



ABINGDON-ON-THAMES TOWN COUNCIL

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8th December 2016

To: All Members of the Guildhall Committee

Councillor Dennis Garrett - Chairman
Councillor Michael Badcock - Vice-Chairman
Councillor Samantha Bowring
Councillor Neil Fawcett
Councillor Robert Hall
Councillor Brian Hedley
Councillor Jan Morter
Councillor Alice Badcock - Mayor of Abingdon-on-Thames (ex-officio)
Chairman Finance and General Purposes Committee (ex-officio)

To: All Other Members for Information

Dear Member,

Your attendance is requested at a Meeting of the Guildhall Committee to be held on **Tuesday 13th December 2016 at 7.00 p.m.** in the Royse Room, the Guildhall, Abingdon-on-Thames.

Should you have any queries regarding matters on the agenda please contact the Town Clerk.

Yours sincerely

N E Warner
Town Clerk

A G E N D A

1 **Apologies**

To receive any apologies for absence.

2 **Declarations of interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

3. **Minutes**

To receive, consider and sign as a correct record the minutes of the meeting of the Guildhall Committee of 9th August 2016 (previously circulated, attached).

4 **Matters arising**

To discuss any matters arising from the minutes of the previous meetings and which are not covered elsewhere on the agenda.

5 **Public participation**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda for any meeting of the Council (with the exception of the Annual Meeting) and its standing committees.

Notice should be submitted in writing to the Town Clerk no later than 5pm on Monday 12th December 2016. This may either be by letter to the address above or by e-mail to enquiries@abingdon.gov.uk, with a copy to nigel.warner@abingdon.gov.uk

6 **Budget estimates 2017/18**

To receive and consider the report of the Treasurer/ RFO in relation to the above (to follow).

7 **Exclusion of the public, including the press**

The Chairman will move:

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.

8 **Confidential appendix**

To receive and consider the confidential appendix to the minutes of the meeting of the Guildhall Committee of 9th August 2016 (previously circulated, attached).

9 **Matters arising**

To discuss any matters arising from the confidential appendix minutes of the previous meetings and which are not covered elsewhere on the agenda.

10 **Guildhall Development Project**

The Committee will receive and consider the confidential report of the Town Clerk, in relation to the above (to follow).

Note that the report includes details of the tenders received in relation to the Project. Consequently, for reasons of commercial sensitivity, this report is confidential because disclosure of matters contained in the report could adversely affect the Council's commercial and financial position. However, in accordance with Council policy and practice, as much as is possible of the proceedings of this part of the agenda will be minuted for publication in the public domain.

11 **Royse Court Gardens**

The Committee will receive and consider the confidential report of the Town Clerk, in relation to the above (to follow).

Abingdon-on-Thames Town Council

**Draft Minutes of the Guildhall Committee, held on
Tuesday 9th August 2016 at 7.00pm
in the Meeting Room, Roysse Court, Abingdon-on-Thames.**

Present:

Cllr Dennis Garrett	Chairman
Cllr Mike Badcock	Vice-Chairman
Cllr Neil Fawcett	
Cllr Robert Hall	
Cllr Brian Hedley	
Cllr Alice Badcock	Mayor – ex-officio

In Attendance

Cllr Margaret Crick
Cllr Vicky Jenkins
Cllr Angela Lawrence
Cllr Patrick Lonergan
Cllr Monica Lovatt
Cllr Sandy Lovatt
Cllr Helen Pighills
Cllr David Pope
Cllr Andrew Todd

Mr David Boyd	Architect
Mr Steve Rich	Head of Services/Assistant Town Clerk
Mr Nigel Warner	Town Clerk

G18 **Apologies**

Apologies for absence were received from Cllrs Samantha Bowring and Jan Morter.

G19 **Declarations of interest**

None.

G20 **Minutes**

Members received and considered the minutes of the meeting of the Guildhall Committee of 12th May 2016 and the reconvened meeting of 23rd May 2016, as previously approved by the Council.

Resolved: that the minutes of the meeting of the Guildhall Committee of 12th May 2016 and the reconvened meeting of 23rd May 2016 be agreed as a correct record and signed by the Chairman.

G21 **Matters arising**

None.

G22 **Public participation**

Dr Jim Halliday made the following statement to the Committee:

“Whilst I welcomed the opportunity to attend the consultation day, I was concerned that many of the key operating details seemed to be undecided – for example, the hours of opening for the café, how the information point / café would co-exist, how / if a Guildhall-based café facility would compete with existing town centre cafes. Could I urge these aspects to be clarified before the planning goes much further, as I find it difficult to see how you can plan the facility when you don’t know how it will be run.”

The Chairman, Cllr Dennis Garrett, thanked Dr Halliday for his statement and said that these matters were ongoing.

G23 **Guildhall Development Project**

The Committee received and considered the report from the Town Clerk in relation to the recent Guildhall Consultation and Open Day. It was noted that the Open Day was the latest in the Council’s ongoing consultation in relation to the Guildhall and had been widely publicised.

The Chairman, Cllr Dennis Garrett, drew Members’ attention to the results of the consultation, which showed both interest and support in the Project.

The Committee discussed the points which were raised through the latest consultation. A Member raised the matter of the café / bar which was planned for the Guildhall. He stated that there were a number of cafés in the Market Place which benefited from a nice ambience and asked what made the proposed café / bar at the Guildhall attractive? In response the Chairman, Cllr Dennis Garrett, stated that the café / bar was a suitable and useful addition to the Guildhall and the Business Plan had been modest in its projections in this regard. There was clearly a demand for such establishments. This view was supported by another Member, who stated that it was intended that the café / bar would be providing a service which was ancillary to the main business of the Guildhall, deriving much of its revenue from those using the Guildhall itself.

Resolved: that the report of the Town Clerk, which included the results of the latest public consultation exercise, be approved.

G24 **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.

G25 **Confidential appendix**

The Committee received and considered the confidential appendix to the minutes of the meeting of the Guildhall Committee (reconvened meeting) of 23rd May 2016.

Resolved: that the confidential appendix to the minutes of the meeting of the Guildhall Committee (reconvened meeting) of 23rd May 2016 be approved as a correct record and signed by the Chairman.

G26 **Matters arising**

There were no matters arising from the confidential appendix minutes of the previous meeting which were not covered elsewhere on the agenda.

G27 **Guildhall Development Project**

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

In relation to the proposals for sound/ projection equipment the architect, Mr David Boyd, stated the proposed broad specification included the following:

- a) Barco projector, plinth and duct fan.
- b) Networking: wireless modem, laptop, cabling, webcam and commissioning.
- c) Cinema controller and alternative content processors.
- d) Satellite: dish, installation, cabling.
- e) Audio processors, 9 channel monitor unit and speaker, amplification, speakers, cabling & installation.
- f) Screen: 10m wide roller type screen, freight and installation.

It was agreed that the recommendations to go forward to the Finance and General could be reported in the minutes, with the only redactions relating to the sums referred to in recommendations 1 and 4 and the names of

companies in relation to recommendation 8. These redactions were on the basis that these were commercially sensitive details the disclosure of which could adversely affect the Council's financial position at a later date.

Recommended to the Town Council, through the Finance and General Purposes Committee:

1. That the Pre-Tender Estimate (PTE) be approved by the Town Council in the sum set out in the confidential appendix, subject to a delegation to the Town Clerk to allow a variation of up to 5% following final checking of the PTEs by the professional team.
2. That the Project proceed to tender on the basis of the PTE.
3. That the professional team identify items which would result in savings to the project, which may potentially be removed from the Project following receipt of tenders.
4. That the Committee include within the tender sound/ projection equipment as detailed in the minutes to the Guildhall Committee in the sum set out in the confidential appendix.
5. That the Working Group review the Business Plan in relation to the Project and consider the commissioning of further professional advice in relation to reviewing the Plan, as detailed in the confidential report of the Town Clerk.
6. In relation to the roof on the new side of the building, works be considered a "contractor's design portion."
7. That the Guildhall should continue to operate during the period of the building work in the same manner as at present, i.e. with the Roysse Room Foyer acting as the Council's reception/ information centre and the Roysse Room being available for Council meetings.
8. That the Committee approve the report of the professional team in relation to the shortlist for companies to submit tenders and invite to tender those companies as set out in the confidential appendix.

The meeting rose at 7.35pm.