor House, Dawlish on

**Wednesday 20 June 2018 at 2.00pm (delayed start 2.20pm)**

**Present:**

Cllr Gary Taylor – Chairman  
Cllr Noel Nickless – Vice Chairman  
Cllr Humphrey Clemens

**Other Councillors:**

Cllr Val Mawhood

**In Attendance**

Yola Mitchell - Finance Officer, Alison Holmes – Projects Officer

**Declarations of Interest:** None

**1 Apologies for absence**

Councillors Foden, Goodman-Bradbury

**RESOLVED** by members present and voting to accept these apologies for absence.

**2 Election of Chairman**

Members voted to elect a Chairman of the sub-committee

**RESOLVED** Cllr Gary Taylor was elected as Chairman

**3 Election of a Vice Chairman**

Members voted to elect a Vice Chairman of the sub-committee

**RESOLVED** Cllr Noel Nickless was elected as Vice Chairman

**4 Sound Quality**

Members considered the sound quality and sound proofing of the Council Chamber.

**RESOLVED** Town Clerk to action the following:

- Get quotes and proposals from sound engineering companies
- Arrange a visit to a nearby venue with similar equipment in place

- Check whether planning permission is required due to the Manor being a listed building

## 5 **Wi-Fi**

Consideration was given to the strength of wi-fi throughout the Manor House, and the Council Chamber specifically

**RESOLVED** members agreed that the Town Clerk should arrange for an engineer from AME to come out, reassess the current performance and give an up to date quote. The Vice Chair to be present. Broadband speed also to be addressed at the same time to ensure the Manor is receiving optimal internet speed.

## 6 **Manor House Hire, booking forms and procedures**

The Projects Officer went through the current set up regarding room hire and wedding bookings, briefing councillors on items to consider for future meetings.

**RESOLVED** the following actions were agreed:

- Purchase a fridge thermometer for the kitchen
- Request the caretaker does a deeper clean prior to large functions
- Check with Town Clerk regarding what is included with current caretaking contracts
- Projects Officer compile a pricing report for discussion at the next meeting to look at comparable venues and make suggestions on room charges for weddings for 2020 onwards with an annual increase thereafter (report to include odd hours and anti-social hours i.e. Christmas Day)
- Projects Officer to compile a report about the room usage to identify when there is regular availability

## 7 **Urgent Items**

### 7.1 **Manor House Conveniences**

Members considered a quote submitted for update the male conveniences at the Manor and also identified an issue with ill-fitting toilet seats in the female conveniences

**RESOLVED** to recommend approval for the submitted quote to F&GP Committee and request funding to be included to update the toilet seats in the female conveniences

### 7.2 **Wedding Cancellation**

Members agreed to make a £50 admin charge on a recently cancelled wedding and authorised a refund of £50

The meeting was closed by the Chairman at 3.52 pm.

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Cllr Gary Taylor, Chairman