

Notice of a meeting of the

Civic Hall Management Committee

27th February 2019 at 7:30 pm

All Saints Room, Civic Hall, Didcot



Admission of the public and media

The council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

The council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Order 18-20 on a matter before the Committee).

At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements or petitions.

To find out about participation contact the Town Clerk.

Agenda

1. To elect a Chairman for the municipal year 2018-19
2. To elect a Vice-Chairman for the municipal year 2018-19
3. To receive apologies
4. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
5. To receive the Civic Hall Managers Report (**report attached**)
6. To note the financial statements and budgets as at 31st January 2018 (**report and appendices attached**)
7. To agree a way forward for the cleaning of the Civic Hall (**report and appendices attached**)



Christopher Wayman
Town Clerk
21st February 2019

Voting committee members:

Cllr. Dr Clarke
Cllr. Connel
Cllr. Dearlove
Cllr. Hards
Cllr. Harris
Cllr. Siggers
Cllr. Thompson

Didcot Civic Hall

Civic Hall Management Committee

27th February 2019



Report author: Andre Silva

Civic Hall Manager's report

Introduction

- This report updates the Committee on management of the Civic Hall.

Recommendation

- The Committee is asked to discuss and agree proposals arising from this report.

Background

- The following lists the items for discussion. The Civic Hall Manager will introduce each matter for discussion.
 - a. Didcot Civic Hall - bookings
 - Bookings are up 45% compared with last 3 years;
 - Including increase the number of new customers;
 - Extra services have been added;
 - The Civic Hall is booked for 60% of the time for the first 6 months of 2019;
 - b. Civic Hall events for 2019
 - Didcot Family Day – 24th of August 2019
 - Didcot Communities Day – 13th of July 2019 (Led by Chelsey Lordan);
 - Outdoor cinema weekend – June (date to be confirmed) (Led by Adam Duncan & Jack Greene);
 - Dog Fun Show – 1st weekend of October;
 - Be Free Young Carers – Xmas Party (date to be confirmed) Sponsored by Oxford Mail & Jack FM;
 - c. CCTV

- All cameras are up and working, The base unit is being moved into the Council office;

d. Bar

- Bar sales have increased 150% compared with last year;
- More events using the bar services;
- New blind system installed to make the bar area versatile for other day events;

e. Car Park

- We have struggled to get car park spaces for Civic Hall users and some events due parents still using our car park when they drop their children in the school. Also, commuters and others still use our car park daily. Actions should be taken to avoid incidents;

f. Redecoration

- In last half of 2018 and on first 3 months of 2019 improvements have been done to the Civic Hall. Most of the works were recommendation from H&S audit.
- The CHM would like request to this committee to allow change the carpet floor at Ladygrove and Northbourne room for vinyl, for H&S reasons and to save money;

h. Marketing / advertising masterplan

- Civic Hall has invested £2,500 in marketing and advertising in the last 3 months;
- With this we increased the number of bookings for the first half of 2019;
- We are promoting the Weddings Packages, Children Birthday Party Packages, Business Packages and Healthy Services form our regular customers (please find attached);

i. Nominations

- Civic Hall has been nominated for Outstanding Contribution for Local Communities by Thames Valley Awards 2019, unfortunately we didn't win;
- Civic Hall has been recently nominated for FSB Awards 2019 for Community Award – Awards ceremony will be in the end of April.

Civic Hall Management Committee

27th February 2019

Report author: Christopher Wayman



Financial Statements and Budgets

Introduction

1. The Committee is asked to consider the financial activities as set out in the reports as at 31st January 2019. They are:
 - a. Detailed income and expenditure by budget heading
 - b. Payments 1st September 2018 – 31st January 2019

Recommendation

2. That the Committee considers and notes the financial statements and budgets.

Financial Implications

3. These are set out in the attached financial statements.

Christopher Wayman
Town Clerk

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Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Civic Hall</u>								
<u>401</u>	<u>General Administration</u>							
4001	Civic Hall Salaries	0	94,772	108,500	13,728	13,728	87.3 %	
4012	Water Charges	0	10,656	9,600	-1,056	-1,056	111.0 %	
4014	Light & Heat	0	22,017	28,500	6,483	6,483	77.3 %	
4015	Cleaning and Hygiene	0	11,593	12,100	507	507	95.8 %	
4016	Uniform	0	0	400	400	400	0.0 %	
4018	Waste Disposal	0	2,108	1,900	-208	-208	110.9 %	
4020	Computer Equipment	0	900	1,000	100	100	90.0 %	
4022	Telephone	0	423	400	-23	-23	105.7 %	
4023	Insurance and Licenses	0	4,561	3,500	-1,061	-1,061	130.3 %	
4024	Event Costs	0	4,745	8,500	3,755	3,755	55.8 %	
4027	Advertising/Marketing	0	1,753	1,700	-53	-53	103.1 %	
4042	Equipment	0	3,776	4,000	224	224	94.4 %	
4043	Repairs and Maintenance	90	8,911	8,200	-711	1,784	-2,495	130.4 %
4044	Maintenance Contracts	0	10,678	8,000	-2,678	-2,678	133.5 %	
4045	Repair/Upgrade PA System	0	0	300	300	300	0.0 %	
4046	IT/Website	182	2,151	1,600	-551	-551	134.5 %	
4051	Stocktakers Fees	0	270	350	80	80	77.1 %	
4052	Accountancy Charges	0	1,751	2,000	249	249	87.6 %	
4054	NNDR	0	38,824	0	-38,824	-38,824	0.0 %	
4100	Disallowed VAT	0	2,473	1,500	-973	-973	164.9 %	
4103	Sundry Expenses	0	1,600	3,000	1,400	1,400	53.3 %	
4104	Training & Prof Development	0	1,758	2,000	242	242	87.9 %	
4105	Stationery	0	696	500	-196	-196	139.2 %	
	General Administration :- Expenditure	272	226,416	207,550	-18,866	1,784	-20,650	109.9 %
1000	Main Hall	1,305	44,201	54,000	-9,799		81.9 %	
1001	Northbourne Room	944	19,184	19,150	34		100.2 %	
1002	Ladygrove Room	1,308	28,903	32,700	-3,797		88.4 %	
1003	All Saints Room	709	16,640	20,250	-3,610		82.2 %	
1004	Park Room	39	12,783	9,100	3,683		140.5 %	
1005	Weddings	0	2,063	5,400	-3,337		38.2 %	
1006	Ticket Sales	0	529	0	529		0.0 %	
1008	Childrens Parties	0	1,194	0	1,194		0.0 %	
1009	All Rooms inclusive	0	6,750	0	6,750		0.0 %	
1010	Miscellaneous Income	0	7	0	7		0.0 %	
1020	Other Income	0	5,993	500	5,493		1198.7	
1021	Events Income	0	459	267	192		171.8 %	
1177	Contribution to Overhead	0	7,333	10,400	-3,067		70.5 %	

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1178	Advertising/Marketing	0	40	0	40			0.0 %
1179	Public Liability Insurance	0	42	0	42			0.0 %
1180	Grant NNDR	0	43,138	0	43,138			0.0 %
1187	Grant Received	0	37,500	37,500	0			100.0 %
	General Administration :- Income	4,305	226,758	189,267	37,491			119.8 %
	Net Expenditure over Income	-4,033	-342	18,283	18,625			
402	Bar							
3000	Bar Purchases	0	10,809	16,500	5,691		5,691	65.5 %
3010	Bar Wages	0	1,165	2,000	835		835	58.3 %
3020	Bar Sundries	0	0	400	400		400	0.0 %
	Bar :- Expenditure	0	11,975	18,900	6,925	0	6,925	63.4 %
1050	Bar Sales	1,079	24,999	39,700	-14,701			63.0 %
	Bar :- Income	1,079	24,999	39,700	-14,701			63.0 %
	Net Expenditure over Income	-1,079	-13,024	-20,800	-7,776			
403	Catering							
3100	Catering Costs	0	7,425	2,000	-5,425		-5,425	371.3 %
	Catering :- Expenditure	0	7,425	2,000	-5,425	0	-5,425	371.3 %
1100	Catering Income - Food	234	16,561	6,300	10,261			262.9 %
	Catering :- Income	234	16,561	6,300	10,261			262.9 %
	Net Expenditure over Income	-234	-9,136	-4,300	4,836			
	Civic Hall :- Expenditure	272	245,815	228,450	-17,365	1,784	-19,149	108.4 %
	Income	5,618	268,318	235,267	33,051			114.0 %
	Net Expenditure over Income	-5,346	-22,502	-6,817	15,685			

**Civic Hall Payments -
September 2018**

BACS Payments

Supplier	Amount	Transaction
SODC	4,314.00	NNDR
Barclaycard Merchant PDQ Machine	88.21	PDQ Machine
A Silva (Reimbursement)	250.00	Ebay Advertisement
SSE Gas	91.21	Monthly Gas
BT	164.54	Telephone
	£ 4,907.96	
Eaton Environmental Services	289.50	Water Hygiene Contract
EJH Legal	407.00	Professional Fees
GEC Electrical	72.00	Monthly Emergency Light Test
GEC Electrical	268.80	Install Sockets
GEC Electrical	72.00	Lighting Repair
GEC Electrical	396.00	PAT Testing
GEC Electrical	196.80	Light Repair
Goldilox Cakes	80.00	Children Birthday Party
Grundon	261.13	Waste Disposal
Ikea	295.00	Furniture for Back Stage Room
Lightspill	200.00	Band - Family Day
Microshade	411.30	Accounts Support
Newsquest	552.00	Advert
Newsquest	18.00	Advert
Nisbets	112.71	Tumblers and Napkins
Seldram	82.30	Cleaning Products
Petty Cash	248.54	Petty Cash Items
RBS	342.00	Bookings Software Maintenance
	£ 4,305.08	
Calber	1,629.39	Cleaning Services
Patersons Group	2,323.84	Agency Staffing
	£ 3,953.23	
Advance Vision	2,232.00	CCTV New Camera
	£ 2,232.00	
Creative Catering	1,612.80	Catering Services
Lawton	109.62	Boiler Repairs
Lawton	565.20	Annual Service Maintenance

Lawton	176.33	Repair Leak in Toilets
Lyreco	394.01	Coffee, Tea & Biscuits
Paterson	289.51	Agency Staff
The Crimps	250.00	Band for Family Day
TMS Handyman	1,055.00	Painting/ Maintenance Hire Areas
	<u>£ 4,452.47</u>	

Civic Hall Payments - October 2018

BACS Payments

Supplier	Amount	Transaction
Steve Alsford	180.00	Stock Taker
Beer Warehouse	542.58	Bar Purchases
Eaton Environmental	289.50	Water Hygiene Monitoring
GEC Electrical	235.20	Lights Maintenance
Lyreco	1,187.98	Computer Tablet
Lyreco	117.75	Catering Purchases
Nisbets	82.05	Paper Cups
Seldram Supplies	69.36	Toilet Rolls
TMS Local Handyman	1,082.00	Maintenance Work
Triumph Tech	216.00	Set Up Tablet Computer
Whiteleaf Training	120.00	First Aid Course
	<u>£ 4,122.42</u>	
Calber Facilities	182.93	Cleaning Services
Calber Facilities	- 18.32	Black Sacks
Calber Facilities	858.10	Cleaning Services
Calber Facilities	79.54	Cleaning Services
Calber Facilities	858.10	Cleaning Services
Creative Catering	322.80	Catering Costs
Customers Really Matter	14.39	Domain Renewal
GEC Electrical	72.00	Emergency Lights
Grundon	224.09	Waste Wheelers
Lawton	289.26	Maintenance Kitchen & WC
Lyreco	484.51	Jugs, Catering & Stationery
Microshade	139.08	Hosting RBS, & Bookings
Millbrook Property	300.00	Window Cleaning
Newsquest	629.99	Dog Show Advert
Nisbets	40.39	Lids for Jugs
Nisbets	82.05	Paper Cups
Nisbets	108.24	Jugs
Oxfordshire County Council	2,090.00	Wedding Licenses (3 years)

Re-Vamp	33.96	Awards for Dog Show
Rosette Company	26.76	Dog Show Rosettes
TMS Local Handyman	782.00	Maintenance
Triumph	120.00	IT Services
	£ 7,719.87	

Civic Hall Payments - November 2018

BACS Payments

Supplier	Amount	Transaction
Advance Vision	54.00	CCTV
Mrs L Blake	25.00	Decorations
Calber Facilities	79.54	Additional Cleaning
GEC Electrical	409.68	Lighting Bar & Stage
GEC Electrical	276.79	Emergency Lighting
Grundon	293.51	Waste Disposal
Hobbycraft	67.35	Decorations
Microshade	98.70	Hosting RBS, Accounts, Bookings
Nisbets	119.73	Cups
Seldram	55.94	Dishwasher Tablets
Seldram	234.79	Cleaning Materials
Oxford Commercial Kitchens	108.00	Cooker Repairs
Party Packs Ltd	304.26	Events Decorations
Time 2 Bounce	160.00	Pirate Ship Hire x 2
TMS Local Handyman	622.00	Ladygrove Room Maintenance
TMS Local Handyman	362.00	WW1 Glass Fitting in Foyer
UK Bride	537.60	Advertisement
	£ 3,808.89	

Berkshire Office Furniture	873.60	Tables Repair
Creative Catering	540.00	Catering Costs
Creative Catering	768.00	Catering Costs
Edwards Beers	189.31	Bar Purchases
Lawton	565.20	Maintenance Contract
Lyreco	358.19	Catering Supplies
Microshade	120.00	VAT Calculation
Nisbets	10.78	Xmas Decorations
Nisbets	82.05	Cups for Catering
Whiteleaf Training	195.00	First Aid Training
	£ 3,702.13	

Civic Hall Payments - December 2018

BACS Payments

Supplier	Amount	Transaction
Bondright Roofing	2,460.00	Roof Repairs
Calber	1,072.62	Cleaning
Controlco	1,025.40	Heating Maintenance
Creative Catering	1,183.20	Catering Services
GEC Electrical	172.32	Emergency Testing Lights
Grundon Waste	296.71	Waste Wheelers
Lawton	184.90	Maintenance Repairs
Microshade	98.70	Hosting, Bookings, RBS
Millbrook Property Service	300.00	Window Cleaning
Nisbets	24.90	Table Cloths
Nisbets	86.97	Coffee Pots
Seldram	198.52	Cleaning Materials
Paterson Group	158.33	Agency Staffing
Triumph	120.00	IT Services
	£ 7,382.57	

Civic Hall Payments - January 2019

BACS Payments

Supplier	Amount	Transaction
GEC Electrical	642.00	BBC Event
GEC Electrical	78.00	Emergency Lighting Test
Great British Expos	540.00	Awards Evening
Lyreco	287.60	Catering Purchases
Nisbets	29.98	Catering Purchases
Seldram Supplies	41.62	Cleaning Products
Paterson Group	149.53	Agency Bar Staff
TMS	565.00	Building Maintenance
TMS	33.17	Materials
	£ 2,366.90	

Calber	858.10	Cleaning
Calber	259.20	Cleaning
Creative Catering	588.00	Catering Event
Creative Catering	210.00	Catering Event
Didcot Office Supplies	36.36	Stationery
Eaton Environmental	289.50	Water Hygiene

Edwards Beers	665.86	Bar Purchases
Edwards Beers	284.33	Bar Purchases
Edwards Beers	- 567.02	Bar Returns
Fireco	348.00	Dorgard Service
GEC	72.00	Emergency Lighting
Grundon	302.98	Waste Disposal
Hobbycraft	28.55	Party Decorations
Kibble Catering	150.00	BBC Event
Marketing On Go	250.00	Marketing Advertisement
Microshade	139.08	Hosting Bookings, RBS
Microshade	98.70	Hosting Bookings, RBS
Microshade	60.00	Accountancy Support
Newsquest	355.18	Advert for Event
Nisbets	123.00	Catering Purchases
Nisbets	9.70	Napkins
Seldram Supplies	182.30	Cleaning Materials
Serious Print Group	411.60	Poster/Banners
Mr A Silva	50.44	Reimbursement (Advert)
Time 2 Bounce	130.00	Childrens Birthday Party
TMS	1,082.00	Maintenance in Toilet Areas
Triumph	120.00	IT Services
	<u>£ 6,537.86</u>	

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Civic Hall Management Committee

27th February 2019



Report author: Christopher Wayman

Cleaning Contract

Introduction

1. This report asks the Committee to agree a way forward for clean of the Civic Hall.

Recommendation

2. That the Committee decides what should be undertaken for cleaning of the Civic Hall.

Background

3. Calber have been undertaking the cleaning of the Civic Hall for just under 12 months.
4. Since November there has been a high turnover different cleaners, after the regular cleaner left the company. The quality of the daily cleaning has got worse since November with some days large areas haven't been completed.
5. Discussions with the company and the Town Clerk and Civic Hall Manager were held in January and February, with the intension of raising the issues and seeing improvement in the work carried out.
6. In addition to the issues above, one cleaner arrived (approximately 4:50 am) and leaving (approximately 5:20 am) for a personal issue the building was not left secured and the door was ajar when the Civic Hall staff arrived at 8 am.
7. Following this notice (of a month) was issued on terminating the contract
8. The Civic Hall and Town Clerk have since met with a number of potential cleaning companies to discuss cleaning the Civic Hall for the few remaining weeks of the 2018-19 and the whole of 2019-20 financial years.
9. All potential contractors were shown around the building and advised of the areas requiring cleaning. In addition they were also advised of the problems that we had been experiencing and that addition cleaning would be required on a causal basis to cover for larger events or weekend cleaning. Also highlighted was the potential for some deep cleaning.
10. The quotations received are as follows:

Company A – a yearly cost including deep cleans of £15,921.43 and weekend extra cleans at £18 per hour

Company B- felt that additional time was required and that including this their yearly cost was £21,944.00

Company C – a yearly cost of £18,720, plus materials. Weekend costs would be at £20 per hour

Company D – quoted for the current cleaning schedule at £14,560

Financial Implications

11. The contract amount quoted range from £14,560 to £21,944. Next year's budget is agreed at £18,250. However, this incorporates the additional cleaning and any deep cleaning.

Legal and Risk Implications

12. If the Civic Hall is not cleaned adequately then there may be a drop off in bookings and also extra maintenance required.

Christopher Wayman
Town Clerk