

HALLS REDEVELOPMENT COMMITTEE

Minutes of the meeting of the Halls Redevelopment Committee held on 11 March 2010  
Meeting commenced at 6.00 pm

Present Chairman: Cllr Taylor,  
Cllrs J Capel, P Davies, Ms L Hazell, D Pepler, M Hammon  
Ms J Richardson, A Samson, R Slater and P Wallis.

Officer: Mrs J Holmes,

**1433. Apologies for absence**

Apologies were received from Cllrs M Bird, Mrs H Evans and Mrs S Collins

**1434. Declarations of interest**

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**1435. Public Forum**

No member of the public was present

**1436. To receive the minutes of the meeting of 25 February 2010.**

The minutes of the meeting were signed as a true record by Cllr Taylor

**1437. Matters Arising from minutes**

Minute 1387 refers Job Specification

The Clerk updated members on the number of applications received. It was agreed that a further advert would be placed in the "Skyport" newspaper which covers the area around Heathrow airport.

*6.15 pm Cllr Capel joined the meeting*

**1438. To agree the arrangements for interview**

**Reviewing applications**

A form had been devised to review and sort the applications. The staffing sub committee would meet to read the applications and grade them using the form

**Interview Panel**

All councillors to be asked if they wish to sit on the panel and the dates they would or would not be available. Cllr Taylor to make final decision on the membership of the panel. The Clerk to be in attendance.

**Format**

Format of interview day to be agreed by the Interview Panel .Cllr Ms Richardson agreed to produce a bank of possible questions

**Venue**

Clerk to source suitable ground floor accommodation

**Date**

To be agreed when membership of interview panel is known

**Salary and Benefits**

Salary and benefits to be discussed and agreed at a later meeting

**Expenses**

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Interview expenses to be considered at a later meeting

**Other items**

The Clerk advised members that should they wish to make any changes to the conditions of service e.g Deletion of London weighting; change of criteria to the membership of the pension scheme, employment under terms and conditions other than that enjoyed by the existing staff would require a formal resolution at a meeting of the Full Council

It was noted that the next scheduled meeting of the Full Council will be on 10 May 2010 but that an additional meeting could be called before that time if necessary.

**1439. Report on licensing of the building - planning and wedding**

The Clerk informed members that the approval of variation to the planning condition had been received with the opening hours amended to

7.30 am – 1.30 am Monday to Sundays

7.30 am – 2.00 am New Year’s Eve

Application would now be made to SBDC for a premises licence under the Licensing Act 2003

The Clerk informed members that she had met with Mrs Rhona Caretti, Deputy Registrar regarding licensing the premises for weddings. A report of that meeting is attached as an appendix.

*7.20 pm Cllr J Richardson left the room*

**1440. Possible review of rooms charges**

A number of questions had arisen regarding the scale of charges suggested for the premises. It was agreed that the Assistant Clerk and Cllr Capel would collate a list of queries and that the pricing structure would be the topic for discussion at the next halls redevelopment meeting.

A list of the agreed maximum numbers in the various rooms for different layouts is set out below

	<b>8 to a table</b>	<b>9 to a table</b>	<b>10 to a table</b>
Wedding 1	92	102	112
Wedding 2	148	165	<b>182</b>
Wedding 3	124	138	152
Wedding 4	58	64	70
Live Music 1	96		
Live Music 2	114		
Civic Hall 1	58		
Civic Hall 2	60		
Civic Hall Conference	72		

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**1441. Update on GSH**

The Parish Council has been informed verbally by the Building Research Establishment that its application for a grant has been successful. However, this has not yet been confirmed in writing. The grant will be circa £80,000 but extra works to get the heating and air cooling installation will cost over £60,000. The meeting agreed with Cllr Taylor's recommendation that instructions for the extra works necessary to qualify for the grant should not be given until written approval has been received. There is also the risk that by the time formal approval is received the construction works will be too advanced for the necessary changes to be made.

**To consider items for future discussion**

Hall hire charges

There being no other business, the meeting closed at 7.45 pm