

MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 17 JANUARY 2018 AT 9.00AM

---

Present: In the Chair Cllr Mrs C. E. Lock  
Cllr M. Cornelius Cllr Mrs J. Foster  
Cllr S. Lock Cllr E. J. Moore  
Cllr D. Worden

In Attendance: Town Clerk Mr A. C. Coates  
Town Clerk's Assistant Mrs P. A. Miller

PPS1/17 **APPOINTMENT OF CHAIRMAN**

It was RESOLVED that Cllr C. Lock be appointed as Chairman for the ensuing municipal year.

PPS2/17 **APPOINTMENT OF VICE CHAIRMAN**

It was RESOLVED that Cllr S. Lock be appointed as Vice Chairman for the ensuing municipal year.

PPS3/17 **APOLOGIES FOR ABSENCE**

Nil.

PPS4/17 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

PPS5/17 **DECLARATIONS OF INTEREST**

Nil

PPS6/17 **APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 20 April 2017

It was RESOLVED that these minutes be approved. Cllr Worden abstained as he was not present at the previous meeting.

PPS7/17 **POLICY REGARDING HIRE OF TOWN HALL/PANNIER MARKET**

Members noted that clarification was required on Minute NO PL12/13 passed in May 2014 and the following was RESOLVED:

- i) That the Schedule of Conditions for the hire of the Town Hall be amended to read "All bookings are subject to the approval of the Town Clerk or appointed officer however in the case of a dispute the Town Council shall make the final decision. However, the following long standing town events will have a priority booking:
  1. Olde English Fayre by the Olde English Fayre Committee – June
  2. South Molton Carnival by the Rotary Club – September
  3. Apple Fair by Orchards Live – last Sunday in October.

Continued ...

4. Fatstock Show by Stags – first Friday in December
  5. Winter Wonderland/Late Night Shopping Event by South Molton Business Association – Friday prior to the Fatstock Show”
- ii) That provisional bookings will be placed in the Town Council’s diary for the above events for two years in advance of their last event.
- iii) That if a Booking Form and deposit have not been received by the above organisations within six months of their next event it will result in the provisional booking being deleted for that year and the date will be made available to other potential hirers.
- It was further RESOLVED that organisations will be sent a letter following this meeting detailing this resolution and if necessary a reminder letter will be sent one week prior to the six month period and the Clerk will be notified that this action has been taken.

There being no further business the meeting closed at 9.36am.

Chairman .....

Date .....