

**MINUTES OF THE INFORMATION CENTRE COMMITTEE  
MEETING HELD ON MONDAY 11<sup>th</sup> JANUARY 2010 at  
7.30PM IN THE INFORMATION CENTRE**

**Present**

Cllr Pugh; Chairman, Cllr Brewer; Deputy Chairman, Cllr Baker, Janet Conners, and the Clerk

**001/010IC Apologies:**

There were no apologies received

**002/010IC Minutes of the Previous Meeting**

These were signed by the Chairman as being a true record, carried unanimously.

**003/010IC Administrator's Report 11<sup>th</sup> January 2010**

Mrs Conners reported:

**Visitor Numbers.**

The number of enquiries for December was 562, which is average for this time of year. Numbers held their own with quite a few visitors arriving for the Christmas period. The number of enquiries for whole of 2009 was under 16,000 at 15,592, the lowest it has been since 1999 when the Centre started opening all year.

**Christmas Shopping Night.**

Once again the late night Christmas shopping night was a success with 50 people visiting the Centre during the evening. The volunteers pulled together to create a pleasant Christmas experience for our visitors with hot mulled wine and mince pies.

**Student.**

All being well we are expecting a German student to start work experience at the Centre in February, she has been sent from Totnes European School.

**Volunteers.**

We are currently at full capacity of volunteers with 16 active volunteers on the rota.

**Bad Weather.**

We had to close early because of the ice and snow and had to fully close for one day. Some intrepid volunteers braved the icy conditions and made it in the Centre and dealt with requests for accommodation.

## **Grants.**

We have received a letter from the Duchy of Cornwall today saying that, due to limited resources, they are unable to give us any funding. I have yet to hear from Dartmoor National Park Authority. However, one piece of good news is that the Portreeve has made us one of her 'good causes' to support this year.

## **004/010IC Lettings Forms**

Mrs Conners commented that one or two of the volunteers are very concerned at the complexity of the bookings form, especially the licensing section and they are afraid of getting issues wrong. The Clerk stated that regarding the booking form, it is exactly the same as it was previously just with a small addition regarding the temporary events noticed and the Clerk said that having studied the booking form he cannot see any way to make it any easier and he felt that it is not complicated and should be able to be handled by the volunteers. The Clerk gave examples of the booking form and slips that will be given to all volunteers and pointed out that when someone calls in to book the town hall for an event, if possible then all the volunteers have to ask is whether they will be selling alcohol at the event. If the answer is yes, they tick a box on the first page and if possible on the second page, obtain the name of the person who is going to be responsible for the selling of alcohol at the event. They then place the form in a tray for Janet to see and she will then bring it in to the Clerk who deals with everything else. The Clerk felt that this is not a difficult addition to the booking form, it requires one tick and if possible if those dealing with the booking, remember to ask if the person know who will be selling the alcohol ie; the Victoria, the Exeter, the Oak – whoever. They then write that name in the appropriate section. The Clerk highlighted that at the end of the day, it was not for the volunteers to get into deep discussion regarding licensing. If questions are being asked and the volunteer is unable to answer them, then they simply refer the applicant to speak to the Town Clerk or any councillor, they should not get involved in deep discussions regarding licensing. The Clerk also wished to note that at the end of the day it is the responsibility of the person booking the hall to complete the booking form and the license application form, not the volunteer and if they should forget to ask who is doing the bar, they should not panic, they will not be shot at dawn. When the form is brought into the Clerk, he will follow up on all the details anyway. It was agreed that the Clerk would issue a memo/reminder for volunteers setting out the simplicity of dealing with this and reiterating that they should not worry if they forget to ask any questions in connections with a temporary events notice as the Clerk will do this anyway.

**RECOMMEND; CLERK TO ATTEND TO ABOVE**

## **005/010IC Accounts**

The Clerk stated that the bank account as at 11<sup>th</sup> January 2010 stands at £1,010. The grant for 2010/11 from Ashburton Town Council for £2000 has already been issued and he noted that there is a need to hold on any large spending as the account would not stand too much expenditure. Mrs Conners picked up on an issue regarding the Adept Telecom telephone bills that a charge of £10 was being made on

the account as late payment penalties charge. The Clerk stated that the bills for Adept are settled as soon as they can be and he would look into this issue and contact Adept. Problems are experienced with computer invoicing dates by Adept as they often state invoice has not been paid when it has but this has crossed over their system and the registering of payments. The Clerk would follow this up accordingly and if at the end of the day they do not cooperate on this issue, it will be simple to change to Telewest Business which the Town Council uses where these problems are not experienced. The Clerk raised his concerns regarding the account balance as, having taken last year's various figures (income and expenditure) into consideration, he would estimate that the account will probably show a deficit at the end of the financial year of around £3000, which is a concern. This of course could change if more income is received. The Clerk commended that he felt personally if the circumstances do not change, consideration may have to be given to the amount of stock etc being carried. A general discussion took place regarding fund raising events such as coffee mornings, bingo and other events Janet would be making various investigations, also contacting other organisations to see if any funding is available.

**006/010IC Any Other Urgent Business**

There being no further business, the Chairman closed the meeting at 8.24pm

**NOTED: THE NEXT MEETING WILL BE ON MONDAY 19<sup>TH</sup> APRIL 2010 AT 7.30PM IN THE INFORMATION CENTRE.**

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**CHAIRMAN**