

MEETING OF THE PUBLIC HALLS SUB-COMMITTEE
of the AMENITIES COMMITTEE

Held on Monday 29 February 2015
at 5.00pm in the Council Chamber, Town Hall

Present

Councillor: Cllr P J Dorward (Chair)

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| Councillors: | C Brown (from 5.31pm) | L M Price (sub D Enright) |
| | Mrs B J Churchill | C E Reynolds |
| | C Holliday (sub C Brown until 5.31pm) | D Temple |
| | J S King | C K Woodward |

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| Officers: | Town Clerk | |
| | Responsible Financial Officer | Democratic Services Officer |
| | Facilities Manager | Works Contracts Supervisor |

H083 **APOLOGIES FOR ABSENCE**

Apologies for their absence was received from D S Enright. Cllr C Brown has also advised that he may be late.

H084 **DECLARATIONS OF INTEREST**

Cllrs B J Churchill and C K Woodward declared interests in agenda item 8 on the Corn Exchange as they were a trustee on the Witney Corn Exchange Shadow Trust.

H085 **MINUTES**

- a) **RESOLVED:** that the minutes of the meeting held on 7 December 2015 be agreed as a correct record and signed by the Chairman.
- b) **MATTERS ARISING:**
 - 1. Minute H605 - The Chairman asked if there had been any progress regarding the mat in the Corn Exchange. The Works Contracts Supervisor advised one was being ordered. The Chairman also asked for a progress report on the water tight doors. The Works Contracts Supervisor commented due to these being bespoke they would be very expensive, he was therefore trying to resolve the issue himself and would monitor the situation, and report back to a future meeting.
 - 2. Minute H606 – The Chairman asked for an update on the curtains. The Town Clerk said that these could not be purchased until the money from the sale of Langdale Hall was received.

H086 **PUBLIC PARTICIPATION**

There were no members of the public present for this item.

H087 **OPERATIONS REPORT**

The Committee received and considered the report of the Facilities Manager. In response to a Members question the Facilities Manager confirmed that a Display Energy Certificate (DEC) lasted for ten years.

Referring to the possible installation of a hearing loop in the Corn Exchange, a member commented that he thought the one from the Langdale Hall was being reused. The Facilities Manager explained that a survey would establish whether that loop could be retrofitted in the Corn Exchange. There was also a query as to whether it counted as part of the fixtures and fittings. The Town Clerk would speak to the solicitor about this.

A member informed the committee that Madley Park Hall had a portable hearing loop which could be set up as needed. This could be worth exploring as it could be moved from the Corn Exchange to Burwell Hall and vice versa if necessary. Members thought a loop would make the building more accessible to a wider audience. As there was uncertainty how this would be funded, Members requested it be brought back to the next Committee meeting.

The Works Contracts Supervisor explained that he had trouble getting three quotes for a new boiler flue at Burwell Hall, in line with the Council's financial regulations. The Council's usual heating contractor had however quoted. Cllr Woodward declared an interest at this point and suggested contacting Barker and Evans and Scion, both of whom he had worked with. The Town Clerk suggested obtaining 2 more quotes and accepting the lowest. The cost would come out of the property maintenance fund.

A member proposed accepting the quote from Project Design for the DEC (now a requirement) as it was the lowest. All members agreed.

RECOMMENDED:

1. that the Operational report be noted;
2. that 2 more quotes for the flue at Burwell be obtained and the lowest quote (up to the value of £2,450) be accepted;
3. that a survey for a hearing loop at the Corn Exchange be carried out at a cost of £75. This item would then be brought back to the next Committee meeting;
4. that Project Design is selected to carry out the DEC report for the Corn Exchange.

H088 **FINANCIAL REPORT**

The Committee received and considered the report of the RFO. A member asked what the legal expenses in the Corn Exchange accounts were for. It was explained that these were from Darby's Solicitors for setting up the charity which was being met from the start up grant. It also included some professional fees for a business plan. The Town Clerk advised there would be more legal fees to come given the current situation of the application for Charitable status.

RECOMMENDED: that the report be noted.

H089 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

H090 **CORN EXCHANGE**

The Committee received the confidential report of the Town Clerk, updating members on the current situation with the Shadow Trust. The Committee discussed matters at length and raised various concerns. There was no moving forward with the transfer

Cllr Brown entered the meeting during the discussion of this agenda item at 5.31pm

RECOMMENDED: that an informal meeting be arranged with John Harwood, Jacqui Ibbotson and Jeanette Baker of the Shadow Trust and Cllrs King, Morris and Reynolds. Cllr Dorward would also attend as Chairman of the Public Halls Committee. Cllrs Churchill and Woodward would arrange this at the forthcoming Shadow Trust meeting on Wednesday.

The meeting closed at 5.56pm

Chairman.