

FARINGDON TOWN **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA Telephone
01367 240281 Fax 01367 240303
www.faringdowntowncouncil.gov.uk Clerk:
Sally Thurston



To: Members of the Venues Committee

You are summoned to attend a Venues Committee Meeting to be held on Tuesday 17 March 2015 at 7.15pm in the June Rennie Room, the Pump House, Market Place, Faringdon

Press & Public are invited to attend.

AGENDA

Members of this committee are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting during Item 3. Please refer to notes on declaration of interest in your Council folder.

- 1. Apologies for Absence**
- 2. Minutes of Meeting – Tuesday 13th January 2015**
To sign the Minutes as a correct record of the meeting held on 13 January 2015.
- 3. Declarations of Interest**
- 4. Public Question Time**
Questions will be limited to one from each member of the public, or a maximum of three per meeting. Written notice of questions must be received by the Clerk at least 3 working days prior to the meeting.
- 5. Public Speaking Time**
- 6. Bar Manager's Report**

- 7. The Pump House Project Activity Report**
- 8. Marketing & Publicity**
To receive report from the Town Council Marketing Officer.
- 9. Venues Manager Report**
- 10. Venues Bookings**
 - (a) To receive update on bookings (attached)*
 - (b) To receive feedback on how people hear about venues*
- 11. Security of Venues**
To receive an update on the review of alarm contracts
- 12. Financial Reports**
To receive financial reports for the Corn Exchange and the Pump House
- 13. 2015/16 Budget**
To agree a reduction of £750.00 in the proposed 2015/16 revenue budget, as agreed at the Finance Committee meeting on 21/1/15. Min no: 10/1/15
 - (d) (i)*
- 14. Hire Charges**
To review charges and other terms and conditions of hire across all Venues, including the Old Town Hall, as requested by the Faringdon War Memorial Trust meeting on 9/2/15
- 15. Fixed Wire Testing**
To receive and consider quotes for remedial work to fixed wiring in the Corn Exchange and the Pump House
- 16. Corn Exchange**
 - (a) To consider a quote from Quidne IT Ltd to install wifi in the Corn Exchange*
 - (b) To consider a request from the Marketing Manager to purchase display boards for use in the Corn Exchange*
- 17. S106 Contributions**
To agree possible projects for which S106 contributions could be sought
- 18. Utilities Contracts**
To consider using the services of LSI Utility Brokers
- 19. Strategic Working Party Recommendations**
 - (a) To review Terms of Reference*
 - (b) To consider and discuss the formulation of a 3 year plan for Venues*
 - (c) To discuss a Maintenance Plan for Venues for 2015/16*

20. For Information Only
Clerk's Action List

Dated: 11 March 2015



Liz Billson

Assistant Town Clerk