

## IVYBRIDGE TOWN COUNCIL

### Minutes of The Watermark Committee meeting held at Town Hall on 26th July 2021 at 6.30 pm

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

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

WM21/07 **APOLOGIES:** Apologies were received from Cllr Rea.

WM21/08 **INTERESTS TO BE DECLARED:** No interests were declared.

WM21/09 **TRADING INFORMATION:** Members considered the income and expenditure information (report previously circulated). Cllr Dredge informed Members that usually both the figures and Town Clerk's report were combined as are interdependent. Cllr Dredge outlined that the Information Area had very little activity and was currently breaking even. Watermark Rooms were cautiously resuming and some Devon County Council bookings and a few conferences had taken place, hopefully this will continue. With regard to the Cinema the income is largely a grant but films are being shown now with limited audiences. Live Artists shows a loss mainly due to salaries being allocated to that centre. The Coffee Shop is currently around 13% of budget which is 50% down on the budget but it is hoped as customers return this will improve. The Bar shows a loss and as with the Live Artists this is mainly due to salary allocation as no income other than the furlough grant has been received. The Watermark Building is currently under budget which is due mainly to furlough grant income and a lower salary figure. The Business Centre is doing well and is ahead of budget. Cllr Dredge added that although the current shortfall was around £13K and the budget was for a £9k deficit these were peculiar circumstances. Cllr Parsons thanked the Town Clerk for his efforts in applying for grants. The Town Clerk informed Members that although grants were no longer available the 5% VAT had been a great help and continues until the end of September.

It was **RESOLVED** to receive the trading information and to thank the Town Clerk and Cllr Dredge for their work.

WM21/10 **TOWN CLERK REPORT:** The Committee considered the Town Clerk's report (copy previously circulated). The Town Clerk informed Members that unfortunately SHDC had decided we do not qualify for the £16K grant mentioned in the previous meeting. A meeting via Zoom is being arranged between the Town Clerk, Senior Finance Officer and the accountancy advisor to review projected years' figures. As the restrictions are relaxing the Coffee Shop has returned to counter service allowing sufficient space between customers and leaving the tables spread out. Face masks are encouraged and the Information Area in the Library has reopened with the Library opening as normal. The

Furlough scheme reduces to 70% in July and then 60% in August and September however, the furlough claims are very small now.

The Town Clerk informed Members that the week commencing 19 July 2021 was a reasonably good week and a family party had been held at the weekend. It is hoped that more family parties will be booked now restrictions have eased. The Cinema is showing films mainly during the day to reduce staffing but one evening a week a film will be screened for those not able to attend during the day. Seating is to remain social distanced throughout the summer. Cllr Munro enquired if the Town Council Facebook should also reflect what is happening in the Watermark which will also highlight that the Watermark is owned and run by the Town Council.

The Town Clerk mentioned that the first live event was due to be held on 10 September 2021 and the use of Covid Passports etc would be explored as this would probably be sold out and social distance seating not an option. Seating restrictions were in place prior to the changes and from the 19 July 2021 where there are no restrictions, so the use of Covid passports will be investigated.

Room bookings were increasing although one regular hirer had not made any bookings but this could be because of the summer, staff will be contacting previous regular hirers to ascertain their future requirements regarding room hire. Also family celebrations will be marketed as this may be more popular as families don't have to social distance.

The Town Clerk mentioned that one member of staff is on maternity leave and that two staff had been pinged and had to self-isolate. Although this increased the workload the staff coped well. The supervisors were back to full time and able to focus on ticket sales and events.

The Town Clerk informed Members that interviews for the Watermark Manager would be held week commencing 2 August 2021 and that there were two external and one internal candidates.

Cllr Munro enquired if any plans were in place for live events if staff were told to self-isolate, the Town Clerk replied that there were six volunteers which were very helpful who could help re tickets etc.

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

The meeting closed at 6.56pm.

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