

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 1st July 2015 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: **Cllrs. Angela Finn** **(Chairman)**
 David Barron
 Jane Boulton
 Julie Farmer
 David Price
 Mike Wise

In Attendance: **Cllr. Mark Greenwood** **(from minute 14/4/15)**
 Mark Blatch, Bar Manager
 Phil Matson, Venues Manager
 Liz Billson, Assistant Town Clerk

1/4/15 Apologies for Absence

Apologies were received from Cllr. Steve Leniec and Kealy Whenray, Project Co-ordinator, The Pump house Project.

2/4/15 Election of Vice Chairman

Cllr. David Price proposed Cllr. David Barron, seconded by Cllr. Dr Mike Wise.
Cllr. Angela Finn proposed Cllr. Julie Farmer, seconded by Cllr. Jane Boulton.
Each candidate having received the same number of votes, the Chairman used her casting vote, and Cllr. Farmer was duly elected as Vice Chairman.

3/4/15 Minutes of the last meeting on Wednesday 27th May 2015

The minutes were signed as a correct record.

4/4/15 Declarations of Interest

Cllr. Farmer declared a personal interest in item 16/4/15, the Chamber Office rent review, as Weaver Khan were former work colleagues.

5/4/15 Public Question Time

No questions were received.

6/4/15 Public Speaking Time

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

7/4/15 Bar Manager's Report

Mark Blatch reported that all was running smoothly with the franchise, and he had no particular issues to report.

8/4/15 The Pump House Project Activity Report

A written activity report from The Pump House Project was received and noted. Cllr Price expressed concern that the end of the lease was approaching, and that a discussion was needed on the future of the Project. He requested that this be put on the agenda for the next Venues Committee meeting in September.

9/4/15 Marketing & Publicity

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

10/4/15 Venues Manager Report

A written report from the Venues Manager was received and noted. The Venues Manager confirmed that the hanging baskets were up on the Corn Exchange and that the automatic watering system was functioning correctly.

11/4/15 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 there were still a few issues with the new computer system, but that once these had been resolved, the possibility of using a Google calendar (or similar) for bookings would be investigated. Cllr. Dr Wise reported that the Wantage Independent Advice Centre might be looking for a regular venue in the Pump House.

12/4/15 Venues Committee Quarterly Accounts

The first quarter accounts for the Corn Exchange and the Pump House were received and noted. Cllr. Dr Wise queried whether anything could be done to control the amount of gas being used.

13/4/15 Use of Town Council Venues by Folly Fest

The decision taken by the Finance and Audit Committee on 3rd June 2015, to grant free use of Town Council venues to Folly Fest, to the value of £750.00, was noted.

14/4/15 Use of Equipment

(a) Policy for the hire and use of the marquee

The Venues Manager stated that it had taken two people approximately two hours to put the marquee up, and two hours to take it down. It could potentially, therefore, be rather time consuming if staff were required to do this each time it was hired. However, if it was used without staff involvement, it would need to be inspected thoroughly after use to ensure it had not been damaged.

Cllr. Price proposed that anyone wishing to hire the marquee could be offered the choice of paying a higher rate to have it put up by staff, or a lower rate, but with a returnable deposit, if they put it up themselves.

The Assistant Town Clerk was asked to liaise with the Town Clerk regarding the cost of staffing for the first option. It was further proposed that a fee of £80.00 per day or £160.00 per weekend be charged, plus a fee of £200.00 (or an appropriate amount as advised by the Town Clerk) for option 1, or a deposit of £150.00 for option 2, be charged. This was seconded and CARRIED.

Concern was expressed as to whether any damage could be repaired quickly enough between bookings, and Cllr. Barron suggested that some spare parts could be held to cover this eventuality.

The Assistant Town Clerk was asked to liaise with the Town Clerk regarding public liability and other insurance issues.

Cllr. Greenwood suggested that if the marquee had not been booked for any particular weekend, it could be rented out at short notice via ebay. The Assistant Town Clerk was asked to investigate whether this might be possible.

(b) Policy for the hire and use of the display boards

It was proposed that the display boards be considered in the same way as other furniture within the venues, and as such, that they should be made available at no extra cost, but for use within Town Council venues only. This was seconded and CARRIED.

15/4/15 Damage Deposit

A policy for the operation of a damage deposit system was discussed. Cllr Greenwood considered that if such a system were to be introduced, it should be applied across the board. However, concern was expressed that this would risk alienating long- standing regular bookers. Furthermore, the agreed sum of £100.00 would, in fact, not cover the cost of repairing any major damage. It was therefore proposed, seconded and CARRIED that in the light of this discussion, a damage deposit system should not be introduced.

16/4/15 Chamber Office Rent Review

As the level of the rent had not been increased for several years, it was proposed that Marriots be asked to review it in the light of other premises in the town. This was seconded and CARRIED.

17/4/15 Venues Committee Roles

The Assistant Town Clerk explained that many other Councils operate a system whereby members of committees each focus on a different area of responsibility. A draft report was received, detailing suggested roles within the Venues Committee. Following some discussion, it was agreed that committee members would not take this forward, and that if a working party was needed to focus on a particular area at any time, this could be set up as required.

18/4/15 Strategy Working Party Recommendations

(a) Three Year Plan for Venues

The suggestions put together by the previous Chairman and the Assistant Town Clerk were considered. It was agreed that an introductory statement was needed, setting out the Committee's commitment to the following areas:

- 1) Health and Safety
- 2) Preservation of the venues
- 3) Provision of a service to the community

(b) Maintenance Plan for Venues

The suggestions put together by the previous Chairman and the Assistant Town Clerk were considered. It was agreed that condition surveys should be carried out on both the Corn Exchange and the Pump House, which would indicate the areas to include on the Maintenance Plan. The Assistant Town Clerk was asked to investigate this and report back to the next meeting.

19/4/15 For Information Only

A progress report on actions arising from the last meeting of the Venues Committee held on 27 May 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 fully in place.
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 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	All Venues Committee members	Discussion deferred to Venues Committee meeting on 1 July 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	All Venues Committee members	Discussion deferred to Venues Committee meeting on 1 July 2015.
11/3/15	Policy for use of marquee: to be put on agenda for discussion at next meeting	Assistant Town Clerk	Item on agenda for the Venues Committee meeting on 1 July 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.