

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 Wednesday 1st July 2015 at 7.15pm in the Jubilee 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 5. Please refer to notes on declaration of interest in your Council folder.

- 1. Apologies for Absence**
- 2. Election of Vice-Chairman**
- 3. Minutes of Meeting – Wednesday 27th May 2015**
To sign the Minutes as a correct record of the meeting held on 27 May 2015.
- 4. Declarations of Interest**
- 5. 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.
- 6. Public Speaking Time**
- 7. Bar Manager's Report**
- 8. The Pump House Project Activity Report**

9. **Marketing & Publicity**
To receive a report from the Town Council Marketing Officer
10. **Venues Manager Report**
To receive a report from the Town Council Venues Manager
11. **Venues Bookings**
To receive an update on bookings
12. **Venues Committee Quarterly Accounts**
To receive 1st Quarter Accounts for the Corn Exchange and Pump House
13. **Use of Venues by Folly Fest**
To note the decision taken by the Finance and Audit Committee on 3 June 2015, to grant free use of Town Council venues to Folly Fest, to the value of £750
14. **Use of Equipment**
 - (a) *To agree a policy for the hire and use of the marquee*
 - (b) *To agree a policy for the hire and use of the display boards*
15. **Damage Deposit**
To agree a policy for the operation of a damage deposit system
16. **Chamber Office Rent Review**
To consider a review of the rent paid for the Chamber Office by Weaver Khan
17. **Venues Committee Roles**
To discuss allocating roles to councillors within the Venues Committee remit
18. **Strategic Working Party Recommendations**
 - (a) *To consider and discuss the formulation of a 3 year plan for Venues*
 - (b) *To discuss a Maintenance Plan for Venues*
19. **For Information Only**
Clerk's Action List



Dated: 24th June 2015

Liz Billson

Assistant Town Clerk