



Dawlish Town Council

MANOR HOUSE AND RIVERSIDE CENTRE SUB- COMMITTEE

08 November 2018

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Manor House and Riverside Centre Sub-Committee at which your attendance is summoned, will be held at the **The Manor House, Old Town Street, Dawlish, EX7 9AP** on **Wednesday, 14 November 2018** at **2 p.m.** to transact the business specified in the Agenda as set out.

Yola Mitchell
Finance Officer

Distribution: The Mayor, Deputy Mayor and Members of Manor House and Riverside Centre Sub-Committee as follows:

Councillors Taylor (Chairman), Nickless (Vice Chairman), Clemens, Goodman-Bradbury and Lowther.



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For information - to be taken as read:

- 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** ***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.*
- 4** ***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.*
- 5** ***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.*
- 6** ***Recording** this meeting may be filmed or audio taped.*
- 7** ***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.*



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AG E N D A

PART I

(Open to the Public)

1. **Apologies for absence**
2. **Agreement of the Agenda between Parts I and II**
3. **Declarations of Interest** – to declare any disclosable interests relating to the forthcoming items of business (if any).
4. **Dispensations** – to receive and consider requests for dispensation (if any).
5. **Minutes** - to approve and sign the minutes of the Manor House and Riverside Centre Sub-Committee held on 19 September 2018.
6. **Manor House WiFi Access** – to update the committee since the previous meeting.
7. **Buildings Maintenance Audit** – to review the items identified and create a timescale for works to take place considering cost and priority. (Report to follow)
8. **Disabled Parking Signs** – to consider the purchase of disabled parking signs for the car park.
9. **Bookings Procedure** – to receive a letter from a Manor House user and consider what action, if any should be taken.
10. **Room 4A & 4B moveable partition** – to consider the purchase of a movable partition to enable independent bookings of each of the rooms.
11. **Long Term Room Hire** – to consider the request for long term rental of two rooms by an outside organisation.

Part II

(Private)

Items which may be taken in the absence of the Public and Press on grounds that Exempt Information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admission to meetings) Act 1960.

Nil.