

Present

- *Councillor R Springett – Chairman
- *Cllr R M Lyon – Vice-Chairman

- *Cllr M Baillie
- *Cllr G B F Coles
- *Cllr R W I Cooke – (Town Mayor)
- *Cllr T de Galleani
- *Cllr A J C Fyson – (Deputy Mayor)
- *Cllr B T Harriss
- #Cllr F J Hawke
- Cllr S Smith

*Denotes attendance

#Denotes apology for absence

Observers: Cllr D M Gent

Also in attendance 1 member of the press.

1. DECLARATIONS OF INTEREST.

Cllr de Galleani declared a personal interest in agenda item 5 - Market.

2. MARKETING THE GUILDHALL.

The Chairman gave an update on the work done by PR Consultant Lisa Chandler, with proposals for a new website for the Guildhall and part-time social media marketing assistant. Copies of a power point presentation on a new website and social media staffing had been laid round the table. The Chairman reported that Ms Chandler's work had been very successful and she had generated lots of ideas to improve the marketing of the Guildhall. All members agreed that the Town Council needed to increase

the Guildhall income and that the current Town Council website needed updating.

Cllr Baillie was concerned that the additional cost of a new website would be too great and suggested that this could be done in-house. She asked that the photos of the Guildhall on the current website be updated.

Cllr Coles had passed details of 2 quotes for a new website to the Clerk for comparison with the quotation to be supplied by Lisa Chandler.

Proposed: Cllr R W I Cooke

Seconded: Cllr T de Galleani

Recommended: That the Town Council agree in principle to the construction of a new website to promote the Guildhall at a value of up to £3,000.

A proposal for a social media assistant for up to 4 hours per week was distributed to members at the meeting (AppendixA).

Cllr de Galleani suggested that a new social media assistant could also update the website. The Chairman told the meeting that this would need to be referred to the Personnel Committee if it was decided to combine this with extra staff cover for the office following the devolved services transfer.

Members reviewed the details of the job description and it was agreed that the creation of a regular blog be removed.

Proposed: Cllr T de Galleani

Seconded: Cllr G B F Coles

Recommended: That the Town Council advertise the post of social media assistant to assess whether suitable candidates were available.

3. CORRESPONDENCE.

a) An email request had been received seeking to use the Buttermarket in Dartmouth Market for dog training classes. Members raised concerns over this use when the area was often used for the sale of food and the Clerk advised members that the Buttermarket tables were not designed to be moved frequently.

Proposed: Cllr B T Harriss

Seconded: Cllr R M Lyon

Recommended: That the Town Council does not allow dog training classes in the Buttermarket or Market but suggests that Ivy Lane would be a suitable venue.

4. MARKET.

- a) Sign for the Market – The Clerk reported that she had attempted to get quotations for a replacement hanging sign for the front of the Market. Cllr Lyon told the meeting that he believed there should be a town crest above the archway entrance in Victoria Road as well as a hanging sign and he would check whether this would be possible.
- b) Replacement floor for the kitchen area of Dart to Mouth Deli – the Clerk reported that contractors visiting Dart to Mouth Deli had stated that the whole floor would need taking up. Cllr Lyon suggested that the Clerk contact the contractor that had supplied the flooring in the Guildhall kitchen and toilets.

Members noted that many of the shops in the Market were still not opening as often as was required. The Clerk would write to the tenants asking them to open at least 5 days a week or give up their leases as there were businesses waiting for a unit and also remind them that the Town Council may not choose to renew their leases should they not open as required.

5. GUILDHALL.

- a) Update on improvements – the Clerk told the meeting that new heaters had been installed in the Clifton Room and it was being painted at present. New lighting had been ordered to replace the strip lighting with spot lights at the west end of the room in preparation for possible display cabinets in the window recesses.
- b) Purchase of a Public Address system.
The Clerk told the meeting that it was proposed to purchase a public address system at a cost of £476.34 including vat, for use in the Guildhall and at external events and this could be hired out to users of the building.

Proposed: Cllr B T Harriss
Seconded: Cllr T de Galleani

Recommended: That the Town Council purchase a public address system at a cost of £476.34 including vat.

6. COMMUNITY ORCHARD.

A report from the Friends of the Community Orchard had been circulated to members. The Clerk read out an email from the Chairman of the Friends group detailing that 11 BRNC OCs had helped in the Orchard the previous week, with summer maintenance work on the hedge rows, around the bases of the apple trees and in the area around the new shelter and the sub-station.

It was hoped that the Town Council would purchase ten new apple trees at a cost of approximately £160 this to include stakes and ties; the trees would be quite small – two years old.

Proposed: Cllr R W I Cooke
Seconded: Cllr T de Galleani

Recommended: That the Town Council purchase 10 more apple trees for the Community Orchard at a cost of £160.00.

7. BUTTERWALK.

The repairs to the flat roof at the rear of the Sloping Deck restaurant would be carried out in October at a date to be agreed between the owner of the Sloping Deck restaurant and the contractor.

Members noted that there were problems with South Hams District Council's waste collections from the Butterwalk property which faced onto Duke Street. This would be raised when a District Council representative came to a future Full Town Council meeting.

8. BOATFLOAT.

The Clerk told members that the Boatfloat had now been sprayed. Cllr de Galleani suggested that a large fishing net be purchased for the Boatfloat Supervisor to remove rubbish from the Boatfloat.

9. LONGCROSS CEMETERY.

Members noted that Longcross Cemetery was looking quite good but improvements could always be made. When the Town Council had its own grounds maintenance work force items, such as clearing up the cut grass from graves could be undertaken.

10. PURCHASE AND PLACEMENT OF TOWN MAPS.

A sample A1 size map was available for members to view at the meeting. Cllr Coles told members that it was proposed to place the map (4 times the size of the sample) at a site in the Royal Avenue Gardens opposite the coach dropping off point.

The cost of the notice board would be £1,200.00 and the artwork £600.00. County Cllr Hawkins had offered a grant of £1,000 towards this leaving a balance of £800 to be met by the Town Council. We Make Magazines had designed the map free of charge. There would be adverts at the base of the map with indicators to place names.

Members asked that Cllr Coles research an oak notice board to be more in keeping with other street furniture in Dartmouth.

Cllr Fyson was concerned that road widths outside the centre of the Town were misrepresented but members agreed this was just part of the artistic impression.

Proposed: Cllr T de Galleani

Seconded: Cllr M Baillie

Recommended: That Cllr Coles take the production of the Town Map forward with a budget of up to £1,000.

11. IVY LANE

a) Update on roof repairs – the repairs to the entrance roof at Ivy Lane were currently taking place.

b) Report on studio by Cllr Gent (Appendix B)

Cllr Gent told the meeting that Matt Pink and Simon Phelps had equipped the studio in Ivy lane at their own expense. It was proposed to rent the studio space to them so that they could get bands in to record music there, bringing additional trade to the Town.

Cllr Gent had spoken to Dartmouth Academy who hoped to bring young people to the facility to learn how to use recording equipment and a community radio station was also a possibility for the future.

Cllr Gent allayed members concerns by explaining that the studio area was already soundproofed and extra sound proofing was being added. Rent for the use of the studio area in Ivy Lane would be set at £2,500 per annum with a review at the end of the first year. All the studio equipment would be insured by Matt Pink and Simon Phelps. Cllr Gent would draw up a letter of intent and hire agreement using the Town Councils current hire agreement.

Proposed: Cllr T de Galleani
Seconded: Cllr R W I Cooke

Recommended: That the studio area of Ivy Lane be let out at a rent of £2,500 per annum.

Proposed: Cllr G B F Coles
Seconded: Cllr R W I Cooke

Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.

12. RENEWAL OF LEASE – BARBERS SHOP, DARTMOUTH MARKET.

Members noted that the current 12 year lease for the barbers shop in Dartmouth Market ended in September 2017. The rent would be reviewed when the paper on the setting of rents had been presented to Council by Cllr Pritchard-Tagg.

Proposed: Cllr R W I Cooke
Seconded: Cllr M Baillie

Recommended: That a new 12 year lease be granted for the Barber's Shop, Dartmouth Market.

APPENDIX A

Social Media Marketing Assistant – Job description

Part time up to 4 hours per week.

Reporting to the Clerk to the Town Council

The Guildhall is the Town Council's home in Dartmouth, but there is much more to it than the Council Chambers. It is a fantastic space right in the heart of the town. There are 4 rooms available for hire, including the fabulous Ballroom and a newly refurbished kitchen. The Guildhall has disabled access, and is fully licensed for weddings.

You will be able to work within a team, or independently. It is vital you are a good communicator, with excellent written, IT and communication skills. We think it is essential for you to have experience and a passion for connecting with our existing and future customers.

It is desirable for you to have some marketing experience, and be able to promote the Guildhall as a quality venue for hire via social media and general marketing as well as to continue with the development of the branding of the Guildhall. However training can be given to the right candidate.

We are a flexible employer, and work can be carried out at our offices and at home.

Job Description

- Manage social media campaigns and day to day activities including creating, scheduling and managing all published content.
- Monitor, listen and respond to users in a 'social' way, while cultivating leads and bookings.
- Liaise with local press for coverage.
- Ensure photos are up to date and taken at appropriate times.
- Assist with promotion and visits from potential customers.

Hourly rate £10 per hour. There is a possibility for this role to develop and increase in the future.

To apply, please send in your CV to Tracy Rowe, Town Clerk, Dartmouth Town Council Offices, the Guildhall, Victoria Road, Dartmouth TQ6 9RY.

If you would like to discuss your application, please call Tracy on 01803 832281.

Closing date for applications:

APPENDIX B

IVY LANE: THE STUDIO

The Studio is the first-floor area at the rear of the building. Previously it had been kitted out as a recording studio but following consultation with a recording engineer who advised that the majority of the items there were either obsolete or unable to work, the equipment was scrapped.

Since then Matt Pink and his associate have, at their own expense, refurbished and re-equipped the Studio. Their intention is to rent out the space to musicians for either rehearsals or recordings. Few such facilities are available in this area. Councillor Lyon and I have had a number of discussions with them, and are now in a position to bring a proposal to the Committee.

We propose that Dartmouth Town Council hires to them the space usually known as The Studio using our standard hire agreement, and subject to the following:

1. The rent should be £2500 for the first year and subject to renegotiation thereafter;
2. They will be responsible for insuring all contents.

In addition, the following conditions should be added by side letter to our usual agreement:

1. That the Studio will not generally be available on youth club nights – currently Thursdays
2. That they will be the sole key holders and agree not to provide keys to other parties without our agreement.
3. That as far as is practically possible, they will check with the Office before agreeing supervised use of the facility, to avoid a clash of users.

From our discussions with them, we believe that the above terms are acceptable to them.

Cllr David Gent
25.07.2017