

**Minutes of the Guildhall Committee held on Tuesday 22<sup>nd</sup> May 2012 at 5.00pm in the Committee Room at the Old Abbey House, Abingdon**

Present:

Cllr Iain Littlejohn                   - Chairman  
Cllr Marilyn Badcock               - Vice-Chairman  
Cllr Sandy Lovatt  
Cllr Lesley Legge  
Cllr Katie Nobes  
Cllr Alison Rooke  
Ms Heather Brown                 - Co-opted member

In attendance: Mr Nigel Warner       Town Clerk (Clerk to the meeting)  
                  Mr Steve Rich                    Head of Service Delivery

1.     **Apologies for Absence**

Apologies were received from Cllr Monica Lovatt (Mayor of Abingdon)

2.     **Declarations of Interest**

None

3.     **Election of Chairman**

It was proposed by Cllr Marilyn Badcock, seconded by Cllr Katie Nobes and **resolved** that Cllr Iain Littlejohn be elected as Chairman of the Guildhall Committee for the municipal year 2012/13.

4.     **Election of Vice Chairman**

It was proposed by Cllr Iain Littlejohn, and seconded by Cllr Katie Nobes that Cllr Marilyn Badcock be elected as Vice Chairman of the Guildhall Committee for the municipal year 2012/13.

It was proposed by Cllr Lesley Legge and seconded by Cllr Alison Rooke that Cllr Alison Rooke be elected as Vice Chairman of the Guildhall Committee for the municipal year 2012/13.

On being put to the vote there were four votes cast in favour of Cllr Marilyn Badcock and two votes cast in favour of Cllr Alison Rooke: consequently it was **resolved** that Cllr Marilyn Badcock be elected as Vice Chairman of the Guildhall Committee for the municipal year 2012/13.

5. **Co-opted Members**

**Resolved:** that Ms Heather Brown be co-opted to the Guildhall Committee for the municipal year 2012/13.

6. **Minutes**

The minutes of the Guildhall Committee held on 4<sup>th</sup> May 2012, and reconvened on 9<sup>th</sup> May, would be considered at the next meeting.

7. **Matters Arising**

A meeting needed to organised with the Conservation Officer

Following approval of the pattern of the Council Chamber curtains it was **resolved** that this work be commissioned, subject to three quotations being obtained.

The Head of Service Delivery was requested to review capacities for the different rooms in the Guildhall, having reference to appropriate agencies as necessary.

8. **Council Forward Plan 2012/13**

In considering the Guildhall sections of the Plan it was noted that the grant from the District Council had been £1.2 million rather than £1 million. Members also considered that improvements to the Roysse Court Garden should be brought forward as part of Phase Three. The Head of Service Delivery stated that preliminary designs for this garden had previously been tabled and members agreed that this should be considered at a future meeting.

9. **Exclusion of the Public including the Press**

The Chairman moved and it was **resolved:**

That in accordance with section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted.

10. **Confidential Appendix**

It was noted that the confidential appendix to the minutes of the meeting of 4<sup>th</sup> May 2012 would be considered at the next meeting. The Committee noted that Heather Brown had made notes of the reconvened meeting of 9<sup>th</sup> May, which had been circulated. Heather had made these notes because unfortunately there was no officer available to service the meeting on 9<sup>th</sup> May. These notes were approved by members as a record.

11. **Guildhall Improvement Programme Phase Two and Next Steps**

The Committee received and considered the confidential report of the Town Clerk in relation to the above. Members considered that in terms of timing, work in relation to Phase Two would need to proceed over the summer months following the Jubilee and the Olympics. Members considered that in relation to the potential of the Heritage Lottery Fund application,

work needed to be timed to coincide with dates on which funding applications would be considered.

The Committee considered the professional resources in terms of project management and architects which would need to be in place in order to take the improvement programme forward and this is detailed in the confidential appendix.

In relation to additional work on the Arts Project, the Committee agreed to engage Mayfield Arts to undertake a further three days work on this matter.

12. **Guildhall Development**

The Committee received and considered the confidential report of the Town Clerk in relation to the above.

In relation to catering, the Committee considered that groups should be allowed to bring their own cold food into the building if it is for consumption by the group themselves. In these circumstances the kitchen would not be available, as there are specific hygiene requirements for catering if the kitchen is to be used. Groups bringing their own food in would also need to take away any waste with them. The idea of a small kitchen to enable the groups to undertake washing up etc was discussed but at present members came to the conclusion that this would not be possible due to the restrictions in relation to the building. It was **resolved** that those bringing food in to the building would be required to sign an appropriate disclaimer, the details of which were delegated to the officers.

Discussion in relation to the bar was held over to the next meeting. However it was **recommended** that an application should be made for the Guildhall to have a premises licence which allowed for the serving of alcohol until 1 am.

13. **Date of next meeting**

**Resolved:** that the next meeting take place at 1.30 pm on Tuesday 3<sup>rd</sup> July 2012. It was intended that a calendar of meetings for the year be agreed at that meeting.

The meeting rose at 6.55 pm.