

FARINGDON TOWN COUNCIL

Minutes of a Venues Committee Meeting held on Tuesday 11 November 2014 at 7.15 p.m. in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. Julie Farmer (Chairman)
Ian Bell
Jane Boulton
Mark Greenwood
Steve Leniec
David Price

IN ATTENDANCE: Mark Blatch, The Cellar Bar
Venues Manager
Deputy Town Clerk
Assistant Town Clerk

71/14 The Openness of Local Bodies Regulations 2014

It was proposed, seconded and CARRIED that Standing Order 1(m) be suspended to allow the recording of this meeting in line with The Openness of Local Bodies Regulations 2014 which came into force on 6 August 2014.

72/14 Apologies for Absence

Apologies were received from Cllr. Angela Finn

73/14 Minutes of last meeting on Thursday 23 October 2014

The Minutes were AGREED and signed by the Chairman as a correct record of the meeting held on Thursday 23 October 2014.

74/14 Declarations of Interest

There were no declarations of interest made at this time.

75/14 Public Question Time

No questions had been received.

76/14 Public Speaking Time

No member of the public wished to speak at this meeting.

77/14 For Information Only

A progress report on actions arising from the previous meetings of the Venues Committee held on 23 September 2014 and 23 October 2014 was received and NOTED, as follows:-

Min No.	Action	Person/s Delegated	Action Taken
23/14 (c)	Information board to be installed at front of Pump House	Marketing Team	Leisure Services Team will be installing in the next two weeks.
60/14	Flat Roof over Corn Exchange foyer: quotes to be obtained from professional company to carry out repair	Venues Manager	Item on agenda for discussion at Venues Committee meeting 11 November 2014.
62/14	Replacement/repair of wooden floor in hall: To defer consideration of quotes to next scheduled meeting of Venues Committee		Item on agenda for discussion at Venues Committee meeting 11 November 2014
63/14 (a)	CCTV: Recommendation to be made to Town Council to vote against use of CCTV as a matter of Town Council Policy	Deputy Town Clerk	Item on agenda for discussion at Town Council Meeting 12 November 2014
63/14 (a)	Lone Working: To clarify with HR what policy Town Council had in place for lone working	Deputy Town Clerk	Town Clerk advised P44 in the Town Council Health & Safety Policy refers.
63/14 (a)	Water Testing: Quotes for this work to be obtained from professional companies for consideration by committee	Venues Manager	Item on agenda for discussion at Venues Committee meeting 11 November 2014.
63/14 (b)	Testing of Fixed Wiring in Town Council's properties: Electrical Technolo-G to be appointed	Deputy Town Clerk	Electrical Technolo-G appointed and work now completed.
64/14	Service Contracts with Pyrotec agreed and contracts to be signed	Deputy Town Clerk	Contracts signed.
70/14	Invitation to be made to Mr Blatch to operate the Corn Exchange bar	Deputy Town Clerk	Letter of invitation written and Mr Blatch accepted on behalf of The Cellar Bar.
	Letter of thanks to be written to current bar franchisee for the excellent service provided over many years	Deputy Town Clerk	Letter written 27 October 2014

Minute 63/14(a): It was agreed that the Town Council's Lone Working Policy be circulated to all members of the Venues Committee.

78/14 Venues Manager Report

The Venues Manager reported that fixed wire testing had been successfully completed in the town centre venues, and that the boilers in all venues had been serviced.

A number of companies had been asked to provide quotes for legionella bacteria testing, but were unwilling to do so without carrying out a full survey of the premises. The venues would be classified as low risk.

The immersion heater in the Corn Exchange kitchen had recently been repaired, and quotes for repair or replacement of the water heater in the staff kitchen had been sought.

Quotes had also been sought for the repair or replacement of the flat roof above the Tourist Information foyer, following an inspection. A minor repair had been made to the roof above the stairs behind the offices. The decorating is continuing in the Pump House, including the repair and painting of the windows frames.

79/14 Venues Bookings

- (a) The Assistant Town Clerk gave an update on the current bookings. No new regular bookings had been made since the last meeting.

It was AGREED that the bookings software should be investigated to establish whether it is fit for purpose.

Regular meetings are to be held between the Chairman, Vice Chairman (when possible) and Assistant Town Clerk to seek ways to increase bookings.

Cllr Bell queried whether any progress had been made towards organising film screenings in conjunction with the Pump House Project. It was AGREED that the Assistant Town Clerk should follow this up with the Marketing Officer.

- (b) The Assistant Town Clerk gave a brief summary of the current venue hire charges. It was AGREED that the Assistant Town Clerk should research the hire charges of other similar venues locally so that a review could be carried out. It was also felt that any revised charges should reflect the true cost of utilities in each venue. It was further AGREED that anyone booking a venue for the next financial year should be informed of the possibility of increased charges.
- (c) After a lengthy discussion it was AGREED that all types of booking should be permitted, provided they are legal and that the hirers obtain any necessary licences. However, it was proposed, seconded and CARRIED that the HR Manager be approached to look at adding clauses in staff contracts, permitting them to opt out of covering events if they were morally opposed to them. It was further AGREED that guidance was needed as to the types of event which should be referred to the Committee for approval.
- (d) The Assistant Town Clerk outlined two proposed events for which approval was sought from the Committee. These were a Cabaret Night, and a Nerf Gun Party. After some discussion, it was AGREED that both events be approved. It was further AGREED that the possible re-introduction of the damage deposit be discussed at the next meeting.

The Chairman proposed that agenda items 13(c) Operation of Bar and 13(d) Pub Watch be moved forward to this stage of the meeting so that the Bar Manager could leave the meeting early, and this PROPOSAL was agreed.

80/14 Corn Exchange

Bar Manager's Report

- (a) The Bar Manager reported that he and his staff were looking forward to their first event in the Corn Exchange.

In response to a query about the state of the exterior cellar doors, it was AGREED that the Venues Manager be asked to investigate the cost of repairing them, and report back to the next meeting.

- (b) The Bar Manager explained that it would cost £20 per annum for the Corn Exchange bar to become a member of Pub Watch. This would mean that anyone banned from pubs in the town would also be banned from the Corn Exchange. A temporary exception could be made if an individual had been invited to a private party in the Corn Exchange. It was proposed, seconded and CARRIED that the Corn Exchange bar join Pub Watch.

81/14 Marketing and Publicity

A written report from the Marketing Officer was received. It was AGREED that when people book any of the venues, information on how they heard about them should be fed back to the Marketing Officer.

It was further AGREED that the Marketing Officer should be asked why Little Coxwell is the only village included in the email circulation.

It was suggested that the Marketing Officer should add Pinterest to the social media used.

82/14 Pump House

- (a) The Half-yearly Accounts Report was received and NOTED. The increase in spending on electricity was NOTED. It was AGREED that the Venues Manager should ensure the phone line in the old Tourist Information Office has been disconnected.
- (b) No report was received from The Pump House Project. It was AGREED that the Assistant Town Clerk should send an email to them asking for a progress report.
- (c) Cllrs Julie Farmer and Ian Bell reported that the exhibition in the Pump House had been well attended. The project has been extended into a full Women's Oral History Project. As hirers of the venue, they had become aware of some issues, including the poor lighting in the Jubilee Room, the fact that the door to the Jubilee Room cannot be locked, and a problem with the lift. It was AGREED that arrangements be made to have the lift serviced as soon as possible. Cllr Greenwood suggested that some free standing lighting could be purchased for hirers to use if requested, and it was AGREED that he be asked to research costs.

83/14 Corn Exchange

- (a) The Half-yearly Accounts Report was received and NOTED.
- (b) Quotes for replacement/repair of the wooden floor in the hall were received. It was proposed, seconded and CARRIED that funds for replacement of the floor be included under Capital Expenditure in the Venues 2015/16 Budget .
- (c) It was proposed, seconded and CARRIED that authority be delegated to the Chairman, Vice Chairman and Assistant Town Clerk to decide which quote for repair of the flat roof above the T.I.C. should be accepted, and to submit a request to the Finance Committee to release the appropriate funds from reserves.

84/14 Health & Safety

Legionella Bacteria Testing

The Venues Manager reported that he had spoken to Safe Water Solutions, a company which provides 'do it yourself' testing kits for Legionella Bacteria.

The kits would cost £41.67 plus VAT for each venue, and additional equipment totalling £100 would also be needed, to be funded from the 2014/15 water hygiene budget.

Having discussed the situation with Safe Water Solutions, the Venues Manager stated that he would be happy to carry out the testing. He also stated that the Health & Safety consultant had recommended the removal of the disused heaters in the Corn Exchange kitchen and entrance hall.

It was proposed, seconded and CARRIED that the Venues Manager be asked to carry out the testing, using kits from Safe Water Solutions, and to keep the appropriate records.

85/14 Precept 2015/16

After some discussion regarding the fuel bills in both the Corn Exchange and the Pump House, it was AGREED that the Assistant Town Clerk be asked to provide a breakdown for the next meeting of how much gas and electricity is used in each venue.

Corn Exchange

(a) Revenue Budget

The Revenue Budget was agreed at £8160, subject to clarification of annual fees for PPL and PRS licences.

(b) Capital Expenditure

It was AGREED that the following bids be made, in order of preference:

- Replacement of the wooden floor £13,000
 - Blackout blinds for the cinema £ 4,265
- Total £17,265

Pump House

(a) Revenue Budget

The Revenue Budget was agreed at £8615

(b) Capital Expenditure

- Free standing lights for use in exhibitions £1,000