

# **FARINGDON TOWN COUNCIL**

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

Telephone 01367 240281 Fax 01367 240303

[www.faringdowntowncouncil.gov.uk](http://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 6th July 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. Election of Vice-Chairman**
- 3. Minutes of Meeting: Wednesday 6th April 2016**  
*To agree and sign as a correct record of the meeting held on Wednesday 6th April 2016.*
- 4. 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.*
- 5. 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.*
- 6. 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.*

7. **Bar Manager's Report**  
*To receive a report from the Bar Manager*
8. **The Pump House Project**  
*To receive a report from The Pump house Project Co-ordinator*
9. **Venues Manager Report**  
*To receive a report from the Venues Manager*
10. **Health and Safety**  
*To receive an update on health and safety issues*
11. **Venues Bookings Report**  
*To receive an update on bookings*
12. **Use of Venues by Folly Fest and Faringdon Business Expo**  
*To note the decisions taken by the Finance and Audit Committee on 27<sup>th</sup> April 2016, to grant free use of Town Council venues to:*
  - (a) *Folly Fest (use of Corn Exchange and Jubilee Room for the festival weekend)*
  - (b) *Faringdon Business Expo (use of Corn Exchange for one day)*
13. **Corn Exchange Draft Leases**
  - (a) *To receive and consider the updated draft lease for the Corn Exchange attic office with Weaver Khan as tenants*
  - (b) *To receive and consider the draft lease for the former Town Council offices and Tourist Information Centre in the Corn Exchange*
14. **Loop System**  
*To receive and consider quotes for the installation of a loop system in the Corn Exchange*
15. **Maintenance Plan for Venues**  
*To receive and consider a maintenance plan for the Corn Exchange and Pump House*
16. **Financial Report**  
*To receive and consider financial reports for the Corn Exchange and Pump House*
17. **For Information Only**  
*Clerk's Action List*

Dated: 30<sup>th</sup> June 2016



**Liz Billson**  
**Assistant Town Clerk**