

## **Civic Hall Management Committee**

Wednesday 23<sup>rd</sup> September 2020 at 7.30pm

Meeting held via zoom.



## **Minutes**

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

### **Present:**

Cllr P Siggers (Chair)  
Cllr J Moody (Vice Chair)  
Cllr A Thompson (sub for Cllr Durman)  
Cllr M Mallows  
Cllr M Walsh

Cllr M McNeill

### **Officers:**

Mrs J Wheeler - Town Clerk

#### **28. Apologies**

Apologies were received from Cllr J Durman and Cllr P Giesberg.

#### **29. Declarations of interests**

There were no declarations.

#### **30. To approve the Minutes of the meeting held on 22<sup>nd</sup> July 2020**

It was proposed by Cllr P Siggers and seconded by Cllr A Thompson and RESOLVED to approve the minutes of the meeting held on 22<sup>nd</sup> July 2020. The Chair paged through for amendments and questions.

#### **31. To note the Civic Hall accounts for June, July and August 2020**

Cllr J Moody noted the need to review the direct debits in particular the Barclaycard PDQ machines where savings could be made. The accounts for June, July and August 2020 were noted by the Committee.

**32. Up-date on the outstanding debts and the monies received – and whether to charge up-front for bookings**

A summary of the Civic Hall's financial activities at 31<sup>st</sup> August in relation to the outstanding debts was circulated with the agenda. Letters had been sent to all bookings where it was considered that amounts were due. It was AGREED to authorise the Town Clerk to work through the smaller sums due to list the sums for write off or to issue credit notes where the invoicing was incorrect. The sums for potential write off should go up to £100. All sums would need to be approved by Finance Committee and Full Council.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED that smaller value bookings – up to £150 – would pay the full amount up front. For all larger value bookings over £150 – a 30% deposit up front to secure the booking and then the balance must be paid one month before the event.

Vote: IN FAVOUR = 3; AGAINST = 1; ABSTENTION = 1

Cllr M Mallows joins the meeting.

**33. To take a first look at the budget for 2021 - 2022**

The Town Clerk circulated a draft budget for 2021 – 2022 – this was a first look at the finances and the areas where the Committee think money may need to be spent. The Chair called for comments and it was AGREED to reduce the promotion of children's parties; lower the advertising and marketing cost centre; reduce the promotion of the weddings (but honour the weddings already booked for next year).

The specific wedding and birthday party packages should not be promoted in the future. The Committee was happy to continue with room hire but parties and weddings which give us any up-front costs should be discontinued. The Town Clerk said that we should have a staff member to help manage the weddings that have already been booked.

The maintenance contracts is currently being reviewed by the Town Clerk.

Cost centre 4024 – Events at £9k should be deleted and may be revived in subsequent years – and 4025 children's parties also deleted.

Cllr Mallows had a question on public liability insurance – this was included in the Civic Hall booking. The Town Clerk stated that all events should be covered under the Town Council insurance.

It was also AGREED to review the cost of hiring out the outside bar once life returns to normality.

**34. To review the Deputy Civic Hall Manager's report on bookings**

A report was circulated to show the bookings that were on the system from September to November 2020. Although there were still a lot of cancellations – there was some socially-distanced activity; plenty of enquiries and bookings for 2021 where it was hoped that the virus would be under control. The report was noted and

the Deputy Civic Hall Manager needs to be aware of those who owe money at the time of booking.

**35. To review the terms and conditions of the booking form**

The details of the Booking Form were noted. The Town Clerk had made some alterations to accommodate the special measures that need to be taken to make the Civic Hall as safe as possible. The earlier comments about the payments upfront would need to be incorporated. Cllr P Siggers asked for the Civic Hall logo to be removed and replaced with the crest from the Town Council.

**36. To review the Civic Hall risk assessments for up-dates**

An amended risk assessment was circulated to reflect the latest Government advice. It was noted that the advice is changing from week to week as a second spike seems to be gathering momentum. The Civic Hall had now installed QR codes throughout the building to help to track and trace the visitors to the Civic Hall. This would be added to the risk assessment.

The hand dryers were discussed and would be switched off if possible and replaced with hand towels. The ability to isolate the hand dryers would be looked at.

Access was also discussed now that the entrance via the fire exit to the garden and car park is dark – it may be better for the foyer to be used to avoid mud being brought into the hall.

**37. To consider a policy for charges for storage for future bookings**

The ability to offer storage to all hirers would be difficult as we do not have a lot of space. It could be offered on a “first come, first served” basis. Extra cabinets; drawers or cupboards could be put into the two small backstage rooms for storage purposes. There is also the risk which needs to be addressed as it is very dark backstage. The two larger backstage rooms with toilets – could be re-decorated and made available for hire.

It was AGREED to bring this item back with a budget. It would need to be a flexible option that allows us to re-use the rooms once the pandemic is over and events will be held.

**38. To receive an up-date on the recent flooding at the Civic Hall**

The Town Clerk informed the Committee that the Civic Hall had suffered two flooding events – in different areas of the hall. There were two insurance claims that were going through and quotes were being sought. In the meantime the gutters had been cleared out along with the down pipes – and a lot of moss had been extracted. The water ingress was in the bar area; reception; office kitchen and Northbourne Room. Two days later water came through the extension area off the reception. There was further work to do to ensure that this does not happen again.

**39. To receive a summary of low cost actions and outcomes regarding the energy audit**

The Committee noted that the Council is bound into utility contracts until March 2024. It was proposed by Cllr P Siggers and seconded by Cllr M Mallows and RESOLVED to approve the suggested actions in the report.

**40. To consider the quotes for the failed lights in the main hall and installation of the de-stratification fans**

After discussion it was agreed quotes should be gathered for replacement LED lights rather than spending up to £2,000 on lighting repairs. It was agreed that the quotes for the LED lights and the de-stratification should be put together – if possible- to save money on scaffolding costs. S106 would take too long to process and the failed lights in the main hall needed to be progressed as soon as possible. It was agreed that this project could be taken from the Green projects cost centre 1173.

The Councillors reviewed the three quotes and it was RESOLVED to go for quote B or C for the de-stratification fans and see if the same company will do both projects. The Officers would have delegated responsibility to progress this as soon as possible. The final package of costs would be circulated to all members ahead of placing the order. The agreed package must be below the tender level. The Officers would have delegated responsibility to go ahead. The package would be noted at the next meeting of the Civic Hall Management Committee in November.

It was also proposed by Cllr P Siggers and seconded by Cllr A Thompson and RESOLVED to source costs of the solar panels as a S106 project in preparation for the utilities contract finishing in 2024 – or sooner if a company buys the Town Council out of the current contract.

**41. To consider a request from Andy Baker regarding the use of the Civic Hall as a Christmas collecting point**

It was AGREED to allow Andy Baker and his charity – Sleigh2Give - to use the Civic Hall once again as a collecting point.

**42. To note the progress report**

The Committee noted the items on the progress report. The future use of the Civic Hall had already been touched on earlier in the meeting. The Chair said that the Civic Hall was a great asset with large rooms – ideal in the current crisis. The view was to keep the use of the Civic Hall as simple as possible and encourage the spaces to be used in line with Government advice. The Council can always review this once the covid 19 crisis is resolved and life returns to some form of normality.

The meeting closed at 9.10pm.

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_