

**The Minutes of the
Town Hall Committee Meeting
Held on 28th July 2008**

At a meeting of the Town Hall Committee held on the above date in the Council Chamber, the Town Hall at 7.30 pm the following members were present: -

Cllr. Mrs. G .M. Burrows
Cllr. C. J. Butterworth
Cllr. Mrs. J. M. Graves
Cllr. K. R. Greenwell
Cllr. G. T. Watkins

The Town Hall Keeper: Mr. T. Palmer
Officer: Town Clerk

1. Election of Chairman

Cllr. Mrs. G. M. Burrows was elected as Chairman for 2008/9.

2. Apologies for absence

Apologies for absence had been received from Cllrs. Mrs. E. Coles, R. Ll. Evans and Mr. M. Jarratt.

3. The Minutes of the meeting held on 3rd March 2008

The Minutes of the meeting held on 3rd March 2008 were approved as a true and accurate record.

4. Matters Arising

Flower Beds – Middle Row - £991.29 had been donated by the Town Gardens Working Party to contribute towards the Middle Row garden. The money had been raised the previous year by local shopkeepers donating the money to the Town Gardens Working Party. The Town Hall Committee members agreed that a small sign should be displayed in the Middle Row gardens listing the companies who had donated money. The Town Clerk had arranged to meet with Matthew Jackman from Topiarus Horticulture to discuss the work required on Middle Row gardens.

Town Centre flower beds – The Town Clerk was asked to arrange with W.O.D.C. to have a strong fence installed around the town centre flower beds when the Mop Fair was in Chipping Norton.

5. Town Hall Inspection

Cllr. R. Ll. Evans had carried out a Town Hall inspection on Saturday 26th July 2008, the Report is attached to these minutes.

Additional Pricing

It was noted that an additional price should be added to the scale of charges for hiring the Town Hall of £50.00, which would be refundable if no damage to the building or equipment had occurred. The Committee agreed that rubbish must be taken away by the hirers after an event. This was to be added to the agreement. The pricing scale was to be reviewed at the next Town Hall meeting.

PAT Testing

Bannor Electrical were to be asked to carry out the PAT testing in the Town Hall.

Large Hall Floor

The Town Hall Keeper repeated that the Large Hall floor would last until next year, when it would need replacing. Prices had been sought for a replacement wooden floor, the Committee Members had agreed that M & P Flooring would be asked to carry out the work. The work would take two weeks to complete so when agreed that the work should go ahead, two complete weeks would need to be marked in the Town Hall diary.

Storage

It had been noted that there was not enough room for storage in the Town Hall. The Town Hall Keeper was sorting out what wasn't needed to be stored at the Town Hall. Cllr. K. Greenwell offered some stackable plastic containers for storage purposes.

Town Hall Clock

Recently, the Town Hall Clock had been repaired twice, as the chime had not been functioning correctly. Apparently, the chime was the old part of the clock and the faulty mercury switch could no longer be obtained. A quote was to be obtained to repair this part of the clock and the wiring was also to be checked.

6. Notice Board

Cllr. G. Watkins reported that the notice board in the Town Centre now had the map in the centre of the board and the spaces were being sold for advertising to local Companies.

Cllr. Mrs J. Graves asked why Mrs. Jan Cliffe's map hadn't been used on the notice board.

Cllr. G. Watkins explained that when Jan Cliffe's map had been stretched to the required size it had gone out of proportion, so that is why the current map was in place, because this could be re-sized.

7. Town Hall Publicity

Committee members agreed that the Town hall publicity would be pursued once the pricing had been revised in the Autumn.

8. Budget

The Committee agreed that ideas for the next budget should be discussed at the next meeting.

This year the Town Hall Committee had £3,000 in the budget.

The following was agreed:-

Decoration of the stage area	£500.00
Curtains for stage	£696.77
Lighting for stage	£286.88
Projector	£800.00
Screen	£614.00

Note: Robin at Chipping Norton Theatre was to be asked for advice on the projector and the Screen.

Cllr. G. Watkins advised that the sound system required a long extension so that it could be operated from the rear of the Hall. The cost of this would be approximately £70.00 from Mr. R. Simmons.

9. Any Other Business

A request had been received from The Millennium Tapestry Company to display a tapestry in the Town Hall for a week. This was to mark the 400th year of the Charter for Banbury. Local schools had helped make the tapestry.

The Town Hall Keeper noted that the person wanted the Hall left open all week and they had asked if they could have the hall free of charge.

Committee members decided that it would be far better to display the tapestry at the local Schools, who had taken part in the work.

10. Date of Next Meeting

The date of the next meeting had been arranged for Monday 29th September 2008 at 7.30pm in the Council Chamber.

**The Minutes of the
Town Hall Committee Meeting
held on
29th September 2008**

At a meeting of the Town Hall Committee held on Monday 29th September 2008, in the Council Chamber, the Town Hall at 7.30pm, the following members were present:-

Cllr. P.M. Jarratt, Town Mayor
Cllr. Mrs. G.M Burrows, Chairman
Cllr. Mrs. E.M. Coles
Cllr. R. Ll. Evans
Cllr. K. R. Greenwell
Cllr. G. Watkins

The Town Hall Keeper: Mr. T. Palmer
Officer: The Town Clerk

1. Apologies for absence

Apologies for absence had been received from Cllrs. Mrs. J.M. Graves and Mrs. H. Williams.

2. Minutes of the Meeting held on 28th July 2008

The minutes of the meeting held on 28th July 2008 were approved by committee members present and signed by the Chairman.

3. Matters Arising

Flower Beds

Middle Row gardens were now being worked on by Topiarus Horticulture.

Mr. M. Jackman from Topiarus had very generously offered to carry on working on the Town Centre flower beds free of charge for 2009. It was agreed that a letter of thanks was to be sent from the Town Council.

WODC had fenced off the High Street flower beds whilst the fair had been in town.

Decoration of Stage Area

Decoration of stage area had been carried out.

Curtains for Stage and Lighting

Curtains for stage and lighting had been ordered.

Projector and Screen

Robin from Chipping Norton Theatre was giving some advice on projectors and screens.

Long Extension for Sound System

A long extension for the sound system had been purchased.

4. Town Hall Inspections

Inspections to the Town Hall were to be carried out by:-

Cllr. G. Watkins - October

Cllr. Mrs. E. Coles - November

The inspection sheet was to be circulated to committee members.

5. Town Hall Publicity

Cllr. G. Watkins was to e-mail the Town Hall brochure to the Guildhall Staff, so this could be added to the Town Council Website.

Committee members discussed using the Town Hall as a conference centre.

Cllr. Mrs. G. Burrows offered to talk to Ian Nolan regarding management for conference centres.

A wi-fi connection for the Town Hall was to be looked into.

Town Hall prices were to go up by 10% from 1st January 2009. A £50.00 deposit was to be added to the pricing scale for private parties in case of any damages made to the Hall by the hirers.

6. Budget Making Proposals

Cllr. K. Greenwell reported that he had been enquiring into grants for work at the Town Hall. WODC have a minor grant scheme, which the Town Hall work would qualify for and a major grant scheme, which would have to go to the cabinet meeting for a decision.

A plan was to be drawn up and a job specification was to be written for the work intended, with the bar area and disabled toilet on the landing area. Three quotations were also to be obtained fairly quickly as the deadline for the major grant scheme was 3rd November 2008.

A surveyor was to be contacted to obtain advice on the leaking Town Hall steps.

The quotations obtained last year for a replacement wooden floor in the Large Hall, were to be revised and brought to the next Town Hall meeting.

7. Any Other Business

Emma's Day

It was reported that the Emma's Day Co-ordinator had requested the use of the Town Hall 'free of charge'. The Committee discussed this and agreed that the booking should be charged at the charity rate.

8. Date of Next Meeting

The date of the next meeting was arranged for Monday 27th October 2008 at 7.30pm.

**The Minutes of the
Town Hall Committee Meeting
held on
27th October 2008**

At a meeting of the Town Hall Committee held on Monday 27th October 2008, in the Council Chamber, the Town Hall at 7.30pm, the following members were present:-

Cllr. Mrs. G.M Burrows, Chairman
Cllr. G. Butterworth
Cllr. R. Ll. Evans
Cllr. K. R. Greenwell

Officer: The Town Clerk

1. Apologies for absence
Apologies for absence had been received from Cllrs. M. Jarratt, Mrs J.M. Graves, G. Watkins and Mrs H. Williams.
2. Minutes of the Meeting held on 29th September 2008
The minutes of the meeting held on 29th September 2008 were confirmed and signed by the Chairman.
3. Matters Arising
Flower Beds
A board was to be erected in Middle Row gardens displaying who had contributed towards the cost of maintenance for the year.
Projector and Screen
Robin from Chipping Norton Theatre had offered to meet the Town Clerk and advise on the size and prices of projectors and screens.
4. Town Hall Inspections
Cllr. G. Watkins was due to carry out the inspection of the Town Hall.
5. Budget Making Proposals
Cllr. K. Greenwell explained that he and the Town Clerk had been filling in grant application forms and obtaining quotations for work on the Town Hall in the next financial year.
Work planned for 2009/10

Town Hall Floor	£11.000
Bar/Disabled Toilet	£20.000
Kitchen	£20.000
Town Hall Steps	awaiting

It was agreed by committee members that a further £3000 was to be added to next year's Town Hall budget so as to pay for health checks for Hotels and Bed & Breakfast accommodations in the town. By having these businesses health checked, it would mean that leaflets would then be displayed in all Tourist Information points in Oxfordshire. This would promote their businesses and the town.

6. Any Other Business

Political Surgeries

It was agreed by committee members that political surgeries held in the Town hall should be free of charge.

7. Date of Next Meeting

The date of the next meeting was arranged for 13th November 2008 at 10.00am.

The meeting finished at 8.50pm.

The Minutes of the
TOWN HALL COMMITTEE MEETING

Held on 20th November 2008

At a meeting of the Town Hall Committee held on 20th November 2008 in the Council Chamber, the Town Hall at 10.00 am the following members were present: -

Cllr. Mrs. G.M. Burrows, Chairman
Cllr. Mrs. E. Coles
Cllr. R.LI. Evans
Cllr. Mrs. J.M. Graves
Cllr. K.R. Greenwell

Officer: The Town Clerk

1. Apologies for absence
Apologies for absence were received from Cllrs. C.J. Butterworth, Mrs. H. Williams, P.M. Jarratt and G. Watkins.
2. The Minutes of the Meeting held on 27th October 2008
The minutes of the meeting held on 27th October 2008 were approved by the members present at the meeting and signed by the Chairman.
3. Matters Arising
Projector and Screen
The projector and screen had been ordered from ESPO.
Political Surgeries
The Committee members decided to offer the hire of the Town Hall to political surgeries free of charge from now on.
4. Town Hall Inspections
Cllr. Mrs. E. Coles was to carry out the next Town Hall inspection with Terry the Town Hall Keeper.
5. Budget Making Proposals
Grant applications had been completed and sent to WODC and TOE (Trust for Oxfordshire Environment) to assist in covering costs for altering the bar area and the disabled toilet on the landing area and carrying out work required on the Town Hall steps. It was agreed that £40,000 was required from Town Council funds for third party funding. It was also decided that if the grant applications were unsuccessful the £40,000 would pay for replacing the wooden floor in the Large Hall and landing area and for altering the bar area and the disabled toilet at the top of the stairs. It was noted that WODC were to make a decision on the grant application at their Cabinet meeting to be held on 10th December 2008.
6. Any Other Business
There was no other business to be discussed.
7. Date of Next Meeting
The date of the next meeting was arranged for Thursday 15th January 2009.

The Minutes of the
TOWN HALL COMMITTEE MEETING

Held on 15th January 2009

At a meeting of the Town Hall Committee held on 15th January 2009 in the Council Chamber, the Town Hall at 10.00 am the following members were present: -

Cllr. Mrs. G.M. Burrows, Chairman
Cllr. C. Butterwoth
Cllr. Mrs. E. Coles
Cllr. G. Watkins

Officer: The Town Clerk

1. Apologies for absence
Apologies for absence were received from Cllrs. P.M. Jarratt, R.LI. Evans and Mrs. J.M. Graves.
2. The Minutes of the Meeting held on 20th November 2008
The minutes of the meeting held on 20th November 2008 were approved by the members present at the meeting and signed by the Chairman.
3. Matters Arising
Projector and Screen
The projector and screen had been delivered.
Political Surgeries
At the previous Town Council meeting, Town Councillors had ruled out that political surgeries could hire the Town Hall free of charge. The decision made was that anybody using the Town Hall were to pay.
Committee members decided that Town Councillors should hold another open day as the previous Town Hall open day had been a success.
4. Town Hall Inspections
Cllr. Mrs. E. Coles apologised that the inspection had not been undertaken.
5. Town Hall Improvements
The WODC grant of almost £98,500 had been awarded for improvement work to be carried out on the Town Hall. TOE were sending somebody to the Town Hall to assess the grant application received. This application would be going to TOE's meeting late February 2009.
6. Any Other Business
C/N Inner Wheel Club
The Chipping Norton Inner Wheel Club had sent in a letter praising the Town Hall Keeper for being so helpful and accommodating whilst they hired the Town Hall recently.
Gas Bill
The Town Clerk reported how steep the latest gas bill had been. Committee members suggested looking into having solar panels installed on the Town Hall roof.
7. Date of Next Meeting
The date of the next meeting was arranged for Thursday 2nd April 2009.