

Civic Hall Management Committee

Wednesday 25th November 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 J Durman
Cllr M Mallows
Cllr M Walsh
Cllr V Haval (sub for Cllr Giesberg)

Cllr M McNeill

Officers:

Mrs J Wheeler - Town Clerk
Adam Duncan – Deputy Civic Hall Manager

43. Apologies

Apologies were received from Cllr P Giesberg.

44. Declarations of interests

There were no declarations.

45. To approve the Minutes of the meeting held on 23rd September 2020

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to approve the minutes of the meeting held on 23rd September 2020. The Chair paged through for amendments and questions. It was noted that Cllr Walsh was absent for this meeting.

46. To note the Civic Hall accounts for September and October 2020

The accounts were not attached to the agenda and would therefore be deferred to the meeting in January.

47. To consider the costs centres for the new Property & Facilities Committee

It was noted that F&GP on the previous Monday had voted to defer this item until the financial situation became more settled. Merging some of the cost centres may help scrutiny of the finances such as splitting out the salaries; national insurance contributions and pension but it would be easier to compare the future recovery of our financial situation if the majority of the cost centres remained unchanged for the moment. It was AGREED to defer this item for later in the year.

48. To consider a further review of the budget for 2021 – 2022 and how it will fit in with the additional work of the Property and Facilities Committee

The Committee considered a further review of the budget for 2021 – 2022. Cllr J Moody proposed reducing the income on the room hire cost centres as the ability to hire rooms could continue to be impacted by the pandemic. It was AGREED to reduce the income down to 10% for the larger rooms and to zero for the smaller rooms where social distancing was not possible.

49. To note the Deputy Civic Hall Manager's report on bookings

A report was circulated to show the bookings that were on the system for December 2020 and January 2021. The Deputy Civic Hall Manager said that quite a lot of regular hirers were interested in resuming their hire in the new year. It was reiterated by the Committee that future hirers must pay up-front to secure their booking. The Town Clerk would write to everyone to give our regular hirers notice and for new hirers it should start immediately.

Cllr M Walsh felt that we needed to be understanding for the regular hirers. It was essential that staff time is not wasted by chasing up late payers.

50. To receive a further up-date on the recent flooding at the Civic Hall and to consider a quote for mitigation work

The Town Clerk up-dated the Committee on the work taken to repair the damage of the last flood. The decorating was almost complete and the replacement carpet tiles were on order. This work was in the region of £2,000 covered by our insurance.

The Town Clerk had also investigated mitigation works to help reduce the risk of further flooding events including: Repairs to the guttering and the fitting of brushes to stop further blockages of leaves and moss; repairs to the roof tiles; refurbishment of the lead gutter above the bar; render on the wall outside the Broadway doors on the extension.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to go ahead with this mitigation work as soon as possible up to a value of £3,500 to come out of the 4043 cost centre.

51. To consider the value of the Green Tourism renewal

It was noted that the cost of the annual membership was higher than the previous year. It was proposed by Cllr P Siggers and seconded by Cllr J Durman and RESOLVED not to go ahead with this renewal for the next year.

52. To up-date the Committee on the solar roofing grant

It was AGREED to refer this item to the January meeting when more work had been completed by the Officers on this project.

53. To consider the final pricing of the installation of the LED lights and de-stratification fans for the Civic Hall – delegated to Officers at the last meeting.

The Officers were asked to get quotes for both the replacement of the LED lights in the main hall and also the installation of a destratification fan as agreed at the meeting in September 2020. The company was chosen to complete the works over the shortest period and for the best price.

On the proposal of Cllr P Siggers and seconded by Cllr J Moody, it was AGREED to award the work to Flexiheat UK Ltd at a cost of £3,290 ex VAT to cover the following:

- Fan installation materials
- Electric window opener/Actuator system repairs
- 24W LED Tube lights 5ft
- LED maintained Emergency Downlights
- Destratification fan
- Labour and lift hire

The work would be completed as soon as possible. The funding would be taken from the Green Projects cost centre 1173.

54. To receive the progress report

The Committee noted the items on the progress report. The policy on charges for storage would be agreed at the January meeting. A risk assessment to the future use of the backstage rooms would need to be carried out before any future hires would be allowed. The motion sensitive lights need an adjustment to avoid plunging people into darkness. A report on the PDQ machines will be investigated for future savings.

55. Exclusion of the press and public

RESOLVED: pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

56. To consider the quotes for the management of the Civic Hall boilers

The Town Clerk up-dated the Committee regarding the responses to the tender and how the heating system works in the Civic Hall. The heating in the Civic Hall is controlled by specialist software (Business Management System - BMS) currently on the old Windows & laptop which would not be supported after January 2021. It was therefore necessary to get the system re-configured onto one of our new Office 365 laptops.

It was noted that the control of the heating in the Civic Hall needed improvement due to many complaints about rooms being over-heated. It was also noted that this company does not carry out the physical work.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody to award the contract for the BMS to Controlco at a cost of £1,805 + VAT per annum and £1,895

for years two and three. The movement of the software on to the new Office 365 computers would also be awarded to Controlco at a cost of £495 plus VAT.

A supplier to perform a healthcheck on the boiler system would also need to be appointed and the Town Clerk would work with Controlco to resolve this.

57. To agree to reimburse a resident regarding a cash deposit for a wedding

It was proposed by Cllr P Siggers and seconded by Cllr J Durman and RESOLVED to reimburse the cash deposit to the resident. There was an audit trail for the BACS payments.

58. To review the proposed job description for the new Property & Facilities Manager position

The job description was circulated to the members of the Committee for consideration. Cllr J Moody wanted to change the emphasis of point 6 regarding invoicing and billing. He suggested:

6. To overview all aspects of payments and invoicing in line with existing billing instructions from the Properties Committee and the Town Clerk/RFO and any subsequent conditions.

Additional bullet point:

To monitor payments of all issued invoices associated with facility hire and chase payments in the first instance before escalating with the Town Clerk should a debt remain unresolved.

It was also felt that point 22 should be amended to state that the position would be one of the key holders but not exclusively on call. Also point 24 would be amended to state: To help identify training needs for other Council staff as appropriate.

The Clerk stated that every member of staff would have an individual training programme so this would be addressed. This job description would be considered at the next meeting of the Personnel and Administration Committee.

The meeting closed at 8.50pm.

Signed _____ Chairman Date _____