

FARINGDON TOWN **COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA Telephone
01367 240281 Fax 01367 240303

www.faringdowntowncouncil.gov.uk Clerk:

Sally Thurston



Minutes of a Venues Committee Meeting held on Wednesday 6th April 2016 at 7.15pm in the Jubilee Room, the Pump House, Faringdon

PRESENT: Cllrs. David Barron (in the Chair)
Julie Farmer
Steve Leniec
Mike Wise

In Attendance: Liz Billson, Assistant Town Clerk
Kealy Whenray, The Pump House Project Co-ordinator
Lou Smith, The Pump House Project Trustee
Mark Blatch, Bar Manager

1/3/16 Apologies for Absence

Apologies were received from Cllrs. Ian Bell, Jane Boulton, Angela Finn

2/3/16 Minutes of the last meeting: Wednesday 2nd March 2016

The minutes were signed as a correct record.

3/3/16 Declarations of Interest

There were no declarations made at this time.

4/3/16 Public Question Time

No questions were received.

5/3/16 Public Speaking Time

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

6/3/16 Bar Manager's Report

The Bar Manager reported that the glass washer needed repairing or replacing. It was proposed that the Bar Manager and the Assistant Town Clerk obtain quotes for this. It was further proposed that authority be delegated to the Chairman, Vice Chairman and Assistant Town Clerk to select the most suitable quote, up to a limit of £500. This was seconded and CARRIED.

7/3/16 The Pump House Project

(a) The Pump House Project activity report

A written report from The Pump House Project Co-ordinator, Kealy Whenray, was received and NOTED. Both Parkour and the digital hub were due to be launched in May, and Howdens Joinery had donated a kitchen worth £3000 to the Project, which would be fitted free of charge by a local company.

(b) The Pump House Project roof

A quote from Michaelsson Contractors Ltd, for repair of The Pump House Project roof, was circulated. It was proposed, seconded and CARRIED that this quote be accepted.

8/3/16 Marketing and Publicity

No report was available from the Marketing Officer due to illness.

9/3/16 Venues Manager Report

No report was available from the Venues Manager due to annual leave. The Assistant Town Clerk reported that he and his team had worked tirelessly during the office relocation.

10/3/16 Health and Safety

The Assistant Town Clerk reported that the Health and Safety Advisor would be making an interim visit on 18 April 2016. This was NOTED.

11/3/16 Venues Bookings

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

12/3/16 Corn Exchange Offices

The Assistant Town Clerk reported that a potential tenant had requested that a proposal to make alterations to the Corn Exchange offices be considered. However, the proposal had not been received, and therefore the decoration and marketing of the offices would be proceeding as planned.

13/3/16 Loop System

The Assistant Town Clerk reported that she had not yet received the updated quote for the provision of the loop system. It was therefore proposed that this item be deferred to the next meeting. This was seconded and CARRIED.

14/3/16 Hanging Baskets

It was proposed, seconded and CARRIED that hanging baskets for the Corn Exchange should be ordered as usual. It was further proposed that up to £100 from the Pump House maintenance budget should be used to provide hanging baskets, tubs or troughs for the Pump House. This was seconded and CARRIED.

15/3/16 Financial Reports

End of year financial reports for the Corn Exchange and Pump House were received and NOTED.

16/3/16 For Information Only

Clerk's Action List

A report on actions arising from the meeting of the Venues Committee held on 2 March 2016 was received and NOTED, as follows:

Min No.	Action	Person/s Delegated	Action Taken
14/5/15	Strategic Working Party Recommendations– Maintenance Plan: item deferred to future meeting	Assistant Town Clerk	On going
10/7/15	Venues Bookings: Use of bookings software to be introduced	Town Clerk/ Assistant Town Clerk	On hold pending advice from auditor on reorganisation of bookings system/ office move
16/7/15	Precept 2016/17: Pump House: Costs of upgrading external lift to be researched	Town Clerk	On going
11/1/16	Corn Exchange Noise Limiter: Electrical sockets not controlled by noise limiter to be blocked or disconnected during events	Venues Manager	On going
15/1/16	Precept 2016/17: Hearing loop to be funded from current revenue budget	Assistant Town Clerk	Updated quote sought from Control Sound
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
14/2/16	Corn Exchange heating system: Quote from Tim Moorhouse to be accepted.	Assistant Town Clerk	Quote accepted. Work scheduled for 11/4/16 and 12/4/16
14/2/16	Display Energy Certificate: Quote from Pearl Costello to be accepted	Assistant Town Clerk	Quote accepted. Site visit scheduled for 15/4/16