

# **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 Wednesday 2nd March 2016 at 7.15pm in the Jubilee Room, the Pump House, Faringdon**

**PRESENT:** Cllrs. Mike Wise (in the Chair)

Ian Bell  
Julie Farmer  
Angela Finn  
Steve Leniec

**In Attendance:** Phil Matson, Venues Manager  
Liz Billson, Assistant Town Clerk  
Kealy Whenray, The Pump house Project Co-ordinator  
Lou Smith, The Pump House Project Trustee  
Mark Blatch, Bar Manager

### **1/2/16 Apologies for Absence**

Apologies were received from Cllrs. David Barron, Jane Boulton

### **2/2/16 Minutes of the last meeting: Monday 11th January 2016**

The minutes were signed as a correct record.

### **3/2/16 Declarations of Interest**

There were no declarations made at this time.

### **4/2/16 Public Question Time**

No questions were received.

### **5/2/16 Public Speaking Time**

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

### **6/2/16 Bar Manager's Report**

The Bar Manager reported that although the Cellar Bar was no longer under his control, he would be continuing to hold the franchise for the bar facilities in the Corn Exchange, and that Jackie Smith would continue to manage and staff the bar. He confirmed that the cellar had been cleared. His report was NOTED.

### **7/2/16 The Pump House Project**

(a) The Pump House Project activity report

A written report from The Pump House Project Co-ordinator, Kealy Whenray, was received and NOTED. All activities were going well, and it was hoped that parcourt would be restarting in the spring. Kealy confirmed that the accessible toilet was now useable and the phone line was due for completion in May. The grant from Sovereign for the digital hub had been almost doubled, and a number of people had expressed an interest in becoming Trustees or volunteering at sessions.

(b) The Pump House Project roof

A quote was circulated for replacement of The Pump House Project roof. A further quote, for repairing the existing roof, was awaited. Concern was expressed at the cost of full replacement, which would need to be budgeted for in future. It was AGREED that the Assistant Town Clerk would seek further quotes for repair only, and that Lou Smith would investigate grant funding for repair or replacement.

### **8/2/16 Marketing and Publicity**

(a) Marketing Report

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

Angela Finn reported that she and James Famakin had met and spoken to a number of people about the Old Town Hall at the Saturday market in February.

(b) Request to offer free venue hire

A request was received from the Marketing Officer, to offer a voucher for hire of Town Council venues, as a prize for the winner of the Group Award at the Community Awards. It was proposed, seconded and CARRIED that a voucher to the value of £100 be offered.

### **9/2/16 Venues Manager Report**

A written report from the Venues Manager was received and NOTED. The Venues Manager reported that he had been unable to source any suitable devices for blocking the electrical sockets in the Corn Exchange to prevent the noise limiter from being bypassed. He was now investigating the feasibility of covering the sockets up instead.

### **10/2/16 Health and Safety**

There were no Health and Safety matters to report.

### **11/2/16 Venues Bookings**

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

### **12/2/16 Review of Hire Charges and Terms and Conditions**

It was proposed that the current hire charges for the Corn Exchange and Pump House remain unchanged for a further 12 months, but that once a full year's fuel costs were known, the winter supplement be adjusted if

necessary. This was seconded and CARRIED. The Assistant Town Clerk requested that a clause be added to the Corn Exchange terms and conditions to ban the use of helium balloons, due to the difficulty of retrieving them from the ceiling. This was AGREED.

### **13/2/16 The Queen's 90<sup>th</sup> Birthday**

A request was received from the Marketing Officer to use the Town Council venues free of charge for events to celebrate the Queen's 90<sup>th</sup> Birthday. It was proposed, seconded and CARRIED that this request be granted.

### **14/2/16 Corn Exchange**

#### **(a) Heating system**

Two quotes were received for separating the Corn Exchange and office heating systems. It was proposed, seconded and CARRIED that the quote of £1795.00 + VAT from Tim Moorhouse be accepted.

#### **(b) Display Energy Certificate**

A number of quotes were received for the provision of a Display Energy Certificate (DEC). It was proposed, seconded and CARRIED that the quote of £150.00 + VAT from Pearl Costello be accepted. It was further AGREED that the possible requirement for a DEC for the Pump House be investigated, and that if one was required, Miss Costello be asked to provide that also.

### **15/2/16 Corn Exchange offices**

#### **(a) Oxfordshire Geology Trust**

A recommendation was received from the Town Clerk on the level of rent to be charged to the Oxfordshire Geology Trust. It was proposed, seconded and CARRIED that the rent be fixed at £660.00 + VAT per annum, inclusive of utilities.

#### **(b) Mayor's Parlour**

A recommendation was received from the Town Clerk that following the relocation of the offices from the Corn Exchange to the Pump House, the Mayor's Parlour be retained for use as an additional meeting room. It was proposed that it be retained for the time being. This was seconded and CARRIED.

#### **(c) Window in staff kitchen**

Quotes were received for repairs to the window in the staff kitchen. It was proposed, seconded and CARRIED that the quote for £225.00 from D.G. Joinery be accepted.

### **16/2/16 Financial Reports**

Financial reports for month 11 for the Corn Exchange and Pump House were received and NOTED.

## 17/2/16 For Information Only

### (a) Revaluations

The revaluation figures for the Corn Exchange and Pump House were received and NOTED, as follows: Corn Exchange £3,230,000; Pump House £1,860,000

### (b) Insurance Premiums

The Assistant Town Clerk reported that following the revaluations of the Corn Exchange and Pump House, the sums insured had been increased, resulting in higher premiums. The increases were NOTED.

### (c) Attic Office Window

The Assistant Town Clerk reported that a window in the attic office had had to be repaired urgently, at a cost of £245.00 + VAT  
. This was NOTED.

### (d) Clerk's Action List

A report on actions arising from the meeting of the Venues Committee held on 11 January 2016 was received and NOTED, as follows:

<b>Min No.</b>	<b>Action</b>	<b>Person/s Delegated</b>	<b>Action Taken</b>
14/5/15	Strategic Working Party Recommendations– Maintenance Plan: item deferred to future meeting	Assistant Town Clerk	On going
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
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	New rate of £450, fixed for 2016 and 2017, accepted by Faringdon Art Society.
16/7/15	Precept 2016/17: Pump House: Costs of upgrading external lift to be researched	Town Clerk	On going
11/1/16	Corn Exchange Noise Limiter: Electrical sockets not controlled by noise limiter to be blocked or disconnected during events	Venues Manager	On going
13/1/16	Attic Office Rent Review: Rent to be increased to £6000 per annum, plus VAT, fixed for 3 years	Town Clerk/ Assistant Town Clerk	Increased rent accepted by current tenants. New lease to be drawn up. (To be done alongside leases for other Corn Exchange offices.)

15/1/16	Precept 2016/17: Hearing loop to be funded from current revenue budget	Assistant Town Clerk	Updated quote sought from Control Sound
15/1/16	Precept 2016/17: Quotes to be obtained for free standing lighting for the Pump house	Assistant Town Clerk	On going