

FARINGDON TOWN **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA Telephone
01367 240281 Fax 01367 240303

www.faringdowntowncouncil.gov.uk Clerk:

Sally Thurston



Minutes of a Venues Committee Meeting held on Wednesday 2nd September 2015 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. David Barron (Chairman)
Jane Boulton
Julie Farmer
Angela Finn

In Attendance: Kealy Whenray, The Pump House Project) (up to and
Olivia Bloomfield, The Pump House Project) including
Lou Smith, The Pump House Project) minute 7/5/15)
Liz Billson, Assistant Town Clerk

1/5/15 Apologies for Absence

Apologies were received from Cllrs. Steve Leniec, David Price and Mike Wise.

2/5/15 Minutes of the last meeting on Wednesday 1st July 2015

The minutes were signed as a correct record.

3/5/15 Declarations of Interest

There were no declarations made at this time.

4/5/15 Public Question Time

No questions were received.

5/5/15 Public Speaking Time

No members of the public wished to speak at this time.

As the Bar Manager was not present at this stage, the Chairman proposed that his report be deferred, and the Pump House Project Activity Report be brought forward on the agenda. This proposal was AGREED.

6/5/15 The Pump House Project Activity Report

A written activity report from The Pump House Project was received and NOTED.

Kealy Whenray, Project Co-ordinator, explained that in addition to its existing activities for young people, The Pump House Project was planning new projects for older people, in conjunction with Age UK.

Discussions were being held with the Youth Centre, with a view to organising some joint projects. Successful Parkour workshops had been run during the summer holidays, and a fundraising event was planned for later in the month.

A line was being installed, to provide both a telephone and internet service to the Project, but permission was needed for B.T. to dig under part of the building. It was agreed that the Assistant Town Clerk would investigate this.

7/5/15 The Pump House Project Lease

A written proposal from the Trustees of The Pump House Project to extend the lease was received and NOTED.

Olivia Bloomfield, Trustee of The Pump House Project, reported that whilst the last 3 years had been extremely successful, there was more that the Project wanted to achieve in engaging with 14 to 18 year olds in the community.

The Trustees of the Project were therefore requesting that the lease be renewed for a further 5 years, to enable them to apply for a greater range of grants. They were also proposing a change of focus from young people in particular to the community in general.

In addition, the Trustees were seeking permission to sub-let the premises up to 30% of the time, in order to generate income to support their activities for the remaining 70%.

The money generated from fund raising activities would be used to fund the installation of more accessible toilet facilities. Finally, the Trustees requested that they be provided with recycling and rubbish bins and a letter box.

The Chairman thanked the Trustees for their presentation, and explained that a decision would be made in due course.

After prolonged discussion, it was proposed that the Venues Committee recommend that the Town Council support a 3 year extension to The Pump House Project lease, with the possibility of a further 2 year extension should this be needed to give access to more funding. This was seconded and CARRIED.

It was felt that the bins and letter box were matters for The Pump House Project to resolve.

8/5/15 Marketing & Publicity

A written report from the Marketing Officer was received and NOTED.

9/5/15 Venues Manager Report

A written report from the Venues Manager was received and NOTED.

10/5/15 Venues Bookings

A written report from the Assistant Town Clerk, detailing recent and future income from bookings, was received and NOTED. The Assistant Town Clerk reported that income from bookings in the Corn Exchange was similar to last year, but that it was slightly down in the Pump House due to the loss of some regular bookings.

11/5/15 Venues Committee Financial Reports

Month 5 financial reports for the Corn Exchange and the Pump House were received and NOTED.

12/5/15 Use of Venues by Faringdon Rotary Club for Festive Faringdon

The decision taken by the Finance and Audit Committee on 29th July 2015, to grant free use of Town Council venues to Faringdon Rotary Club for Festive Faringdon, to the value of £212.80, was NOTED.

Cllr. Farmer asked that it be emphasised that fireworks could not be used from any of the Council's venues.

13/5/15 Use of Equipment

The Assistant Town Clerk reported that the insurance issues connected with hiring the marquee out to the public had been investigated, and that a number of concerns had been raised. These included the fact that the cover available was against fire only; that a risk assessment would be needed on

every venue where Town Council staff were involved in putting the marquee up and/or taking it down; that comprehensive staff training, with full records, would be required; and that each hirer would need to have their own public liability insurance in place.

In view of these complications, it was proposed that the marquee be held as a community asset, to be made available free of charge for use by community groups. This was seconded and CARRIED.

14/5/15 Strategic Working Party Recommendations- Maintenance Plan

The Assistant Town Clerk reported that condition surveys carried out in 2008, on both the Corn Exchange and The Pump House, had just come to light. It had not yet been possible to establish whether these would provide the necessary information to formulate the Maintenance Plan. In view of this, it was proposed that this item be deferred to the next meeting. This was seconded and CARRIED.

15/5/15 Chamber Office Rent Review

The Assistant Town Clerk reported that Marriotts had quoted a charge of £200 to carry out a review of the Chamber Office rent. It was proposed that this quote be accepted, and the review be carried out. This was seconded and CARRIED.

16/5/15 Valuation for Insurance

The Assistant Town Clerk reported that the Town Council's insurers require valuations of all properties at a maximum of 5 yearly intervals. Quotes were therefore received and discussed. It was proposed, seconded and CARRIED that the quote from John Hartley & Associates be accepted.

17/5/15 District Council Audit of Village and Community Halls

An email was received, explaining that the District Council had commissioned an audit of village and community halls, the results of which could potentially be taken into account by the District Council when considering the distribution of S106 contributions. It was proposed that the Assistant Town Clerk should complete the survey, but add an explanatory note that the information given would not be based on an up to date condition survey, and that the Town Council would therefore wish to reserve the right to update or revise their assessment in the light of any future condition survey report for the relevant building. This was seconded and CARRIED.

18/5/15 For Information Only

A progress report on actions arising from the last meeting of the Venues Committee held on 1st July 2015 was received and NOTED, as follows:

Min No.	Action	Person/s Delegated	Action Taken
12/1/15(d)	Bookings: to investigate the possibility of using a Google calendar for bookings and whether this would be compatible with the Town Council website	Town Clerk/ Assistant Town Clerk	Will be progressed once new Microshade IT system is running smoothly and superfast broadband has been installed.
19/2/15(b)	Strategic Working Party Recommendations: formulation of a 3 year plan for Venues- introductory statement needed.	Assistant Town Clerk	Introductory statement added, as agreed.
19/2/15(c)	Strategic Working Party Recommendations: formulation of a maintenance plan for Venues- condition surveys requested	Assistant Town Clerk	Quotes obtained- to be discussed at Venues Committee meeting on 2 September 2015.
11/3/15	Policy for use of marquee: to investigate insurance issues raised by hiring out.	Town Clerk/ Assistant Town Clerk	Discussion with insurance company. Item on agenda for further discussion at Venues Committee meeting on 2 September 2015
15/3/15	Loop System- Corn Exchange: to investigate possible grants and other sources of funding	Marketing Officer/ Assistant Town Clerk	Possible grant being followed up by Marketing Officer.
8/4/15	The Pump House Project: to discuss possible renewal of the lease	Assistant Town Clerk	Item on agenda for discussion at the Venues Committee meeting on 2 September 2015
16/4/15	Chamber Office rent review: to obtain quote from Marriots for valuation	Assistant Town Clerk	Quote obtained. Item on agenda for discussion at Venues Committee meeting on 2 September 2015