

## IVYBRIDGE TOWN COUNCIL

### Minutes of The Watermark Committee meeting held at The Town Hall on Tuesday 21 November 2022 at 6.30 pm

**Present:** Cllr T Munro (In the Chair)  
Cllr M Cade  
Cllr P Dredge  
Cllr T Munro  
Cllr A Rea  
Cllr K Reville

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

WM22/17 **APOLOGIES:** Apologies were received from Cllr Parsons.

WM22/18 **INTERESTS TO BE DECLARED:** No interests were declared.

WM22/19 **TRADING INFORMATION:** Members considered the income and expenditure information for month 7 of 2022-23 (report previously circulated).

Cllr Dredge informed Members that October had been a very good month and although the Information Area was showing a loss to date this was due in part to the income regarding Calendar sales not being entered until the new year. Watermark Rooms also had a very good month as well as the Cinema. Live Artist's figures are breakeven which is expected and Bar income reflects these events. October was a very good month for The Coffee Shop and Catering the Town Clerk mentioned that after looking at the historical information during October we had the best ever trading day. The Building costs are down in the month and a new manager has not as yet been appointed. The Business Units were ahead of budget so overall an excellent month.

Cllr Cade enquired if there has been an impact on the Town Clerk's time as no Manager had been appointed. The Town Clerk replied that he was encouraging the team to manage to their capacity and currently there is minimal impact as he already has overall responsibility. The Town Clerk informed Members that he was due to meet with the Supervisors and Catering Manager to discuss not filling the Manager vacancy and also to arrange a meeting with all Watermark Staff.

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

WM22/20

**TOWN CLERK REPORT:** The Committee considered the Town Clerk's report (previously circulated) and he informed Members the LED light replacement works were almost complete. He highlighted that the Electrician had worked around all activities in the Watermark so there had been minimal disruption. The electricity invoices will be monitored with regard to potential savings. The room bookings were very encouraging with the College using the hall for exams and Barclays have indicated they wish to book the Top Floor Office weekly. The Town Clerk informed Members that in September the coffee shop had the highest weekly takings ever and October the highest daily takings in one day ever. The Town Clerk also mentioned that the table layout in the coffee shop had been altered for smaller numbers which had received a positive response.

Cllr Cade enquired how the data was collated and was there a foot fall counter, the Town Clerk replied they are not able to determine how many people access the building however the tills can give detailed reports re expenditure. Members discussed possible promotions in the Coffee Shop and if they might be able to coincide with Library events, however the Town Clerk highlighted that the Library was separate but all ideas will be discussed at a meeting with staff.

Cllr Munro mentioned that a volunteer at the recent Full Council meeting had suggested the Watermark staff be thanked and Cllr Munro added that the volunteers should also be thanked for their commitment. Cllr Rea suggested that all staff be included, however this was a matter for the Personnel committee.

Cllr Rea enquired about the stock in the Information Area and the Town Clerk replied that this was currently under review and is a difficult area to predict regarding products to sell especially with more being accessible online such as maps and guides.

It was **RESOLVED** to note and receive the report.

WM22/21

**DRAFT BUDGET 2023-2024:** The Committee considered the Draft Budget (Copy previously circulated) and the Town Clerk informed Members that there were areas of costs which are currently unknown such as energy prices, there is a price cap until March 31<sup>st</sup> 2023 but we are still unaware of the price increases from November 2022.

Cllr Munro enquired about the changes to the amount for advertising and the Town Clerk replied that the majority of the advertising was via social media as we had previously tried papers etc which were costly and did not encourage more attendance at events or use of the facilities. The Town Clerk mentioned that the Website needed improvements and he would be discussing this when he meets with the Supervisors and Catering Manager. He also mentioned that a lot of the room hire was through corporate sites and agencies.

It was **RESOLVED** that Cllr Munro propose to recommend the budget in principle to Policy and Resources Committee subject to any amendments necessary including the recent company pension review. Cllr Cade seconded and all Members agreed.

The meeting closed at 7.26pm.

Signed: ..... Dated: .....  
Chair