

STRATFORD-UPON-AVON TOWN COUNCIL

EXTRAORDINARY GENERAL PURPOSES COMMITTEE MEETING

16 JANUARY, 2018

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Present
Councillors:

C Bates	J Fradgley
T Bates	Jackson
Bicknell (Chairman)	Rolfe
Bott	Alcock (Mayor)

Clerks: Deputy Town Clerk, Town Clerk

Public: No members of the public were present

Press: No members of the press were present

Schools: Absent

69) Apologies

Apologies were received from Cllr Fojtik.

Cllr Wall was absent from the meeting.

70) Declarations of Interest

There were no declarations of interest.

71) To receive written requests for dispensation for disclosable pecuniary interests (if any);

There were no written requests for dispensation for disclosable pecuniary interests received.

72) To grant any requests for dispensation as appropriate

There were none required.

73) Public Participation

None.

74) Minutes

It was Proposed, Seconded and unanimously

RESOLVED: That the Draft Open Minutes of the General Purposes Committee Meeting held on 12 December, 2017 be approved as a correct record.

75) Town Hall Income, Facilities & Wellbeing Panel

As the replacement of kitchen equipment was not in the current year's budget, the meeting had been called to enable recommendations to be taken to the Finance & Scrutiny Committee meeting immediately following this meeting, in order that the source of funding could be determined. Matters relating to office accommodation and facilities within the Town Hall also required approval.

A review of the Notes and recommendations from the meeting on 6 December, 2017 was conducted.

75.1) Note 2) It was Proposed, Seconded and

RECOMMENDED: That the hot water geyser be replaced with an efficient electric alternative as a matter of priority.

75.2) Note 3) It was Proposed, Seconded and

RECOMMENDED: That the old kitchen equipment should be removed and scrapped, along with the redundant heavy metal front entrance ramp.

75.3) Note 4) It was AGREED that the electric warming oven should be retained and moved into position in the fireplace alcove once the old gas warmer is removed.

75.4) Note 5) It was noted that the requirement to replace the dumb waiter had been discussed at the meeting on 8 January, 2018, minuted as 75.8) below.

75.5) Note 8) It was confirmed that appointments were being arranged with 3 suppliers of ventilation systems to visit the Town Hall and provide recommendations and quotations, and

this matter will be brought back to a future meeting of the Town Hall Income, Facilities and Wellbeing Panel.

75.6) Note 11) It was Proposed, Seconded and

RESOLVED: That the lapsed planning permission for the Town Hall roof office extension should be resurrected, to enable all options to be available when further consideration is given to office facilities at the Town Hall at future meetings.

It was noted that other items from the meeting on 6 December, 2017 were administrative and for reference.

A review of the Notes and recommendations from the meeting on 8 January, 2018 was then conducted.

75.7) Note 2) Catering Facilities

The first matter related to recommendations on catering facilities, in terms of the optimum numbers for hot food functions and restricting caterers to a nominated list who were familiar with the limitations of the Town Hall facilities (access, storage and kitchen equipment).

It was Proposed, Seconded and

RESOLVED: That future bookings for public events where hot food is required should be restricted to a maximum of 80 covers.
This matter may be reviewed at a later date, if current limitations of Town Hall facilities in terms of access and storage can be resolved.

It was AGREED that this restriction does not apply to Town Council Civic functions, which are within the control of Council.

There were some concerns about restricting the list of caterers, which most other venues in town seem to do, as many people book the Town Hall because they are then free to make their own arrangements. Where issues have arisen in the past, it is where caterers have confirmed they are happy with the facilities when the initial booking is arranged, but then subsequently make additional requests or demands closer to the event itself.

It was stated that any system of choosing suppliers should be transparent, and that it was important they visited the Town Hall to be familiarised with the facilities.

After further discussion, it was Proposed, Seconded and

RESOLVED: That a nominated list of caterers is provided but, should a hirer bring in their own caterers, they do so at their own risk, which they acknowledge when signing the booking form.
The Terms & Conditions of Town Hall Hire should be revised so that this included.

75.8) Note 3) Replacing Kitchen Equipment

In order to meet Council's commitments for existing bookings, it was Proposed, Seconded and

RECOMMENDED: That the dumb waiter, water heater and oven be replaced, and the electrical supply to the kitchen is upgraded.

75.9) Note 4) Scope of Events

The Panel will continue to review the scope of future events at subsequent meetings. Given the current limitations of Town Hall facilities, it was AGREED that any further bookings for catered events should continue to be put on hold until the issues with the kitchen facilities have been resolved.

75.10) Note 9) Office Facilities – Town Hall front door access

There were concerns about keeping the front door locked for security purposes, as the Town Hall is a public building, though it was AGREED that repairing or replacing the door electronic release mechanism should be investigated.

Other items from the meeting on 8 January, 2018 were noted.

76) Date of Next Meeting

Tuesday 27 February, 2018 at 6:30pm

The Chairman declared the meeting closed at 6:29pm.