

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 2nd March 2016 at 7.15pm in the Jubilee Room, the Pump House, Market Place, Faringdon


Press & Public are invited to attend.

AGENDA

- 1. Apologies for Absence**
To receive and accept apologies.
- 2. Minutes of last meeting: Monday 11th January 2016**
To agree and sign as a correct record of the meeting held on Monday 11th January 2016.
- 3. Declarations of Interest**
Members of this committee are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter. Please refer to notes in your member's folder.
- 4. Public Question Time**
Questions will be restricted 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 before the meeting.
- 5. Public Speaking Time**
This period is designated for public speaking in accordance with Standing Order 1(d). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes.
- 6. Bar Manager's Report**
To receive a report from the Bar Manager.
- 7. The Pump House Project**
 - (a) To receive a report from The Pump House Project Co-ordinator*
 - (b) To receive and consider quotes for repairs to The Pump House Project roof*

8. **Marketing & Publicity**
 - (a) *To receive a report from the Town Council Marketing Officer.*
 - (b) *To receive and consider a request from the Marketing Officer to offer free venue hire as a prize at the Community Awards.*
9. **Venues Manager Report**
To receive a report from the Town Council Venues Manager.
10. **Health and Safety**
To receive an update on health and safety issues.
11. **Venues Bookings**
To receive an update on bookings.
12. **Review of Hire Charges and Terms and Conditions**
To review charges and other terms and conditions of hire for the Corn Exchange and Pump House
13. **The Queen's 90th Birthday**
To receive and consider a request from the Queen's 90th Birthday Working Party to use the Corn Exchange for events
14. **Corn Exchange**
 - (a) *To receive and consider quotes for separating the Corn Exchange and office heating systems*
 - (b) *To receive and consider quotes for provision of a Display Energy Certificate*
15. **Corn Exchange offices**
 - (a) *To receive and consider a recommendation from the Town Clerk on the level of rent to be charged to the Oxfordshire Geology Trust*
 - (b) *To consider retaining the Mayor's Parlour as an additional meeting room*
 - (c) *To receive and consider quotes for repairs to the window in the staff kitchen*
16. **Financial Reports**
To receive and consider financial reports for the Corn Exchange and Pump House
17. **For Information Only**
 - (a) *To receive and note revaluations of the Corn Exchange and Pump House*
 - (b) *To receive and note increase in insurance premiums following revaluations*
 - (c) *To receive and note the cost of repairs to the attic office window*
 - (d) *Clerk's Action List*

Dated: 24th February 2016



Liz Billson
Assistant Town Clerk