**FARINGDON TOWN COUNCIL**

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

www.faringdontowncouncil.gov.uk Clerk: Sally Thurston

**Minutes of a Venues Committee Meeting**

**held on Tuesday 13th January 2015 at 7.15pm in the**

**June Rennie Room, the Pump House, Faringdon**

**PRESENT: Cllrs. Julie Farmer (Chairman)**

**Ian Bell**

**Angela Finn**

**Mark Greenwood** (from minute 3/1/15)

**In Attendance: Mark Blatch, Bar Manager**

**Phil Matson, Venues Manager**

**Liz Billson, Assistant Town Clerk**

**1/1/15 Apologies for Absence**

Apologies were received from Cllrs. Jane Boulton, Steve Leniec

**2/1/15 Minutes of last meeting on Tuesday 11th November 2014**

The minutes were signed as a correct record of the meeting.

**3/1/15 Declarations of Interest**

There were no declarations made at this time.

**4/1/15 Public Question Time**

No questions were received.

**5/1/15 Public Speaking Time**

No members of public wished to speak at this time.

**6/1/15 Bar Manager’s Report**

Mark Blatch reported that the handover of the Bar Franchise to the Cellar Bar

had gone well, apart from a few early issues with staffing numbers.

A drop box was being set up to aid communication over events.

The Corn Exchange bar was now a member of Pub Watch, and Mr Blatch

would confirm to whom a cheque should be sent to pay for this.

The Venues Manager needed to sign a form in his capacity as DPS to

authorise sales, and Mr Blatch would arrange this.

**7/1/15 The Pump House Project Activity Report**

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

NOTED.

**8/1/15 Marketing & Publicity**

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

The Assistant Town Clerk reported that renewed efforts were being made

to establish how hirers had heard about venues in order to gauge the

effectiveness of our publicity.

The Assistant Town Clerk confirmed that follow up calls were usually

made after events, although this was not always the case.

Cllr. Angela Finn suggested that hirers could be asked to complete a

simple feedback sheet.

**9/1/15 For Information Only**

A progress report on actions arising from the previous meeting of the

Venues Committee held on 11 November 2014 was received and

NOTED, as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Min No**. | **Action** | **Person/s**  **Delegated** | **Action Taken** |
| 23/14 | Information board to be installed at front  of Pump House | Venues Team | Permission being sought from Lord Faringdon |
| 63/14(a) | CCTV: Recommendation to be made to Town Council to vote against use of CCTV as a matter of Town Council Policy | Deputy Town Clerk | Item on agenda for further discussion at Venues Committee meeting 13 January 2015 as deferred from Town Council meeting 12/11/14 (min 194/14) |
| 77/14 | Lone Working Policy: To clarify with HR what policy Town Council has in place for lone working | Deputy Town Clerk | Lone Working section of Health and Safety Policy circulated to all members of the Venues Committee |
| 79/14(a) | Bookings software: existing software package to be investigated to establish whether it is fit for purpose | Chairman/Assistant Town Clerk | Item on agenda for further discussion at Venues Committee meeting 13 January 2015 |
| 79/14(a) | Film screenings in conjunction with The Pump House Project: to clarify current situation | Marketing Officer/Assistant Town Clerk | Films aimed at teenagers now being screened in conjunction with FAZE (but open to all teenagers) |
| 79/14(b) | Hire charges: research to be carried out in to hire charges at other local venues in preparation for a review of prices for new financial year | Assistant Town Clerk | Research on-going. Assistant Town Clerk to provide report for March meeting. |
| 79/14(c) | Staff contracts: to clarify with HR whether a clause can be added in to leisure staff contracts, allowing them to opt out of covering events if morally opposed to them | Town Clerk | HR advise no such clause necessary as existing grievance procedure and good staff management would cover any such eventuality. To be included in future staff interviews. |
| 79/14(d) | Damage deposits: to investigate re-introduction of damage deposits | Town Clerk/ Assistant Town Clerk | Item on agenda for discussion at Venues Committee meeting 13 January 2015 |
| 80/14(a) | Exterior cellar doors: to investigate the cost of repair | Venues Manager | Repair to be carried out in-house by Venues Manager. |
| 80/14(b) | Pub watch: to make arrangements for the Corn Exchange Bar to become a member of Pub Watch | Assistant Town Clerk | E-mail sent to Bar Manager 16/12/14 |
| 81/14 | Marketing: to improve feedback from hirers to Marketing Officer | Assistant Town Clerk | All hirers to be asked where they heard about the venue, information to be passed to Marketing Officer |
| 82/14(a) | Pump House: to confirm the phone line has been disconnected | Venues Manager | Line used for alarm- to be included Council- wide review |
| 82/14(b) | The Pump House Project: email to be sent requesting progress report | Assistant Town Clerk | Email sent 9/12/14  Report provided for meeting |
| 82/14(c) | Jubilee Room: door lock to be repaired | Venues Manager | Lock now replaced |
| 82/(c) | Jubilee Room: arrangements to be made to have lift serviced | Assistant Town Clerk/Venues Manager | Service contract for lift signed. Service booked for 15.1.15 |
| 82/14(c) | Jubilee Room: possibility of buying free standing lighting for use during exhibitions to be investigated | Cllr M Greenwood | Item on agenda for discussion at Venues Committee meeting 13 January 2015 |
| 83/14(c) | Flat roof repair: authority delegated to Chairman, Vice Chairman and Assistant Town Clerk to decide which quote to accept and request the necessary funds from the Finance committee | Chairman, Vice Chairman, Assistant Town Clerk | Quote from Charterville Felt Roofing Ltd for £3290.00 chosen. Funds agreed at the Finance Committee meeting, held on 27 November 2014, to come from money paid by VWHDC for repairs to the Corn Exchange. Awaiting notification of start date for work. |
| 84/14 | Water testing: Venues Manager to obtain testing kits from Safe Water Solutions, plus other necessary equipment, carry out testing and keep appropriate records | Venues Manager | Testing kits and equipment obtained. Venues staff to be trained.  Timetable for testing and recording set up. |
| 85/14 | Gas and electricity consumption: to provide a breakdown for the Corn Exchange and the Pump House | Assistant Town Clerk | Research being progressed. |

Minute 79/14(b): Cllr. Mark Greenwood queried whether the Town Council

was operating its venues to make a profit, to cover its costs only, or as

subsidised community facilities, as this would have a bearing on how relevant

hire charges in other local venues were to the review.

**10/1/15 Venues Manager Report**

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

Equipment for legionella bacteria testing had arrived.

Arrangements had been made for the Corn Exchange gutters to be cleared,

and repairs had been made to the water boiler in the main kitchen and the

immersion heater in the staff kitchen.

An appointment had been arranged for the Pump House lift to be serviced.

Locks had been fitted to all internal doors and windows in the Pump House

and an alarm fitted to the fire door at the rear of the building. It was

AGREED that hirers would need to be made aware of what to do should the

alarm go off.

The windows to the front of the Pump House had now all been painted.

**11/1/15 Strategy Working Party Recommendations**

After a lengthy discussion regarding the purpose and use of the Town

Council’s venues, it was proposed that the formulation of a 3 year plan

and a maintenance plan for Venues be deferred until the next meeting. This

was seconded and CARRIED.

**12/1/15 Venues Bookings**

(a) A written report from the Assistant Town Clerk detailing recent and future

bookings was received and NOTED.

(b)The possible introduction of damage deposits was discussed. After some

discussion it was AGREED that this should be included as part of the review

of hire charges. It was further AGREED that the Assistant Town Clerk be

asked to investigate whether other local venues charge damage deposits.

(c)  Guidelines for which types of bookings require Committee approval were

discussed. It was proposed that all bookings should be accepted, provided

they comply with current legislation, but that if staff have concerns about any

individual booking they should refer to this to the Committee, either at a

meeting or by email. This was seconded and CARRIED.

(d)Cllr. Julie Farmer reported that the bookings software had not been used for

some time, and that the licence had expired. It would cost £50 to renew it,

and £200 for a staff training session. However, there was some doubt as to

whether the software was fit for purpose.

Cllr. Mark Greenwood suggested that a Google calendar could be used. It

should be available to the public to check availability, but booking requests

would then be emailed. It was AGREED that the Assistant Town Clerk

should investigate whether this would be compatible with the website.

**13/1/15 Security of Venues**

The Venues Manager reported that there had been an incident involving

a break-in at the Pump House, which had highlighted the need to improve

security. Although all internal doors in the Pump House could now be locked,

a number of extra keys would be needed, at a cost of £50-£60. It was

proposed that these should be purchased and distributed as necessary. This

was seconded and CARRIED.

The Assistant Town Clerk reported that she would be attending a meeting

with the Town Clerk, the Deputy Town Clerk and the Venues Manager to

review the alarm systems across the venues, and would report back to the

next meeting.

**14/1/15 2015/16 Budget**

1. In response to the request from the Finance and Audit Committee, it was

proposed that the capital expenditure bids be ranked as follows:

Corn Exchange

1. blackout blinds for the cinema
2. replacement wooden floor

Pump House

1. Free standing lighting

This was seconded and CARRIED.

1. Following a lengthy discussion, it was proposed that the final revenue

budget be accepted, subject to further review of the situation regarding PPL

and PRS. This was seconded and CARRIED.

(c) Cllr. Mark Greenwood reported that he had investigated the cost of

providing free- standing lighting for use in the Jubilee Room, and that this

could be obtained for anywhere between £150 and £1000, depending upon

the number of lights and where they were purchased from. This was

NOTED.

**15/1/15 Fire Protection Equipment**

A quote for replacement fire extinguishers, necessary to maintain

compliance with fire regulations, was considered. The Venues Manager

reported that he has removed the signs and fixings from the quote as he

could source them more cheaply elsewhere.

It was proposed that the amended quote be accepted, and this was

seconded and CARRIED.

**16/1/15 Pump House**

A proposal to split payment of the water bill between the Pump House and

The Pump House Project was discussed. Thus far, bills had been paid by the

Town Council, but usage, and therefore costs, had increased dramatically

since The Pump House Project had opened. It was proposed that the

Assistant Town Clerk calculate the average quarterly bills prior to The Pump

House Project opening, and ask them to pay the difference between that that

figure and the current bills. This was seconded and CARRIED.

**17/1/15 Corn Exchange**

1. The Venues Manager reported that the repair of the external cellar doors

would be carried out in-house once the weather improved.

1. It was proposed that discussion of PPL and PRS licence costs be deferred to

the next meeting. This was seconded and CARRIED.

**18/1/15 CCTV**

Following some discussion, it was proposed that the Town Council be asked

to confirm that the Council’s Lone Working Policy, as issued to all members

of staff, removed the need for CCTV to be installed in or near Town Council

venues.

**19/1/15 Future meetings**

A proposal to alter the day on which Venues meetings are held was

considered. Cllr. Julie Farmer suggested that they should be moved to

Wednesdays. It was AGREED that the Assistant Town Clerk should confer

with the Town Clerk as to the feasibility of this. It was further AGREED that

meetings be monitored over the next 6 months to establish whether their

frequency could be reduced to once per quarter.