

FARINGDON TOWN **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA Telephone
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Sally Thurston



Minutes of a Venues Committee Meeting held on Wednesday 4th November 2015 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. David Barron (Chairman)
Ian Bell
Jane Boulton
Julie Farmer (from minute 4/7/15)
David Price (up to and including minute 14/7/15)
Steve Leniec

In Attendance: Sally Thurston, Town Clerk
Phil Matson, Venues Manager
Liz Billson, Assistant Town Clerk

1/7/15 Apologies for Absence

Apologies were received from Cllrs. Angela Finn and Mike Wise, Mark Blatch (Bar Manager) and Kealy Whenray (Pump House Project Co-ordinator)

2/7/15 Minutes of the last meeting on Wednesday 14th October 2015

The minutes were signed as a correct record.

3/7/15 Declarations of Interest

There were no declarations made at this time.

4/7/15 Public Question Time

No questions were received.

5/7/15 Public Speaking Time

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

6/7/15 Bar Manager's Report

A written report from Mark Blatch, Bar Manager, was received and NOTED.

7/7/15 The Pump House Project Activity Report

A written report from Kealy Whenray, The Pump House Project Co-ordinator, was received and NOTED. The Town Clerk confirmed that The Pump House Project and the Town Council's Youth Services were working closely together on youth projects for the town.

8/7/15 Marketing and Publicity

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

9/7/15 Venues Manager Report

A written report from the Venues Manager was received and NOTED. The Venues Manager explained the urgency of getting the flat roof above the boiler cupboard repaired, in order to prevent possible damage to the boilers. The Committee expressed its thanks to the Venues Manager and his team for their continuing hard work.

10/7/15 Venues Bookings

A written report from the Assistant Town Clerk was received and NOTED. In response to a question regarding progress on the bookings software, the Town Clerk explained that the auditor has recommended a change to the way bookings are handled. He will offer further advice on his return in February, and this would be a better time to introduce use of the software.

11/7/15 Office Move

A written proposal to move the Town Council offices and Tourist Information Centre to the Pump House was received. The Town Clerk explained that whilst the terms of the lease prevent us from letting out the rooms in the Pump House on a commercial basis, there would be no such issues with the offices behind the Corn Exchange. She further confirmed that Lord Faringdon had given his permission for the Pump House to be used to house the Town Council offices and Tourist Information Centre.

Concerns were raised regarding security of the offices and Tourist Information Centre during private bookings, about loss of income if the Jubilee Room was hired out during office hours only, and about lack of accessibility to the building.

Following lengthy discussion, it was proposed that the Town Clerk be asked to submit a fully costed proposal to the Finance Committee, to include figures for possible loss of income and any work necessary to address the security and accessibility concerns. This was seconded and CARRIED.

12/7/15 Corn Exchange Roof Repairs

A quotation was received from Charterville Felt Roofing Ltd, detailing three possible levels of repair to the flat roof above the boiler cupboard. A further quote was still awaited from G.J. Tilton and Sons. The Venues Manager confirmed that the previous repair to the flat roof (above the T.I.C. foyer) had been carried out by Charterville, and that the Venues Committee had chosen the middle option of the three presented on that occasion.

After prolonged discussion, it was proposed that authority be delegated to the Chairman, Vice Chairman and Assistant Town Clerk:

- (a) to consider all quotes, once received, and to decide which to accept, up to a limit of £7,000;
- (b) having identified how much could be made available from the Venues Committee budget, to submit a request to the Finance Committee to release the remainder from reserves. This was seconded and CARRIED.

13/7/15 Contracts

(a) Fire Protection

A quote was received from Pyrotec for renewal of the fire alarm, emergency lighting and fire extinguisher testing contracts in the Corn Exchange and Pump House. It was proposed, seconded and CARRIED that this be accepted.

(b) Sanitary Waste Disposal

A quote was received from PHS for renewal of the sanitary waste disposal contracts in the Corn Exchange and Pump House. It was proposed, seconded and CARRIED that this be accepted. There was one objection.

14/7/15 Faringdon Art Society Exhibition Hire Charge

The Assistant Town Clerk reported that Faringdon Art Society had been paying a specially negotiated rate of £400.00 for their annual exhibition in the Corn Exchange, and that this had remained unchanged since 2012. It was proposed, seconded and CARRIED that authority be delegated to the Chairman, Vice Chairman and Assistant Town Clerk to negotiate a new rate, at a target level of £450.00 for up to two years.

15/7/15 Venues Committee Half Yearly Accounts

The half yearly accounts for the Corn Exchange and Pump House were received and NOTED.

16/7/15 Precept 2016/17

Initial draft budgets for the Corn Exchange and Pump House were received and considered. In view of the fact that so little had currently been spent from this year's advertising budget, it was AGREED that this be set at £500 for each venue again next year.

Corn Exchange

It was proposed, seconded and CARRIED that the Corn Exchange revenue budget for 2016/17 be agreed at £8,190.

It was further proposed, seconded and CARRIED that the following capital expenditure bids be made:

- (a)** Replacement of the wooden floor
- (b)** Installation of a hearing induction loop (if grant not forthcoming)

Pump House

It was proposed, seconded and CARRIED that the Pump House revenue budget for 2016/17 be agreed at £10,585.

It was further proposed, seconded and CARRIED that the following capital expenditure bid be made:

- (a)** Purchase of freestanding lighting

and that the Town Clerk be asked to research the costs involved in upgrading the external lift.

17/7/15 For Information Only

A progress report on actions arising from the meeting of the Venues Committee held on 2 September 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 running smoothly and superfast broadband has been installed.
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.
6/5/15	The Pump House Project: to investigate obtaining permission to dig under part of the premises to install phone/internet line	Town Clerk/ Assistant Town Clerk	Permission from Lord Faringdon obtained by Town Clerk, installation of phone/ internet line being progressed by TPHP.
7/5/15	The Pump House Project lease: to recommend to Town Council that it support a 3 year extension to the lease, with a possible further 2 years should this be needed to access grant(s)	Town Clerk/ Assistant Town Clerk	Item put on agenda for discussion at Town Council meeting on 14 October 2015.
14/5/15	Strategic Working Party Recommendations– Maintenance Plan: item deferred to next 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 to be accepted	Assistant Town Clerk	Quote accepted, rent review underway, report awaited.
16/5/15	Valuation for Insurance: quote from John Hartley & Associates to be accepted	Town Clerk/ Assistant Town Clerk	Quote accepted, valuations underway.
17/5/15	District Council Audit of Village and Community Halls: to complete survey, with explanatory note regarding lack of up to date condition survey to inform response	Assistant Town Clerk	Response submitted 11/9/15
6/6/15	Installation of accessible toilet in The Pump House Project: enquiries to be made regarding the need for Building Regulations approval	Town Clerk	Advice sought by Town Clerk. TPHP will need to ensure building regulations are met. (There will be no cost for this.) TPHP have been advised and will progress with VWHDC.