

# **FARINGDON TOWN** **COUNCIL**

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[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk) Clerk:

Sally Thurston



## **Minutes of a Venues Committee Meeting held on Monday 11<sup>th</sup> January 2016 at 7.15pm in the June Rennie Room, the Pump House, Faringdon**

**PRESENT:** Cllrs. David Barron (Chairman)

Ian Bell  
Julie Farmer  
Angela Finn  
Steve Leniec  
Mike Wise

**In Attendance:** Sally Thurston, Town Clerk  
Phil Matson, Venues Manager  
Liz Billson, Assistant Town Clerk  
Kealy Whenray, The Pump house Project Co-ordinator

### **1/1/16 Apologies for Absence**

Apologies were received from Cllr. David Price

### **2/1/16 Minutes of the last meeting: Wednesday 4<sup>th</sup> November 2015**

The minutes were signed as a correct record.

### **3/1/16 Declarations of Interest**

There were no declarations made at this time.

### **4/1/16 Public Question Time**

No questions were received.

### **5/1/16 Public Speaking Time**

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

### **6/1/16 Bar Manager's Report**

No report was received from the Bar Manager. It was AGREED that the

Assistant Town Clerk would follow up to see if any report could be provided.

**7/1/16 The Pump House Project Activity Report**

A verbal report from Kealy Whenray, The Pump House Project Co-ordinator, was received and NOTED. Kealy reported that it had been decided that TPHP would not take on any new hire bookings, but that if possible these hours would be filled by their own community projects.

New projects included an open session for young people to be run in conjunction with Youth Services, and 'drop in' dance classes. Plans for a Youth Arts Festival were progressing. The accessible toilet and the phone line had both been installed, although the work had yet to be completed. TPHP had been awarded £2000 from Sovereign to become a digital hub, although this would be a long- term project, and new trustees and volunteers were being sought to cope with the growth of TPHP.

Members of the Committee expressed their thanks to Kealy and TPHP.

**8/1/16 Marketing and Publicity**

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

**9/1/16 Venues Manager Report**

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

**10/1/16 Health and Safety**

There were no Health and Safety matters to report.

**11/1/16 Venues Bookings**

(a) An update on bookings from the Assistant Town Clerk was received and NOTED.

(b) A proposal from the Assistant Town Clerk on staffing of events was received. In response to a recent incident where the Corn Exchange noise limiter had been by-passed by a hirer, resulting in a complaint being made to the Environmental Health Officer, it was proposed that a member of staff should remain on site during events where the bar was in operation. Concern was expressed that this would use a large amount of staff hours. After lengthy discussion, it was proposed that the Venues Manager be asked to investigate blocking or disconnecting all electrical sockets not controlled by the noise limiter. It was further proposed that it be made clear in the terms and conditions of hire that the noise limiter must be used, and that the member of staff on call be asked to make spot checks on events from time to time. This was seconded and CARRIED.

**12/1/16 Use of Office Space in the Corn Exchange**

A proposal from the Town Clerk, on use of the office space to be vacated by the relocation of the Town Council services, was received. It was proposed that the Town Clerk's office and the cleaning cupboard be retained for Town Council use, and that the other offices and the Mayor's Parlour be made available for rent. The Town Clerk confirmed that tenants would be responsible for the cost of their own heating, lighting and rates. It was proposed that the Town Clerk's proposal be accepted in full. This was seconded and CARRIED.

**13/1/16 Attic Office Rent Review**

A report from Marriotts was received, recommending that the attic office could achieve a maximum rent of £7,000 per annum plus VAT. After lengthy discussion, it was proposed that the rent be increased to £6,000 per annum, plus VAT, to be fixed for 3 years. This was seconded and CARRIED.

**14/1/16 Fire Protection Equipment**

Quotes from Pyrotec and the Fire Protection Shop for the replacement of unserviceable fire extinguishers and missing signs were received. It was proposed that the quote from the Fire Protection Shop be accepted. This was seconded and CARRIED.

**15/1/16 Precept 2016/17**

(a) Financial reports for the Corn Exchange and Pump House were received and NOTED.

(b) An amended budget for the Corn Exchange for 2016/17, reflecting the office relocation, was received. Further amendments to the Corn Exchange budget were then proposed, as follows: electricity reduced from £7,000 to £6,500, and gas reduced from £6,250 to £6,000. This was seconded and CARRIED. It was then proposed that the amended budget for the Corn Exchange be accepted. This was seconded and CARRIED.

An amended budget for the Pump House for 2016/17, reflecting the office relocation, was received. It was proposed that this be accepted. This was seconded and CARRIED.

(c) It was AGREED that the replacement of the wooden flooring in the Corn Exchange should remain as a capital project. It was proposed that the hearing loop be funded from the current revenue budget. This was seconded and CARRIED. The Assistant Town Clerk was asked to research free standing lighting for the Pump House, and obtain quotes

for the next meeting to consider, if sufficient funds remained in the Pump House budget.

**16/1/16 FAZE Site**

It was confirmed that the Youth Services Committee had voted not to retain the FAZE site for provision of Youth Services.  
It was suggested that the site could be used as a depot to store equipment and house the Town Council's van, and for office space.

**17/1/16 Calendar of Meetings**

A proposal from the Town Clerk, to reduce the frequency of Venues Committee meetings to quarterly, was received. It was confirmed that there would be a precept meeting in November, in addition to the 4 quarterly meetings. This was AGREED.

**18/1/16 For Information Only**

A progress report on actions arising from the meeting of the Venues Committee held on 4 November 2015 was received and NOTED, as follows:

<b>Min No.</b>	<b>Action</b>	<b>Person/s Delegated</b>	<b>Action Taken</b>
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- ongoing
14/5/15	Strategic Working Party Recommendations– Maintenance Plan: item deferred to future meeting	Assistant Town Clerk	Item to be put on agenda for discussion at a future Venues Committee meeting
15/5/15	Chamber Office Rent Review: quote from Marriotts accepted, review carried out. Venues Committee to consider	Assistant Town Clerk	Item to be put on agenda for discussion at Venues Committee meeting on 11 January 2016
10/7/15	Venues Bookings: Use of bookings software to be introduced	Town Clerk/ Assistant Town Clerk	On hold pending advice from auditor on reorganisation of bookings system/ office move
11/7/15	Office Move: Costed proposal to be submitted to Finance and Audit Committee	Town Clerk	Item to be put on agenda for discussion at Finance and Audit Committee meeting on 14 January 2016

12/7/15	Corn Exchange Roof Repairs: Authority delegated to Chairman, Vice Chairman and Assistant Town Clerk to decide which quote to accept (within £7,000 limit), identify available funds from Venues budget and request remainder from Finance Committee	Chairman, Vice Chairman, Assistant Town Clerk	Quote from Charterville Felt Roofing for £6985.00 chosen. £904.00 available from Corn Exchange repair and maintenance budget. Request submitted for consideration at Finance Committee on 14 January 2016, to release the remainder from reserves
13/7/15	Contracts: Fire Protection and Sanitary Waste Disposal contracts to be renewed with existing providers	Assistant Town Clerk	Renewal quotes accepted, contracts renewed PHS- 9/11/15 Pyrotec- 27/11/15
14/7/15	Faringdon Art Society Exhibition Hire Charge: Authority delegated to Chairman, Vice Chairman and Assistant Town Clerk to negotiate new rate (target level £450 for up to 2 years)	Chairman, Vice Chairman, Assistant Town Clerk	Letter written to Art Society Chairman - 8/1/16
16/7/15	Precept 2016/17: Pump House: Costs of upgrading external lift to be researched	Town Clerk	Ongoing