

Abingdon-on-Thames Town Council

Minutes of the Guildhall Committee held on Monday 25th June 2018 at 7:00pm In the Roysse Room, Guildhall, Abingdon

Present:

Cllr Dennis Garrett	Chairman
Cllr Mike Badcock	Vice-Chairman
Cllr Robert Hall	
Cllr Brian Hedley	
Cllr Margaret Crick	Mayor of Abingdon-on-Thames (ex-officio)

In Attendance

Cllr Alice Badcock	
Cllr Vicky Jenkins	
Cllr Angela Lawrence	
Mrs Jo Blackmore	Administrator (Clerk to the meeting)
Mr Jonathan Longden	Leys Longden
Mr Steve Rich	Asst. Town Clerk / Head of Services
Mr Nigel Warner	Town Clerk

G15 Apologies for Absence

Apologies were received from Cllr Neil Fawcett and Cllr Jan Morter.

G16 Declarations of Interest

None.

G17 Notes of Minutes of meeting 8th June

Members received and considered the minutes of the Guildhall Committee of 17th May 2018.

Resolved: that the minutes of the meeting of the Guildhall Committee of 17th May 2018 be agreed as a correct record and signed by the Chairman.

G18 Matters arising

None.

G19 **Public Participation**

No statements or questions were received from members of the public.

(Cllr Margaret Crick joined the meeting at this point, it being 7.02pm).

G20 **Guildhall Development Working Group**

- a. Members received and considered the minutes of the Guildhall Development Working Group of 8th June, 15th June 2018 and the verbal report of the meeting of 22nd June 2018.

Resolved: that the minutes of the meeting of the Guildhall Development Working Group of 8th June, 15th June 2018 and the verbal report of the meeting of 22nd June 2018 be agreed as a correct record and signed by the Chairman.

- b. The Committee received and considered the financial update in relation to the building project. Mr Jonathan Longden spoke to the report, highlighting the main variances and the reasons for them. The two main reasons for the variances were the additional items which had been scoped in and commissioned during the building project, for example the removal of the ramp at the back of the premises and the construction of the “Space to Change” in the Old Magistrates Court; and the additional works in relation to buildings maintenance and repair. In relation to the latter, it was considered that the building and repair budgets for the Guildhall needed to be reviewed and likely increased in future years.

It was noted that the Council’s surveyor was ensuring that costs were regularly reviewed and the Council had retained Peter Turvey, quantity surveyor, in order to review the costs in relation to major additional items.

A comment was received in relation to the work undertaken by the builders.

Resolved: that the financial update in relation to the building project be approved and that further works to the Old Magistrates Court (£5,500) and internal decoration (£15,000) be approved.

- c. The report of the Guildhall Development Working Group regarding fees and charges was **approved** subject to the following amendments:

Recommendation 4

As a measure to support local business, other local groups (profit orientated e.g. yoga teachers / judo / dance) should be subject to the following community rates if they book at least five sessions (e.g. weekly) and pay for all booked sessions in advance of the first session.

Otherwise, local profit orientated groups should be subject to commercial rates, determined by the outsourced management of the Guildhall.

Sessional rates:

Room	Standard Rate	NFP Community Group
Royse Room	£40	£34
Council Chamber	£40	£34
Abbey Room	£24	£20
Bear Room	£24	£20
Old Magistrates Court	£24	£20

(Note that the above rates are inclusive of VAT).

Sessions being up to 3 hours; morning 9am to 1pm; afternoon 1pm to 5pm and evening 5pm to 10pm.

Resolved: that the setting of wedding ceremony rates be delegated to the Chairman and Vice-Chairman of the Committee and the Mayor to agree.

It was noted that wedding reception and commercial booking rates would be available on enquiry and will be determined by the outsourced management of the Guildhall.

It was noted that the Council had already included the Information Centre as being part of the proposed community hub based in the Abbey Hall, this being in accordance with previously agreed plans for its location.

Jonathan Longden left the meeting at 7:25pm

G21 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.

G22 Confidential appendix to the Minutes

Members received and considered the confidential appendix to the minutes of the meeting of the Guildhall Committee of 17th May 2018.

Resolved: that the confidential appendix to the minutes of the meeting of the Guildhall Committee of 17th May 2018 be agreed as a correct record and signed by the Chairman.

G23 **Outsourcing of the management and operation of the Guildhall**

Members received and considered the confidential report of the Town Clerk in relation to the outsourcing of the management and operation of the Guildhall.

It was proposed by Cllr. Mike Badcock, seconded by Cllr. Brian Hedley and

Resolved:

1. To approve the draft specification and timetable in relation to the outsourcing of the management and operation of the Guildhall, subject to a delegation to the Town Clerk to undertake further work and insert/ amend/ delete requirements set out in the specification as long as these do not materially affect the services which the Council wishes to deliver from the Guildhall and the basic division of responsibilities between the Council and the contractor.
2. To authorise the Town Clerk to take such necessary professional and legal advice in relation to any form of agreement as he deems necessary throughout the process.
3. To delegate authority to the Chairman and Vice-Chairman of the Guildhall Committee and the Mayor to select a contractor to undertake the management and operation of the Guildhall.
4. That in the event of a successful tender going forward to authorise the Town Clerk to proceed on the basis of a heads of terms agreement basis to provide a working arrangement to be in place when the Guildhall opens for hire, with formal legal agreement following.

Subject to the above it was then:

Resolved: that the confidential report of the Town Clerk in relation to the outsourcing of the management and operation of the Guildhall be approved.

G24 **Employment of Consultant to assist with the re-launch of the Guildhall to 31st August 2018**

It was proposed by Cllr. Brian Hedley, seconded by Cllr. Robert Hall and

Resolved:

That authority be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman to employ Huw Edmunds Associates as they consider appropriate in relation to Guildhall re-launch activity to 31st August 2018.

Cllr. Dennis Garrett thanked Jonathan Longden, Huw Edmunds and the members of the Committee and the Guildhall Development Working Group for their continued work on the Project.

The meeting rose at 7:35pm.