

# **FARINGDON TOWN COUNCIL**

The Pump House, Market Place, FARINGDON,  
Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



## **Minutes of a Venues Committee Meeting held on Wednesday 5<sup>th</sup> October 2016 at 7.15pm in the Jubilee Room, the Pump House, Faringdon**

**PRESENT:** Cllrs. David Barron (in the Chair)  
Angela Finn  
Julie Farmer

**In Attendance:** Liz Billson, Assistant Town Clerk  
Phil Matson, Venues Manager  
Lou Smith, The Pump House Project Trustee  
Mark Blatch, Bar Manager

### **1/5/16 Apologies for Absence**

Apologies were received from Cllrs. Jane Boulton, Steve Leniec and Mike Wise

### **2/5/16 Election of Vice Chairman**

In view of the continuing current vacancies on the Venues Committee, it was AGREED to defer this item to the next meeting on 2<sup>nd</sup> November 2016.

### **3/5/16 Minutes of the last meeting: Wednesday 6<sup>th</sup> July 2016**

The minutes were signed as a correct record.

#### **4/5/16 Declarations of Interest**

There were no declarations made at this time.

#### **5/5/16 Public Question Time**

No questions were received.

#### **6/5/16 Public Speaking Time**

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

#### **7/5/16 Bar Manager's Report**

The Bar Manager reported that things were continuing to run well, although the glass washer would need replacing in the fairly near future. This was NOTED.

#### **8/5/16 The Pump House Project**

A written update from The Pump House Project was received and NOTED. Lou Smith reported that unfortunately the newly appointed Project Co-ordinator had left the post, and that for the foreseeable future she would be managing the Project herself.

A new exercise class would be starting on a Monday evening, and a Speech and Language Therapist had expressed an interest in running some sessions.

Grants were being sought to pay for new equipment, and the roof repair was due to be carried out within the next 2 weeks.

Lou also reported that one of her fellow Trustees, Olivia Bloomfield, had been made a Baroness, and would be continuing to raise awareness of The Pump House Project in this role.

#### **9/5/16 Venues Manager Report**

A written report from the Venues Manager was received and NOTED.

The annual health and safety inspection had been carried out and the report had just been received. Legionella tests had been completed and were clear in all venues.

The newly repaired roof above the boiler room was leaking and the contractors were due to return to remedy the issue. Otherwise, general in-house repair work was on going.

The Venues Manager reported that the fire alarm had been set off by someone smoking an electronic cigarette during a booking in the Corn

Exchange. It was AGREED that the 'no-smoking' signs should be updated to include electronic cigarettes.

### **10/5/16 Health and Safety**

The Health and Safety Advisor had visited on 23<sup>rd</sup> August 2016 to carry out her annual inspection, and her report had just been received. The Action Plan was NOTED, and it was AGREED that a report on progress should be made at the next meeting.

### **11/5/16 Venues Bookings**

An update on bookings from the Assistant Town Clerk was received and NOTED.

### **12/5/16 Financial Reports**

Financial reports for the Corn Exchange and Pump House were received and NOTED. It was AGREED that the Assistant Town Clerk should query the figures for expenditure on electricity in the Pump House.

### **13/5/16 Corn Exchange**

#### **(a) Sunday Bookings Policy**

The Assistant Town Clerk reminded the committee that the current policy was for Sunday bookings in the Corn Exchange to be finished by 4.00pm. After some discussion it was proposed that this be extended to 6.00pm, on a trial basis for 6 months. This was seconded and CARRIED.

#### **(b) Hire Charge for the Mayor's Parlour**

The Assistant Town Clerk had previously circulated a list of hire charges across all Town Council venues. In the light of this information, it was proposed that the hire charge for the Mayor's Parlour be set at £7.50 per hour (summer rate) and £9.00 per hour (winter rate) if hired in conjunction with the Corn Exchange, and a flat rate of £10.50 per hour if hired on a stand- alone basis. This was seconded and CARRIED.

### **14/5/16 Pump House**

A request to hold some willow workshops in the garden of the Pump House, and subsequently to allow a small willow sculpture to be placed in the garden, was received and considered. It was proposed, seconded and CARRIED that permission be granted for this.

## 15/5/16 For Information Only

### Clerk's Action List

A report on actions arising from the meeting of the Venues Committee held on Wednesday 6<sup>th</sup> July 2016 was received and NOTED, as follows:

<b>Min No.</b>	<b>Action</b>	<b>Person/s Delegated</b>	<b>Action Taken</b>
10/7/15	Venues Bookings: Use of bookings software to be introduced	Town Clerk/ Assistant Town Clerk	On hold
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	Display Energy Certificate: Full year's fuel bills required for completion	Assistant Town Clerk	Fuel bills for the year submitted. Response awaited.
8/4/16	The Pump House Project roof: Progress to be followed up	Assistant Town Clerk	Arrangements in hand between TPHP and the contractor
14/4/16	Loop System: Proposal to be put to Finance and Audit Committee requesting funding from reserves	Town Clerk/ Assistant Town Clerk	Discussed and agreed at Finance and Audit Committee meeting 27th July 2016. Work scheduled for 22/11/16.
15/4/16	Maintenance Plan for Venues: Estimates to be obtained for regular servicing of items in Section 2 for each venue	Assistant Town Clerk/ Venues Manager	On going