

H276 **CORN EXCHANGE – MAINTENANCE AND SNAGGING**

The Facilities Manager did not have an update on the snagging as she was awaiting an update from Ridge.

The Town Clerk advised that she and the Chairman had been to inspect the floor at the Corn Exchange and it was looking good under the new cleaning regime.

RECOMMENDED: that the verbal update be noted.

H277 **HALL USAGE FIGURES**

The Committee received and considered the report of the Facilities Administrator.

A member commented that the usage figures for the Corn Exchange were good considering that it was not being actively marketed. The Chairman agreed.

RECOMMENDED: that the report be noted.

H278 **HEARING LOOP FOR THE CORN EXCHANGE**

The Committee received and considered the report of the Facilities Manager as circulated with the agenda. A member thought that the hearing loop was a legal requirement and the work should be done. The Chairman asked if the Council should have 3 quotations. The Facilities Manager advised that the quote obtained was from the national charity for hearing loss and would therefore be at an advantageous rate. The RFO added that the charity was the government's recommended supplier and as such would therefore be acceptable without two other comparable quotes.

Another member enquired as to whether the hearing loop in the Langdale Hall could be sold. The Facilities Manager suggested that it could be fitted to Burwell Hall and she would look into this.

RECOMMENDED:

- 1) that the report be noted
- 2) that a hearing loop be purchased and fitted to the Corn Exchange at a cost of £1,616.25 excl. VAT, less the cost of the survey.

H279 **CORN EXCHANGE LIFT**

The Committee received and considered the report of the Facilities Manager highlighting advice given following servicing of the lift and future considerations regarding the lifting platform.

Members thought that the Trust might be able to access funding for a new lift and noted that the company servicing the lift had stated that currently the existing lift was old but clean and functional.

The Facilities Manager pointed out that the lift was crucial to the operating of the building as it moved furniture as well as people. She pointed out that if more people used the building, the lift would have increased usage too. The current lift would not be compliant with current regulations and if a new one was installed it would require more space, meaning that another area of the building would probably need to be sacrificed.

Cllr Churchill as a member of the Trust commented that she would feed back this information as she did not think the Trust was aware of any issues with the lift

Members discussed the issues, including the possibility of obtaining ball park quotations for a new lift. The quote for remedial work was not viable. The Facilities Manager highlighted the fact that any new lift would be a part of the phase 2 development, but she would contact the lift company to get an idea of cost.

The Facilities Manager pointed out that as long as the current lift had been risk assessed and that reasonable and practicable steps had been taken to comply with health and safety, the Council had done its duty.

RECOMMENDED:

- 1) that the report be noted;
- 2) that the Facilities Manager undertakes a risk assessment on the lift;
- 3) that Council staff carry out the minor repair works to the lift as identified in the report, including the purchase of a rubber mat;
- 3) that the Facilities Manager obtains a rough cost of a replacement lift.

H280 **FINANCIAL REPORT**

The Committee received and considered the report of the RFO as circulated with the agenda.

The RFO highlighted the previously agreed special terms afforded to the Witney Community Church at Burwell Hall. The Officers gave the back ground to the agreement and pointed out the group had their own keys and did their own set up, although caretakers did sometimes help them to clear up. The Church did help out the Town Council at events such as the recent Right Royal Rumpus. The Church also used a fair amount of the storage room at Burwell Hall.

A member sought clarification on the standard hire charge and commented that she thought the Council needed to be consistent. Another member commented that the Church provided the tv and wi-fi, although it was pointed out that the wi-fi was only available to the church.

A member suggested that if the church allowed other users to have access to the wi-fi and television, they may receive a discounted rate and they could apply for a grant from the subsidised lettings budget.

The Facilities Manager suggested that the Town Council could ask for some of the storage back as it was struggling for storage itself.

RECOMMENDED:

- 1) that the RFO's report be noted;
- 2) that the Facilities Manager prepares a cost analysis report on the Church hire for the next Public Halls meeting.

H281 **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.

H282 **SUSPENSION OF STANDING ORDER 35(B)**

RESOLVED: that Standing Order 35(b) be suspended to allow all members to participate fully in the discussion and vote on the next item.

H283 **CORN EXCHANGE TRUST BUSINESS PLAN**

The Committee received and considered the Corn Exchange Trust's Business Plan and the request it contained for ongoing funding, which had been referred back to the Public Halls Sub-Committee at the Extra Ordinary Council meeting on 18 April 2016.

The Town Clerk informed members that the lease was with the solicitors for amendment and refining as agreed at the EOC on 18 April, and that she was expecting a report from the Council's property agents, Alder King, on 17 June 2016 in relation to the valuation of the lease per the legislation.

Members discussed the request, and noted that the previous commitment to the £50,000 start-up grant from which legal costs for the inception of the Trust had already been met, as well as other associated costs. The Town Clerk advised that the release of funding would need to be on request from the Trust and because of the Council's own cashflow could not be released all in one go. It was suggested it should be released on a quarterly basis on the production of its accounts.

RECOMMENDED:

1. that the Town Clerk's confidential verbal report be noted;
2. that funding to the Corn Exchange Witney Trust be agreed as follows:

Start-up Year 1, the already agreed £50,000, Year 2 £40,000, Years 3, 4 and 5 £30,000; and that funding be conditional on the submission of accounts and released on a quarterly basis.

H284 **LANGDALE HALL**

The Committee received a confidential verbal update from the Town Clerk on the current position of the Langdale Hall.

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

The meeting closed at 6.27pm.

Chairman