EXMOUTH TOWN COUNCIL

TOWN COUNCIL PREMISES AND ASSETS WORKING PARTY

Notes of the meeting held on online via Zoom on Thursday 5 February 2026 at 1:00pm.

Present

Councillor Fred Caygill	FC	Exmouth Town Council
Councillor Cherry Nicholas	CN	Exmouth Town Council
Councillor Alex Sadiq	AS	Exmouth Town Council
Councillor Maddie Chapman	MCH	Exmouth Town Council
Councillor Pauline Stott	PS	Exmouth Town Council
Councillor Tim Dumper	TD	Exmouth Town Council
Councillor David Poor	DP	Exmouth Town Council
Lis Bowman	LB	Town Clerk
Mollie Carey	MC	Executive Assistance

Apologies

Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Dianne Conduit	DC	Exmouth Town Council

1. Welcome and Apologies

The Chair welcomed members to the meeting and apologies were noted.

2. To note the minutes of the last meeting held on 25th September 2025

The minutes of the meeting held on 25 September 2025 were noted.

3. Matters arising from the previous meeting and status updates (e.g. CCTV, Plumb Park)

Members received updates on ongoing matters arising from previous meetings.

An update was provided regarding CCTV operations and liaison arrangements with Torbay CCTV. Officers confirmed that systems remained operational and that ongoing monitoring and administration continued as required.

Members also received a general update regarding Plumb Park and other outstanding premises and asset matters currently being progressed by officers.

Members noted the updates.

4. To receive an update on the status of the Concord model previously located at the Magnolia Centre, and to agree next steps

Members received an update regarding the Concord model previously located at the Magnolia Centre.

LB explained that the model had originally been installed in approximately 1972 under the former Urban District Council arrangements and included a plaque referencing RAF Association involvement. However, it remained unclear who currently held ownership responsibility for the model.

Members were advised that the Concord model had been placed into safe storage at the Air Cadet compound following removal from the Magnolia Centre area. Officers had assisted in facilitating its relocation and temporary storage.

Discussion took place regarding recent public interest and recurring social media discussions concerning the future of the model.

LB advised that representatives from the Air Training Corps had indicated a willingness to take the lead on future management, restoration and potential reinstallation arrangements, including liaison with East Devon District Council regarding any future siting proposals or permissions.

It was noted that Exmouth Town Council's involvement had primarily been limited to facilitating practical arrangements and ensuring that any future reinstatement proposals did not interfere with recently completed planting and landscaping works.

Members discussed whether a Town Council representative should participate in future discussions with the Air Cadets and associated organisations.

Members agreed that officers continue liaising with the Air Training Corps and relevant organisations regarding future proposals for the Concord model.

Officers to report any future proposals or requests for Council involvement back to members.

5. To discuss and agree a request from Zoey Cooper for permission to buy a storage container for the tuk-tuk and site it at Gorfin Hall

Members considered a request submitted by Zoey Cooper seeking permission to purchase and site a storage container at Gorfin Hall for the storage and charging of the community tuk-tuk.

It was reported that three quotations had been obtained for the proposed container, with the preferred supplier being a local company based in Exeter. The estimated

cost of the container was reported as £2,352, with an additional quotation of £795 received for electrical connection works to allow charging of the tuk-tuk within the container.

Members were advised that existing Community and Environment Working Party budgets, together with additional funding secured through the National Landscape Fund, would cover the associated costs.

Discussion took place regarding the principle of permanently siting a container within the Gorfin Hall car park area, together with operational considerations relating to electrical supply and access.

FC commented that the proposal appeared practical and would provide a secure long-term storage solution for the tuk-tuk.

Members agreed to approve the siting of a storage container at Gorfin Hall for the community tuk-tuk, subject to final operational arrangements.

Officers to progress the arrangements and liaise regarding installation and electrical connection works.

6. To consider a request from Sunshine Nursery to extend hire hours at Gorfin Hall

Members considered a request from Sunshine Nursery to extend their existing hire hours at Gorfin Hall from 5:00pm until 6:00pm daily.

LB advised that Sunshine Nursery currently operated under a Licence to Occupy arrangement and had requested the extension in response to increasing demand from families requiring later collection times.

It was noted that the nursery understood that additional charges may apply should the request be approved.

Members discussed the operational implications of extending the hours, particularly in relation to evening hall hire availability and existing casual lettings. It was noted that current evening bookings generally commenced from 5:30pm and that extending nursery occupation until 6:00pm would require evening bookings to commence later.

Members acknowledged the need to balance community hall usage with supporting the operational requirements of existing hirers.

Members considered a range of options including approving the requested extension of hours, implementing a temporary trial period, or retaining the existing arrangements before reaching a decision.

Members agreed in principle to extend Sunshine Nursery’s hire hours until 6:00pm, subject to the Licence to Occupy being amended accordingly and operational arrangements being reviewed.

Officers to update the Licence to Occupy documentation and amend booking availability information where required.

7. To discuss and approve the replacement of the fire alarm system at Gorfin Hall, following receipt of a quotation and in line with previously identified refurbishment requirements

Members considered the replacement of the existing fire alarm system at Gorfin Hall.

FC advised that the works were necessary in order to ensure ongoing compliance with fire safety regulations and previously identified refurbishment requirements.

LB confirmed that the estimated cost of the replacement system, including smoke detectors and associated equipment, was approximately £3,000. Members were advised that sufficient budget provision was available for the works.

Discussion took place regarding the importance of maintaining compliant fire safety systems across all Council buildings.

Members considered whether to approve the replacement works immediately, seek further quotations, or defer the works pending further review before reaching a decision.

It was proposed by PS, seconded by SG, and:

Resolved that the replacement fire alarm system at Gorfin Hall be approved.

Officers to progress the works and liaise with contractors regarding installation.

8. To consider and approve full electrical testing (Electrical Installation Condition Reports) for Gorfin Hall and the Beach Wheelchair Unit to ensure ongoing electrical safety and compliance

Members considered proposals to undertake Electrical Installation Condition Reports (EICRs) at Gorfin Hall and the Beach Wheelchair Unit.

The Chair advised that the inspections were required in order to ensure ongoing compliance and electrical safety.

Members were informed that the estimated cost for both reports was approximately £500 and that certification would remain valid for a five-year period once completed.

Discussion took place regarding the importance of maintaining up-to-date compliance certification across all Council managed premises.

Members discussed the importance of undertaking electrical testing at both sites and considered whether the works should proceed immediately or be phased over time.

It was proposed by PS, seconded by SG, and:

Resolved that EICR testing for Gorfin Hall and the Beach Wheelchair Unit be approved.

Officers to arrange the testing works and obtain the relevant certification.

9. To consider existing contracts associated with Exmouth Town Hall in advance of Exmouth Town Council assuming responsibility for the building

Members received an update regarding existing contracts and service arrangements associated with Exmouth Town Hall ahead of Exmouth Town Council assuming responsibility for the building.

FC acknowledged the significant amount of due diligence and contract review work currently being undertaken by officers.

Discussion took place regarding a range of operational and compliance-related contracts connected to the Town Hall, including maintenance arrangements, alarms, utilities, servicing contracts and associated building management responsibilities.

Members recognised the scale of the transition process and the importance of ensuring continuity of services.

Members discussed various approaches to managing the transition of Town Hall contracts, including continuing existing arrangements where appropriate and reviewing opportunities for future procurement exercises.

Members agreed that officers continue progressing reviews of all relevant Town Hall contracts and report back where significant financial or operational implications arise.

Officers to continue contract reviews and transitional arrangements associated with the Town Hall transfer.

10. To receive an update on the Town Hall (confidential part b item)

Members received a confidential update regarding Exmouth Town Hall.

Discussion included ongoing transition arrangements, operational planning, building management matters and associated preparations in advance of the Council assuming responsibility for the premises.

Members noted the update.

11. Date of next meeting

The date of the next meeting was noted.