

## IVYBRIDGE TOWN COUNCIL

### Minutes of The Watermark Committee meeting held at Town Hall on 21<sup>st</sup> September 2021 at 6.30 pm

Meeting commenced at 6.40pm.

**Present:** Cllr T Bowden  
Cllr P Dredge  
Cllr T Munro

**In Attendance:** Mr J Parsons (Town Clerk)  
Mrs P Cleal (Senior Finance Officer)

WM21/11 **APOLOGIES:** Apologies were received from Cllr Cade, Cllr Parsons and Cllr Rea.

WM21/12 **INTERESTS TO BE DECLARED:** No interests were declared, however Cllr Dredge mentioned he will refer to the new Code of Conduct to check in case this item needs updating.

WM21/13 **TRADING INFORMATION:** Members considered the income and expenditure information (report previously circulated). Cllr Dredge informed Members that the Information Area showed a small profit but there may be invoices to be paid so it should be viewed as break even. There has been some activity in room hire although below budget but this is due to the COVID Pandemic.

Cllr Dredge informed Members that the cinema was now receiving income, plus the Furlough Grant income, and the cinema had broken even. However, there was no income to date for live events and unfortunately the first event had to be cancelled due to sickness in the group but this has now been rescheduled for January 2022. Although no income to date, salaries have been allocated due to the split calculation.

Cllr Dredge informed Members that the coffee shop and catering income is improving but due to holiday and sickness cover the salaries are higher than expected.

The overall shortfall for the Watermark buildings is better than budget to date as expenditure is being monitored closely. The Business Units are ahead of budget. Cllr Munro enquired about the virtual office heading and the Town Clerk explained this was the only one and was well known to the staff but this is not a service currently offered. Cllr Munro enquired about the stock of caddy and bin liners and the Town Clerk informed him that although there was a stock it wasn't very much and they would be sold, it was unfortunate that South Hams District Council told people not

to use the caddy and bin liners etc so although we will sell the stock it may take longer as less customers.

It was **RESOLVED** to receive the trading information

WM21/14

**TOWN CLERK REPORT:** The Committee considered the Town Clerk's report (copy previously circulated). The Town Clerk informed Members that the deficit has increased but business is also returning. The Furlough scheme has been reduced and less hours claimed for and this scheme also finishes at the end of September. Unfortunately, so far this year there are no further COVID grants which can be applied for.

The Town Clerk outlined that the cinema was improving and the first live event had been scheduled for early September had to be cancelled due to sickness in the group but rescheduled for January 2022 however, there was an event due at the end of September where 115 tickets have been sold which allows for spacing. The coffee shop is also improving and August usually a quiet month has been busier.

The Catering Manager is planning an event for Halloween and there have been enquiries for Christmas. Also a wedding reception is booked for early October and a wedding in January 2022 and the new Manager is due to commence on 6 October 2021. The member of staff on maternity leave has confirmed she will be returning in February 2022 and a Supervisor has resigned but is able to be flexible regarding the actual leaving date to help with staff shortages.

The Town Clerk highlighted the difficulties the team had been working under having to cover sickness and holidays as business had returned quite quickly and they have all coped extremely well and thanked them for their hard work.

It was **RESOLVED** to: note and receive the Town Clerk's report and to thank the Watermark staff.

The meeting closed at 6.55pm.

Signed: ..... Dated: .....  
Chairman