Minutes of the Committee Meeting held on 6th December 2018

Present: Cllrs Sinnott, Chesters, O’Neill, Vasey

In attendance:
Nicola Young – Town Clerk

1. Apologies: Cllr Hall, Cllr Neville

2. Disclosure of Interest: None received

3. Minutes of Previous Meeting:
   After a proposal from Cllr O’Neill, seconded by Cllr Chesters, it was CC/17/1819 RESOLVED that the minutes from the Civic Centre Committee meeting on 1st November 2018 be signed as an accurate record.

4. Public: None present

5. Accounts:
   After a proposal from Cllr Chesters, seconded by Cllr Vasey, it was CC/18/1819 RESOLVED to accept Month 7 Civic Centre accounts and they were duly signed noting funds available as £93,235.

6. Civic Centre Business Plan
   After a proposal from Cllr O’Neill, seconded by Cllr Vasey, it was CC/19/1819 RESOLVED to agree the ideas listed in the table below, agree the timescales for these projects and allocate the following project budgets and project leads:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Suggested Project</th>
<th>Timescale</th>
<th>Sum (£)</th>
<th>Project Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Raked seating assessment</td>
<td>Short Term</td>
<td></td>
<td>Cllr Vasey/ Cllr Sinnott</td>
</tr>
<tr>
<td>b.</td>
<td>Raked seating installation in Main Hall</td>
<td>Medium term</td>
<td></td>
<td>Cllr Sinnott/ Cllr Vasey/ Cllr O’Neill</td>
</tr>
<tr>
<td>c.</td>
<td>Downstairs bar and kitchen (1) reassess layout (2) deliver</td>
<td>Short term Medium term</td>
<td></td>
<td>Focussed &amp; low maintenance – complete with</td>
</tr>
<tr>
<td>d.</td>
<td>Venue Professionalisation (1) FoH development (2) H&amp;S (3) Staff skills</td>
<td>Short term Short term Short/Medium</td>
<td></td>
<td>Cllr Vasey/ Cllr Sinnott</td>
</tr>
</tbody>
</table>

Initialled: ...............................
7. **Venue Seating**

The Clerk reported that new chairs were needed for the increased sit-down performances that were being arranged in the Civic Centre, especially as some of the older seating is falling apart. After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **CC/20/1819 RESOLVED** to allocate £2,000 from Rolling Capital Fund to purchase 150 chairs and to consider 2nd hand chairs.

8. **Market Hall Relighting Project – Asbestos Removal**

Committee have requested an explanation from PSG members of staff regarding the need for the asbestos removal. The Committee requested that a member of PSG staff be invited to full Council.

9. **Market Hall Relighting Project – Quotes**

After a proposal by Cllr Chesters, seconded by Cllr Sinnott, it was **CC/21/1819 RESOLVED** that the whole electrical issue be put back to full Council due to escalating costs and extra work being requested.

2 in favour, 2 abstentions

10. **Confidential**

There was no confidential business.

Meeting closed at 2111hrs

Signed: ..........................................................  Date: ..............................
Chairman

Initialled: ........................................