

**Minutes of the Civic Hall Sub-committee**  
**Held at the Civic Hall, Uppermill on Monday 8<sup>th</sup> December 2008**

**There were present** Cllr. Mrs. A. McInnes – Chairman  
Cllr. Mr. B. Cullen – Vice Chairman

Cllrs. Mr. K. Begley  
Mrs. M. Bingley  
Mrs. P. Lord  
Mrs. D. Shaw

- 144. Apologies** - Cllr. Mrs. B. Beeley.
- 145. Update on previous minutes** - None
- 146. Civic Hall Modernisation Phase 2** – The Sub-Committee discussed the drawings prepared by John Barnes. Some parts of the scheme and timing need clarifying, particularly the access from the ramp on the first floor. Maximum use should be made of any roof voids for storage. The Modernisation sub-group will be meeting with John Barnes before Christmas and will raise the issues with him.
- 147. Repairs and Renewals in the Civic Hall** – A decision about the replacement of the stage extension in the Ballroom will be deferred until the Modernisation plans have been finalised.
- 148. Flea Markets** – The majority of the available Flea Market dates have been taken. The availability of the other dates will be publicised.
- 149. Car Parking at the Civic Hall** – nothing to report.
- 150. Staffing issues** – Interviews for the Assistant Caretaker post will take place tomorrow (9<sup>th</sup> December).
- 151. Publicity** – a draft “flyer” was circulated to promote the use of the Hall for day time meetings or training sessions, it was agreed that the flyer be produced and distributed to all Schools, Council departments and other organisations. Part of the cost of the flyer will be funded by advertising.
- 152. Cartax Radio Cars** – The company is offering to provide an enhanced service for customers of the Civic Hall. In agreement with the hirer the company hands out business cards as potential clients arrive at the venue. At the end of the function an employee of the company will be based in the foyer with a laptop to accept bookings. It was agreed that the scheme will be trialled for three months.