

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP**  
**RECORD OF MEETING HELD WEDNESDAY 27<sup>TH</sup> NOVEMBER 2019 AT 10:00AM**

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Hall Assembly Room.

Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

|   |   |  |
|---|---|--|
|   | <p>Present:<br/> Cllr Bulley, Cllr Daymond, Cllr Lightfoot, Cllr Horne,<br/> Cllr McKee, Cllr Pickering and Cllr Sharman<br/> Town Clerk Mrs E Oliver<br/> Senior Administrator Ms C Dornan.</p>  | <b>ACTION</b>  |
| 1 | <p><b><u>To review and receive an update on the action list from 23 October 2019</u></b></p> <p>To contact solicitor re. security wording in Terms and Conditions</p> <p>To contact Borough Council re. Town Hall Awning and Investigate Costs</p> <p>To review the capacity of each room when tables in use</p> <p>DADS Update</p> <p>To obtain quotes for a coffee machine</p> <p>Obtain 3 quotes from local architects advising on move of Town Council Offices</p> <p>Produce policy approving staff and Cllr discount of 35%</p> <p>Obtain quotations for new fire doors</p> | <p>Senior Admin. to contact solicitor for wording.</p> <p>Request was declined.</p> <p>See Appendix 1</p> <p>Booked January 2020 and October 2020 with a deposit paid.</p> <p>No reply received from Starbucks, Costa Coffee do not wish to quote as they do not consider the venture profitable, Douwe Egberts meeting with Senior Administrator 28.11.2019 at 11am.</p> <p>Town Clerk and Senior Administrator liaising with the 3 architects. All have visited and requested additional information which is being provided.</p> <p>Added for approval on 14.01.2019</p> <p>No reply from Fire Doors in Norfolk<br/> No reply from Safelincs</p> <p>Senior Administrator asked to obtain a quote from joiner who made the Grand Hall doors and then look for a separate fitter.</p> <p>Reminder from Cllr Sharman that Kitchen doors need sight panels.</p> |

|   |  |   |
|---|--|---|
|   | <p>Installation of Water Heater in Clock Room and Kitchen</p> <p>Obtain a quote for laminate flooring in Clock Room</p> <p>To obtain a quote for cleaning of the drapes</p> <p>Arrange a Town Hall Bar working party meeting</p> <p>Discuss Wedding Fayres in 2020</p> <p>Zone Building for Electrical Purposes</p> <p>Obtain quotes for advertising Feather Flags</p> | <p>Actioned. Overflow tray needed in Clock Room which Maintenance Team have been requested to install.</p> <p>Estimate for Vinyl planks received from Bon and Lanchester Carpets at £2,583.33 plus VAT</p> <p>Senior Admin. asked to clarify if estimate includes edging strips and to query screeding as under the existing tiles is ½ inch ply and then tongue and groove.</p> <p>A further 2 quotes required.</p> <p>Quote received from Weatherhill Brothers Ltd</p> <p><b>Proposed Cllr Lightfoot<br/>Seconded Cllr Pickering</b></p> <p><b>‘To accept the quote of £420.00 plus VAT’</b></p> <p><b>All in favour</b></p> <p>Senior Admin. to arrange.</p> <p>Booked 14 January 2020 Cllr Horne, Cllr Sharman and Cllr Doyle confirmed.</p> <p>Booked 15 March 2020 and deposit paid.</p> <p>Senior Admin. working with Electrician. New circuit work completed.</p> <p>To add to December 2019 agenda</p> |
| 2 | <p><b><u>To discuss Town Hall Pricing Strategy</u></b></p> <p>See Appendix 2</p> <p>Prices to reduce by 20% in totality so more competitive and all community groups receive advantage of pricing not just charities.</p> <p>Pricing start proposed as 01 April 2020</p>   | <p>To go to Full Council for approval 14 January 2020</p>   |
| 3 | <p><b><u>To discuss Town Hall Strategy</u></b></p> <p>See Appendix 3</p>   |   |

|   |  |   |
|---|--|---|
|   | <p>It was agreed the priority agenda item for December 2019 are:<br/>Create an online booking system</p> <p>Incorporate a bar into Grand Hall</p> <p>The move of the Council Offices to the Town Hall are to be a continuous agenda item.</p>  | <p>Senior Admin. to add to agenda</p><br><br><br><p>Senior Admin. to add to agenda</p>  |
| 4 | <p><b><u>To discuss Town Hall Roof</u></b></p> <p>Landles report reviewed.</p> <p>To obtain 3 quotes for building survey of Town Hall roof ahead of next meeting</p>   | <p>Senior Admin.</p>  |
| 5 | <p><b><u>To discuss online booking system</u></b></p> <p>Town Clerk confirmed she is investigating and has one quote already.</p>  | <p>Town Clerk to update December 2019</p>   |
| 6 | <p><b><u>To discuss table and chairs</u></b></p> <p>To create an inventory of tables and chairs.</p> <p>To obtain 3 quotes for 30 5ft 6inch tables.</p> <p>To add Stage Tables to December 2019 agenda.</p> <p>To obtain a quote for existing table disposal.</p> <p>To obtain new feet for existing chairs</p>  | <p>Maintenance Supervisor</p> <p>Senior Admin.</p> <p>Senior Admin.</p> <p>Senior Admin.</p> <p>Senior Admin. – Camirafabrics.com previous supplier</p> |
| 7 | <p><b><u>To agree the date of the next meeting – Currently proposed as 19 December 2019 at 10am</u></b></p> <p>Agreed</p> <p>Request for future meetings that usage figures are provided.</p> <p>Budget to be discussed. Currently proposed as:</p> <p>EMR Town Hall Roof £10K<br/>EMR Town Hall Bar £5K<br/>EMR Kitchen Door £4K<br/>EMR Clock Room Floor £3K<br/>EMR Tables £3K<br/>EMR Bistro Tables £0.5K<br/>EMR Drape Cleaning £0.5K</p> | <p>Senior Admin.</p>  |
|   | <b>Meeting closed: 11:15 am</b>  |   |
|   | <b>SIGNED</b>  | <b>DATE</b>   |

## **Appendix 1**

### **Capacity Review**

#### **Grand Hall**

|   |     |
|---|-----|
| Wedding / Event with 10 round tables, bar and dance floor | 120 |
| Wedding / Event with 10 round tables with bar             | 140 |
| Wedding / Event with 10 round tables                      | 160 |
| Chairs only   | 200 |

#### **Clock Room**

|                              |    |
|------------------------------|----|
| Chairs only                  | 52 |
| Coffee Morning with 8 tables | 32 |

#### **Assembly Room**

|                                   |    |
|-----------------------------------|----|
| Chairs only                       | 70 |
| 9 tables with 6 chairs round each | 54 |

**Appendix 2****Town Hall Hire Charges – Internal Use Only**

From 01/04/2020

| <b>Room</b>   | <b>Charge</b>   | <b>Staff &amp; Cllrs</b>                                    |
|---|---|---|
| Grand Hall (Capacity 280 people, 150 seated)<br>Also includes use of the main kitchen | Per hour: £24.80<br><br>All Day (8am – Midnight)<br>£248.00 | Per hour: £16.12<br><br>All Day (8am – Midnight)<br>£16.12  |
| Clock Room (Capacity 52 people seated)<br><br>For weddings 50 + 2 Registrars          | Per hour: £14.00<br><br>All Day (8am – Midnight)<br>£140.00 | Per hour: £14.00<br><br>All Day (8am – Midnight)<br>£140.00 |
| Assembly Room (Capacity 70 people seated)<br>For Weddings 68 + 2 Registrars           | Per hour: £14.00<br><br>All day (8am – Midnight)<br>£140.00 | Per hour: £9.10<br><br>All day (8am – Midnight)<br>£91.00   |
| Entire Building (Grand Hall, Clock Room & Assembly Room)                              | Per hour: £48.00<br><br>All Day (8am – Midnight)<br>£480.00 | Per hour: £31.20<br><br>All Day (8am – Midnight)<br>£312.00 |
| Tiered seating/staging  | <b>Fixed Price £100</b>                                     | <b>Fixed Price £65</b>                                      |

All prices are inclusive of VAT.

Further discount of 10% available for bookings of more than 7 **consecutive** days.**Deposit payable to secure booking****(No booking will be secure until a deposit has been received)**

| <b>Total Hire Charge</b>        | <b>Amount Payable on Booking</b> | <b>Amount Payable 4 weeks Prior to Hire</b> |
|---------------------------------|----------------------------------|---|
| Total Charge £100 or less       | £25                              | Balance of Full amount                      |
| Total Charge £101 - £199        | £50                              | Balance of Full amount                      |
| Total Charge £200 - £499        | £100                             | Balance of Full amount                      |
| Total Charge of £500 -£999      | £200                             | Balance of Full amount                      |
| Total Charge in excess of £1000 | £250                             | Balance of Full amount                      |

In addition, a returnable cash deposit will be required to cover minor damage and breakages.

**Please see terms and conditions for details on forfeiting deposits paid.****If storage is required a charge of £3 per month, per 90 litre box will be applied to your hire.**

### **Appendix 3**

#### Town Hall Strategy

- To develop the Town Hall into a Community Hub. Welcoming, useable and affordable for all.
  - ‘Sell’ the venue. 21<sup>st</sup> Century marketing. Social Media/Internet etc
  - Improve the kitchen to a professional standard
  - Create a Community Café (based on known success of previous venture in Downham Market)
  - Incorporate a bar/serving hatch into the main hall from the kitchen (using space behind the door (remove cupboards and partitioned area)
  - Consider Bar provider. Employ our own person? Open the bar as a social club when Grand Hall not in use?
  - Partition off the balcony so that it can be used separate from the Grand Hall
  - Once RBL have moved from the upstairs area, consider opening up the area and creating a small kitchen unit (similar to Clock Room)
  - Provide better tables/seating. Recycle old tables to the Market? Buy new tables
  - Create an online booking system.
  - Working with Downham Market Live! Develop the town hall into a known music venue/dance venue with regular events held by the Town Council.
  - Shop around for lighting and sound providers/obtain quotes/tender for a contract?
- Move the Council Office back to the Town Hall
  - Makes perfect sense for the Council to be based in the building, making us more accessible to the public.
  - The reception desk in the foyer is already a perfect location for the Council reception
  - Needs input from architects/ideas etc on how best to use the whole building (bearing in mind the above)
  - Maybe a parking issue.