

permanent bar. The Langdale Hall bar had been franchised out. It was difficult for the Committee to decide whether to proceed with an application for a permanent personal licence currently due to the uncertainty about future operation of the building. A member suggested putting any decision on hold until heads of terms with the Trust had been resolved.

The Committee discussed the provision of CCTV for the Corn Exchange. A member expressed concern that neither option presented – *installation of a new system or reusing the Langdale Hall system in the Burwell Hall* – “full coverage” according to the company quoting for the installation. The Chairman was unhappy that there was only one company invited to tender. The Town Clerk replied that this was the Town Council’s preferred contractor who provided security to all Town Council run buildings.

Cllr Woodward declared a non-pecuniary interest at this point as he had previously worked with the company involved.

Members also queried why there was a proposal to install CCTV in Burwell Hall. The Town Clerk reiterated the recommendation from the last meeting – that the Officers look into the possibility of upgrading the system transferred from the Langdale Hall to future proof it. She further commented that as far as she was aware there had been no vandalism or problems to indicate a need at Burwell Hall recently, although it was likely that the Facilities Manager was trying to make the best use of existing equipment if Members took the option if new equipment was purchased for the Corn Exchange.

Work relating to the Fire Risk Assessment was still in progress. Members asked for a schedule showing what work was required and by whom – i.e. the Council or Ridge, and the costs as soon as possible.

In answer to a members question regarding the stage system and tiered seating the Town Clerk explained that fire exits were different to that in the Langdale Hall - there was no question over the size of the doors for setting up the unit. The company which supplied the unit was due to visit the following week in order to look at modifications so that the unit complied with health and safety requirements.

The Committee were concerned about the bad press recently and discussed this at length. The Town Clerk reminded Members that the Trust had issued leaflets informing people of what was happening, and held open mornings. She felt that it would be better to issue information through the Council’s official channels such as the website, Facebook and the forthcoming newsletter, rather than by responding via the newspaper.

RECOMMENDED:

- 1) that the report be noted

- 2) that the decision with regard to a bar licence be deferred until the heads of terms are agreed with the Trust

- 3) that a schedule of works be drawn up from the Fire Risk Assessment, setting out responsibilities for Ridge and the Council, and circulated to Committee Members as soon as possible
- 4) that the Facilities Manager draws up a specification for the CCTV system for the Corn Exchange and invite other companies to tender for the installation of CCTV at the Corn Exchange
- 5) that the Council's preferred supplier be invited to provide a fuller quotation for the appropriate number of cameras for full coverage.

The Town Clerk asked if members were happy for the old piano from the Langdale Hall to be disposed of. All confirmed that they were and suggested that the Plough Pub might take it, or even a retirement home.

H394 **HALL USAGE FIGURES**

The Committee received and considered the report of the Facilities Manager as circulated with the agenda. The Town Clerk explained that this was a standing item previously presented to the Public Halls Committee for information on how the Council's halls were utilised against available sessions.

The Chairman asked members to consider how the halls could be promoted. A member suggested that rather than commencing promotions immediately, the Council should wait until the Corn Exchange had been moved to the Trust; then all the Council's halls could be promoted. The newsletter would be an excellent way to do this. The Corn Exchange should be included in this as the Council was still taking bookings for it.

A member asked if the Town Clerk could request a report on the usage of Madley Park Hall from the Trustees.

Members did not like the new format of the report as presented and the Town Clerk agreed to ask for the previous format to be continued in future.

RECOMMENDED:

- 1) that the report be noted
- 2) that the Council's halls should be promoted via the forthcoming Council newsletter
- 3) that a report on the usage of Madley Park Hall from the Trust running it be brought to the next meeting
- 4) that the format of the halls usage report be returned to that used previously.

Cllr H Chirgwin entered at 6.30pm.

H395 **MADLEY PARK HALL – REQUEST TO ERECT A NOTICEBOARD BY THE TENANTS**

The Committee received and considered a request from the Madley Park Trust to erect a noticeboard on the outside of the hall for advertising events and dissemination of information.

RECOMMENDED: that the request to erect a noticeboard be agreed.

H396 **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 commercial and confidential nature of the following business to be transacted.

H397 **BAR OPERATION**

The Committee received and considered the confidential report of the Facilities Manager and associated correspondence as circulated with the agenda. The Committee was interested in the proposal for the bar operation put forward. The question of whether an Officer should apply for a personal licence was also discussed, and Members considered that ideally this would sit with the Facilities Manager.

RECOMMENDED:

- 1) that the report be noted
- 2) that a Town Council Officer should apply for a personal licence. If the Town Clerk's existing BIIAB qualification was not expired and could be used to apply for the new licence then she should be the Council's Personal Licence Holder; however if this was not possible then the Facilities Manager should take on the role and undertake the necessary training
- 3) that the proposal for bar operation be accepted in principle, but clarification sought on exclusivity of tenure, events where a bar was not required (self help) and what would happen in terms of profit at charitable events.

H398 **LANGDALE HALL**

The Committee received and considered a confidential verbal report on the sale of the Langdale Hall from the Town Clerk.

RECOMMENDED: that the Town Clerk's confidential verbal report be noted.

H399 **CORN EXCHANGE – DRAFT HEADS OF TERMS FOR LEASE**

The Committee received and considered a confidential verbal report from the Working Party. A member updated the Committee on the progress with the Draft Heads of Terms for the lease. The next meeting with the Trust would be held on 9 September. The process was lengthy but moving in the right direction.

RECOMMENDED: that the confidential verbal report be noted.

H400 **OPERATIONAL REPORT – VERBAL**

The Town Clerk explained to members that West Witney W I stored their insignia flag in a large display case in the Town Hall Chamber. Historically the WWWI had used the Corn Exchange for their meetings, however this was no longer the case. The Town Clerk explained that periodically the WWWI arrange to collect it and the process the staff have to go through to make it available.

RECOMMENDED: that the Town Clerk writes to the West Witney W I and explains that there are Council halls available for its use, in which case the flag could be stored in that location, if they no longer use the Council's facilities the flag should be removed.

The meeting closed at 5.50pm.

Chairman.