

**Civic Hall Management Committee**  
Wednesday 24<sup>th</sup> March 2021 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 P Giesberg  
Cllr M Mallows  
Cllr M McNeil  
Cllr M Walsh

### Officers:

Mrs J Wheeler - Town Clerk  
C Lordan – Events and Communications Officer

#### 73. Apologies

None.

#### 74. Declarations of interests

There were no declarations.

#### 75. To approve the Minutes of the meeting held on 27<sup>th</sup> January 2021.

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to approve the minutes of the meeting held on 27<sup>th</sup> January 2021. The Chair paged through for amendments and questions.

#### 76. To note the Civic Hall accounts for December 2020, January 2021 and February 2021

The Chair paged through for comments. The accounts were noted.

**77. Questions on the minutes or accounts**

Cllr J Moody requested an update on outstanding debtors of the Civic Hall. The Town Clerk gave an update on the figures. Some hirers in December were not invoiced before we went into another lockdown. Old debts are being contacted when staff time allows for this to happen. Any new hirer must clear an outstanding debt before they are allowed to re-book the hall.

**78. To note the additional report on the Civic Hall heating**

The Committee noted this report and the potential for the heating controls to be adjusted in the cloud at some point in the future. There was more pressing work to do on the utility bills before any up-grades should be considered.

**79. To discuss current booking activity and longer-term planning for opening up to general bookings**

The Town Clerk informed the Committee that the hall was receiving a lot of booking enquiries and the NHS Vaccination program was still ongoing.

**80. To note the success of Venue of the Year for the second year running**

The Venue of the Year Award was noted. Cllr M Mallows wished to record thanks to the staff for their efforts. The Chair agreed and said that the staff were also to be thanked for coming in early and staying late to support the covid vaccination programme.

**81. To note the website and social media review**

The Committee noted the social media report.

Cllr P Siggers requested that the links to the now defunct Civic Hall social media be updated to link to the Town Council social media accounts.

Cllr P Siggers proposed, Cllr J Moody seconded, and it was RESOLVED to request Finance and General Purpose Committee to choose 'option 3' for the Web Accessibility option from website provider 2Commune (see below). All members agreed.

*Option three:*

*As an alternative to the above options we offer an upgrade to our new 'Fully Responsive' template which is optimised for accessibility. We will ensure that your website meets the new colour contrast guidelines, conduct a full accessibility test on your website content and produce a personalised accessibility statement. The price is £750 + VAT. The upgrade is done on your live site and all content will remain as is. (Please note that we will not test your documents).*

**82. To note the progress report on items not on this agenda**

Cllr P Siggers informed the Committee that the LED lighting will be installed in the Main Hall on April 20<sup>th</sup> and the light switches will be moved from the backstage area to the main area which will make it easier for both staff and customers.

The Town Clerk informed the Committee that the internet support company have installed a new outlet in the building and will be improving the broadband speed throughout the building in early April.

Cllr P Siggers questioned if the Town Clerk could look into fixing the sensor light behind the stage in the Main Hall area, The Town Clerk agreed to request a quote from the electrician when they are next in the building on April 20<sup>th</sup>.

Cllr P Siggers requested that the Town Clerk add information regarding the battery options for the solar panelling on to the progress report and take off the section regarding charging hall users for storage.

The Town Clerk updated the Committee on the decommissioning of PDQ machines. Two terminals have been terminated along with the second line so there is now just one terminal and one line which is used quite frequently.

### **83. 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.

### **84.To review the energy tariff quotes for services at the Civic Hall.**

The Town Clerk up-dated the Committee on the history of the utilities contracts. It was noted that now the Civic Hall is part of the Town Council, this has rendered the previous contracts void and has allowed us to gather quotes for a more cost effective tariff.

A chart with quotes had been circulated with the agenda for the Committee to consider.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and **RESOLVED** to ask the Town Clerk to invite a representative from Laser Energy to attend the Finance and General Purposes Committee on Monday 26<sup>th</sup> April in order to discuss energy tariff quotes for the Civic Hall. Members of this Committee would be invited to attend.

The meeting closed at 8.25pm.

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