EXMOUTH TOWN COUNCIL
Town Council Premises and Assets Working Party

Notes of the meeting held on Thursday 14th May 2026 at 10am in the Council Chamber.

Present

Councillor Fred Caygill	FC	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Councillor Maddie Chapman	MCH	Exmouth Town Council
Councillor Graham Deasy	GD	Exmouth Town Council
Councillor Tim Dumper	TD	Exmouth Town Council
Councillor Pauline Stott	PS	Exmouth Town Council
Councillor Nicky Nicholls	NN	Exmouth Town Council
Lisa Bowman	LB	Town Clerk/Officer
Mollie Carey	MC	Facilities, Assets and Civic Officer

Apologies

Councillor Cherry Nicholas	CN	Exmouth Town Council
Councillor Alex Sadiq	AS	Exmouth Town Council
Councillor David Poor	DP	Exmouth Town Council

1. Welcome and Apologies

The Chair, FC, welcomed everyone to the meeting. Apologies were received and noted.

2. To note the minutes of the last meeting held on 5th February 2026.

The minutes of the meeting held on 5th February 2026 were noted and agreed.

3. To receive an update on CCTV provision, maintenance and any proposed improvements.

FC provided an update on the Council's CCTV provision and associated facilities. Members noted that work is continuing in relation to the CCTV system, including improvements to the CCTV room and supporting infrastructure. The Working Party received the update and noted the progress being made.

4. To receive updates on matters relating to the Town Hall, including facilities and operational matters, compliance and statutory requirements, room usage and tenancy arrangements and ongoing projects and works.

LB provided an update on the ongoing management and operation of Exmouth Town Hall following the transfer of the building to Exmouth Town Council. Members were informed that weekly and monthly compliance inspection schedules are now in place covering fire safety checks, fire door inspections, first aid equipment, defibrillator monitoring and general health and safety requirements.

It was reported that a formal fire evacuation drill had been undertaken in conjunction with East Devon District Council officers and future evacuation drills would continue twice yearly. Members discussed the benefit of involving councillors in future evacuation exercises to familiarise members with evacuation procedures.

MC advised that weekly fire alarm testing is continuing in line with previous East Devon District Council procedures and confirmed completion of Legionella awareness training hosted by Dawlish Town Council.

Members received an update regarding tenancy and room usage arrangements within the building. Existing agreements with the Devon Registrars, the Voluntary Car Service and East Devon District Council remain in place whilst updated lease and service level agreements are prepared with legal support from Michelmores.

LB advised that East Devon District Council currently occupies the top floor of the building and is contributing approximately £7,000 per month until the anticipated withdrawal from the premises at the end of September 2026.

Members discussed a number of ongoing enquiries regarding future use of the building, including discussions with Devon County Council Family Hub, Open Door Exmouth and the Department for Work and Pensions regarding potential office, meeting and support service provision within the Town Hall.

The Working Party noted the aspiration for the Town Hall to continue developing as a wider community hub bringing together support organisations, employment services and community groups for the benefit of Exmouth residents.

Members were informed that a Baptist Church group associated with Open Door would commence regular Sunday evening room hire bookings from 24th May 2026. Legal considerations regarding religious use of the building and wedding licensing requirements had been reviewed and it was confirmed that the building would not be formally registered as a place of worship.

LB also reported that casual room hire bookings continue to increase and that updated promotional photography and marketing material are currently being prepared for the Council website.

Members also noted that the Health and Wellbeing Board continues to hire the Council Chamber under an existing agreement. Discussions are ongoing regarding future networking opportunities and potential open day events to further promote use of the Town Hall by community organisations and partner agencies.

5. To receive an update on maintenance and repair works across all Council-owned and managed assets, including the Town Hall, Gorfin Hall, Beach Wheelchair Unit and Tourist Information Centre.

LB provided an update on ongoing maintenance and repair works across Council managed assets. Members noted that fire shutter maintenance works had been completed and that rolling maintenance contracts continue to be monitored through updated compliance schedules.

Members discussed future cyclical maintenance planning, including window cleaning, deep cleaning and routine building inspections. Concerns were raised regarding external planting areas, vegetation growth and debris around the Town Hall building. It was confirmed that Town Maintenance team continue to monitor drainage areas and external spaces where required.

MC provided an update regarding the Beach Wheelchair Unit and confirmed that the facility is now open for the 2026 season. Members noted that volunteer support remains strong and that all volunteers, with the exception of one individual recovering from surgery, had returned for the season.

Members were advised that recruitment for the Beach Wheelchair Administrator role will commence shortly ahead of the summer holiday period. Positive feedback from service users, care homes and visitors continues to be received through social media and online reviews.

It was further noted that volunteers from Aviva and Councillor Alex Sadiq had again supported the Beach Wheelchair Unit with a pre-season deep clean prior to reopening.

Members also discussed maintenance concerns regarding the Maer toilet facilities, including a faulty urinal flush and a lack of directional signage from Foxholes Car Park. These matters have been reported to East Devon District Council and further follow-up action will be undertaken.

LB advised that East Devon District Council continues to explore potential future public toilet asset transfers to town and parish councils. Members noted that a National Association of Local Councils webinar relating to public toilet asset transfers is scheduled for 11th November 2026 and councillors were invited to express interest in attending.

6. To receive an update on health and safety and statutory compliance matters across all Council-managed premises, including fire safety, legionella control and routine testing requirements.

Members received an update regarding ongoing health and safety and statutory compliance arrangements across all Council-managed premises. This includes fire alarm testing, fire safety inspections, Legionella monitoring, defibrillator inspections, first aid provision and ongoing compliance monitoring procedures.

Members noted that updated compliance spreadsheets and inspection schedules are now in operation to ensure all statutory testing requirements are appropriately monitored and recorded.

7. To consider a quotation received for the cleaning of the Exmouth War Memorial, totalling £1,929.00 (including VAT).

Members considered a quotation totalling £1,929 including VAT for the professional cleaning of the Exmouth War Memorial prior to Armistice Day 2026.

LB advised that the proposed costs would be shared equally between Exmouth Town Council, East Devon District Council and Devon County Council through the Locality Fund allocation.

Members supported Exmouth Town Council contributing one-third of the overall cleaning costs.

9. Date of the next meeting

The date of the next meeting is to be confirmed.