



DAWLISH TOWN COUNCIL

Minutes of a Meeting of the

Manor House and Riverside Sub-Committee

at The Manor House, Dawlish on

Wednesday 19 September 2018 at 2.00pm

Present:

Cllr Gary Taylor – Chairman
Cllr Lin Goodman-Bradbury
Cllr Terry Lowther

In Attendance

Alison Holmes – Projects Officer, Mary Lowther Dawlish Twinning

Declarations of Interest: Cllr Gary Taylor and Cllr Terry Lowther both advised they are members of Dawlish Twinning Association.

8 Apologies for absence

Councillor Noel Nickless

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

9 Minutes

RESOLVED to approve and sign the minutes of the Manor House and Riverside Centre Sub Committee held on the 20 June 2018

10 Urgent Items

The committee received a request from the Twinning Association to display a photo of the of the twinning visit to Carhaix.

RESOLVED Unanimously to hang the picture above the Carhaix cabinet in the foyer of the Manor House

11 Bank Holiday and Anti-Social Hours opening

Members considered a report presented by the Projects Officer

RESOLVED

- To remain closed for the bank holidays listed in the report
- The committee will consider individual requests for use on a case by case basis. The request should be made and agreed by committee members by email, majority decision required to go ahead.

- If agreed an additional charge will be made of 50.00 for all Bank Holidays and 100.00 for Christmas day.

12 Manor House and Riverside Centre Occupancy

Members received a report from the Projects Officer regarding the occupancy and ideas for future marketing including more promotion for business use, continued promotion via our own platforms. Suggestions were made for a more robust social media presence.

RESOLVED that a request should be made to Finance and General Purposes Committee to add £1200.00 in the 2019/20 budget for advertising.

13 Manor House Hire charges

Members considered a report from the Projects Officer detailing proposed price increases of the Manor House room hire rates to take into consideration the inclusion of VAT in 2019/20 and for a 5% biennially increase thereafter.

RESOLVED to agree the prices increase as set out in the report

Members considered a report from the Project Officer detailing proposed price increases for the use of the Manor House for wedding ceremonies only taking into consideration the inclusion of VAT and an increase as prices have not been reviewed since the wedding business was started with a 5% biennial increase thereafter.

RESOLVED to agree the prices increase as set out in the report.

Members considered a report from the Project Officer detailing proposed price increases for the use of the Manor House for exclusive use wedding packages taking into consideration the inclusion of VAT and an increase as prices have not been reviewed since the wedding business was started and the inclusion of a staff cost as a requirement had been identified over the past 3 years with a 5% biennial increase thereafter.

RESOLVED to agree the prices increase as set out in the report.

14 Council Chamber Soundproofing

Members received information from the Town Clerk about the types of sound proofing available.

RESOLVED to request Finance & General Purposes Committee to include £7000.00 in the 2019/20 budget to progress this work.

15 Manor House Wi-Fi

RESOLVED there was a need to investigate this further as complaints have been received about the strength when the building is running at high occupancy levels. It was agreed an audit of the strength should take place and quotes should be gained to increase it.

RESOLVED

- Cllr Lowther should take this forward to Finance & General Purposes Committee to make the aware of likely expenditure as they begin their budget setting process.
- The Town Clerk should obtain quotes to give better overall coverage throughout the building

16 Building Maintenance Audit

RESOLVED that a full walk around audit of the buildings should take place, undertaken by the Caretaker, Town Clerk and Projects Officer and a list of all issues should be brought back to the next meeting.

17 Wedding booking refund request

RESOLVED to refund £50.00 of the deposit. It was further **RESOLVED** to agree a deposit refund policy for future cancellations. After the booking has formally been confirmed a refund of 50.00 will be made as long as the booking is more than 6 months In advance. If the cancellation is less than 6 months before the booked date then no refund will be given.

The meeting was closed by the Chairman at 3.35 pm.

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Cllr Gary Taylor, Chairman

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