

FARINGDON TOWN **COUNCIL**

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Sally Thurston



Minutes of a Venues Committee Meeting held on Wednesday 27th May 2015 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. Angela Finn (Chairman)

David Barron

Julie Farmer

David Price

In Attendance: Mark Blatch, Bar Manager
Kealy Whenray, The Pump House Project
Phil Matson, Venues Manager
Liz Billson, Assistant Town Clerk

1/3/15 Apologies for Absence

Apologies were received from Cllrs. Steve Leniec and Mike Wise

2/3/15 Election of Vice Chairman

Due to the absence of several Committee members, the Chairman proposed that this item be deferred until the next meeting, to be held on 1st July 2015. This was seconded and CARRIED.

3/3/15 Election of Representative to the Pump House Project

Cllr Julie Farmer was proposed as the Venues Committee representative to The Pump House Project. This was seconded and CARRIED.

4/3/15 Minutes of the last meeting on Tuesday 17th March 2015

The minutes were signed as a correct record.

5/3/15 Declarations of Interest

There were no declarations made at this time.

6/3/15 Public Question Time

No questions were received.

7/3/15 Public Speaking Time

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

8/3/15 Bar Manager's Report

Mark Blatch reported that the operation of the bar franchise was continuing well and that events were generally proving successful. He had looked at the information he had been sent by the Assistant Town Clerk in respect of the PRS licence, and had concluded that it was unlikely that any savings could be made in this area.

9/3/15 The Pump House Project Activity Report

A written report detailing current activities at The Pump House Project was received and noted. The Project Coordinator, Kealy Whenray, reported that the website, www.thepumphouseproject.co.uk, had been successfully launched. Plans for the Access the Arts programme were progressing well, and the Project was now looking to expand the activities on offer to elderly people. No progress had yet been made on the installation of Wifi in the Theatre, but Cllr Julie Farmer suggested an approach could be made to Faringdon United Charities for help with funding this.

10/3/15 Marketing & Publicity

A written report from the Marketing Officer, detailing advertising and special events since the last meeting, was received and NOTED. In particular, the suspension of the FAZE film nights was noted. It was suggested that the Marketing Officer be asked to look again at the possibility of holding showings in conjunction with The Pump House Project.

11/3/15 Venues Manager Report

A written report from the Venues Manager was received and NOTED. The Venues Manager was congratulated on successfully completing the Portable Appliance Testing course. The former cleaning and storage cupboard in the Corn Exchange had been transformed and was now available for use as a dressing/changing room when required.

The marquee purchased by the former Mayor had been used to great effect during the V.E.Day Beacon event at the Folly.

Cllr David Price requested that the creation of a policy regarding the future use of the marquee be put on the agenda for the next meeting.

12/3/15 Venues Bookings

A written report from the Assistant Town Clerk, detailing recent and future income from bookings, was received and noted. Cllr David Price requested that the Assistant Town Clerk be asked to look at the possibility of providing information regarding the actual cost to the Town Council of events, including staffing, heating and lighting.

13/3/15 Venues Committee Year End Accounts

The end of year accounts for the Corn Exchange and the Pump house were received and NOTED. Cllr David Price stated that he was pleased to see that income from bookings had exceeded the budget targets in both venues.

14/3/15 Heritage Day – 13th September 2015

A request from the Marketing Officer to use the Corn Exchange and the Pump House free of charge for Heritage Day was considered. This was AGREED.

15/3/15 Loop System – Corn Exchange

A proposal from the Marketing Officer to install a loop system in the Corn Exchange was considered. The two quotes provided were noted. The aim of the system would be to improve the quality of any amplified sound, including the cinema, in the venue. It was agreed in principle that the loop system should be installed, however, it was suggested that the Marketing Officer and the Assistant Town Clerk be asked to explore possible grants to cover the cost. Cllr David Price also queried whether listed building consent would be needed.

It was proposed, seconded and CARRIED that authority be delegated to the Chairman, Vice Chairman and Assistant Town Clerk to progress this, if a grant could be obtained, once a Vice Chair has been appointed.

16/3/15 Hanging Baskets – Corn Exchange

The Assistant Town Clerk reported that hanging baskets for the Corn Exchange could be obtained from the usual supplier at a cost of £150.00 in total for 9 baskets. It was proposed, seconded and CARRIED that the baskets should be ordered as soon as possible.

17/3/15 Strategy Working Party Recommendations

The Chairman proposed that, as so few members of the Committee were present, these items be deferred to the next meeting on 1st July 2015. This was seconded and CARRIED.

18/3/15 For Information Only

A progress report on actions arising from the last meeting of the Venues Committee held on 17th March 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 in place. |
| 7/2/15 | Bar: to investigate possible problem with the skylight | Venues Manager | Repairs carried out. |
| 7/2/15 | Corn Exchange: to investigate possibility of providing changing facilities for hirers | Town Clerk/ Assistant Town Clerk | Storeroom converted to changing room. |
| 11/2/15 | Alarm contracts: to investigate whether any refunds are due from cancelled contracts | Town Clerk/ Assistant Town Clerk | Town Clerk advises that no refunds are due. |
| 12/2/15 | VWHDC payments for Corn Exchange repairs: to investigate whether any further funds would be forthcoming | Town Clerk/ Assistant Town Clerk | Town Clerk advises the sum of £3541 from VWHDC accepted by the Finance Committee on 27 November 2014 as final payment for repairs during the transfer of ownership of the Corn Exchange. Min. no. 79/14 |
| 14/2/15 | Damage deposit: to draw up a proposal for discussion at the Venues Committee meeting on 27 May 2015. | Chairman, Vice- Chairman, Assistant Town Clerk | Deferred until next Venues Committee meeting on 1 July 2015, due to election of new Chairman and Vice Chairman |
| 19/2/15(b) | Strategic Working Party Recommendations: formulation of a 3 year plan for Venues- authority delegated to Chairman, Vice- Chairman and Assistant Town Clerk | Chairman, Vice- Chairman, Assistant Town Clerk | Proposal to be presented for discussion at the Venues Committee meeting on 27 May 2015. |
| 19/2/15(c) | Strategic Working Party Recommendations: formulation of a maintenance plan for Venues- authority delegated to Chairman, Vice- Chairman, Assistant Town Clerk and Venues Manager | Chairman, Vice- Chairman, Assistant Town Clerk, Venues Manager | Proposal to be presented for discussion at the Venues Committee meeting on 27 May 2015. |