

FARINGDON TOWN COUNCIL

The Pump House, Market Place, FARINGDON,
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Clerk: Sally Thurston



Minutes of a Venues Committee Meeting held on Wednesday 6th July 2016 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. David Barron (in the Chair)
Angela Finn
Steve Leniec
Mike Wise

In Attendance: Liz Billson, Assistant Town Clerk
Phil Matson, Venues Manager
Kealy Whenray, The Pump House Project Co-ordinator
Lauz Kent, The Pump House Project Co-ordinator

1/4/16 Apologies for Absence

Apologies were received from Cllrs. Jane Boulton and Julie Farmer,
Mark Blatch (Bar Manager)

2/4/16 Election of Vice Chairman

In view of the current vacancies on the Venues Committee, it was AGREED to
defer this item to the next meeting on 5th October 2016.

3/4/16 Minutes of the last meeting: Wednesday 6th April 2016

The minutes were signed as a correct record.

4/4/16 Declarations of Interest

There were no declarations made at this time.

5/4/16 Public Question Time

No questions were received.

6/4/16 Public Speaking Time

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

7/4/16 Bar Manager's Report

A written report was received from the Bar Manager. This was NOTED.

8/4/16 The Pump House Project

A written update from The Pump House Project Co-ordinator, Kealy Whenray, was received and NOTED. Kealy reported that all regular bookings and projects were continuing, and the Dementia Café was proving to be a really successful new venture. An Urban Movement Academy would be starting in September, incorporating parkour and other activities. Kealy reported that the Ignite Festival has been a great success, and, following an evaluation, could become an annual or bi-annual event. Members of the Committee congratulated Kealy on the success of the Festival.

Finally Kealy reported that she would be leaving the post of Co-ordinator at the end of July, and introduced Lauz Kent, who would be taking over the position.

Members of the Committee welcomed Lauz, and thanked Kealy for all her hard work whilst in post.

Cllr Leniec queried whether The Pump House Project roof had been repaired. The Assistant Town Clerk reported that the quote from Michaelsson Contractors Ltd had been officially accepted, and that the company had been asked to liaise directly with The Pump House Project to arrange the repair. It was AGREED that this would be followed up with the Trustees.

9/4/16 Venues Manager Report

A written report from the Venues Manager was received and NOTED. The Venues Manager reported that the flat roof above the bar and boiler room in the Corn Exchange had now been replaced, and the former Council offices and Information Centre were almost ready for the new tenants to move in.

10/4/16 Health and Safety

It was reported that Belinda (Information Centre Assistant) had completely overhauled the Town Council's health and safety records, following guidance received from the Health and Safety Advisor at her interim visit. The Chairman thanked her for her hard work.

The Health and Safety Advisor would be visiting again on 23rd August 2016, to carry out her annual inspection.

11/4/16 Venues Bookings

An update on bookings from the Assistant Town Clerk was received and NOTED. Income from bookings in both the Corn Exchange and the Pump House had exceeded the first quarter's target, but the level of predicted bookings for the forthcoming quarter was not as high, due both to regular bookings taking a summer break, and a reduction in one-off bookings.

12/4/16 Use of Venues by FollyFest and Faringdon Business Expo

The decision taken by the Finance and Audit Committee on 27th April 2016, to grant free use of the Corn Exchange and Pump House to FollyFest for the festival weekend, was NOTED.

The decision taken by the Finance and Audit Committee on 27th April 2016, to grant free use of the Corn Exchange for one day to Faringdon Business Expo, was NOTED.

13/4/16 Corn Exchange Draft Leases

The draft leases for the attic office and the former Town Council and Tourist Information Centre offices in the Corn Exchange were received and considered. Cllr Leniec expressed concern that there may not be a clear 'break' clause, allowing the Town Council to terminate the agreements if necessary. It was AGREED that the Assistant Town Clerk would investigate this further before the leases were recommended for approval to the Finance and Audit Committee and the Town Council.

14/4/16 Loop System

Two quotes were received for the installation of the loop system in the Corn Exchange. The Assistant Town Clerk reported that £500 had been earmarked from Reserves at the end of the previous financial year for this project, but that even taking this and the entire equipment budget for 2016/17 into consideration, the quotes were in excess of the sum available. One of the quotes had been provided by Soundsmith, the company which had installed the cinema equipment, and it included quotes for additional work. It was AGREED that a proposal should be put to the Finance and Audit Committee, requesting the necessary funds for the hearing loop, and that a supplementary proposal should be included to cover the additional work.

15/4/16 Maintenance Plan for Venues

An updated maintenance plan for the Corn Exchange and Pump House was received and considered. It was AGREED that the Pump House steps should be treated with non-slip paint as a priority. It was further AGREED that the Venues Manager and the Assistant Town Clerk should obtain estimates for regular servicing of the items suggested for each venue, to be considered at the next meeting.

16/4/16 Financial Reports

Financial reports for the Corn Exchange and Pump House were received and NOTED. The Committee expressed particular thanks to the Cinema Supervisor for all her hard work, reflected by the excellent cinema income figures.

17/4/16 For Information Only

Clerk's Action List

A report on actions arising from the meeting of the Venues Committee held on 6 April 2016 was received and NOTED, as follows:

Min No.	Action	Person/s Delegated	Action Taken
14/5/15	Strategic Working Party Recommendations– Maintenance Plan: item deferred to future meeting	Assistant Town Clerk	Item on agenda for Venues Committee meeting 6 th July 2016
10/7/15	Venues Bookings: Use of bookings software to be introduced	Town Clerk/ Assistant Town Clerk	On hold
11/1/16	Corn Exchange Noise Limiter: Electrical sockets not controlled by noise limiter to be blocked or disconnected during events	Venues Manager	Sockets now blocked
15/1/16	Precept 2016/17: Quotes to be obtained for free standing lighting for the Pump house	Assistant Town Clerk	On going
12/2/16	Review of Hire Charges and Terms and Conditions: Winter charges to be reviewed once a full year's fuel bills have been received	Assistant Town Clerk	To be reviewed after July 2016 when full year's fuel bills received
14/2/16	Corn Exchange heating system: Quote from Tim Moorhouse to be accepted.	Assistant Town Clerk	Work now completed
14/2/16	Display Energy Certificate: Full year's fuel bills required for completion	Assistant Town Clerk	DEC to be completed once final fuel bills for the year available
6/3/16	Bar Manager's Report: Quotes for repair/ replacement of glass washer to be obtained	Assistant Town Clerk/ Bar Manager	Repair arranged by Bar Manager (at no cost)
7/3/16	The Pump House Project roof: Quote from Michaelssons to be accepted	Assistant Town Clerk	Quote accepted by email 28/4/16
13/3/16	Loop System: Further/updated quotes needed Item deferred to next meeting	Assistant Town Clerk	Item on agenda for Venues Committee meeting 6 th July 2016
14/3/16	Hanging Baskets: To be ordered for Corn Exchange and Pump House	Venues Manager	Hanging baskets in place in both venues