

Minutes of the Civic Hall Sub-Committee
Held at the Civic Hall, Uppermill on **Monday 8th August 2011**

There were present Cllr. Mr. D. Heffernan - Chairman
 Cllrs. Mr. B. Cullen
 Mrs. E. Firth
 Mr. G. Harkness
 Mr. R. Knotts
 Mr. G. Sheldon

- 218. Apologies** - Cllrs. Mr. J. Hudson, Mr. K. Hulme, Mr. B. Lord & Mrs. P. Lord
- 219. Modernisation Phase 2** – The contract includes a twelve month snagging period, the condition of the ramp surface will be monitored. It was agreed that the temporary office in the lower hall should be demolished.
- 220. Repairs / Renewals in the Civic Hall** – The Chairman and Clerk will identify the cost of refurbishing the furniture from the former Council Chamber. The small window in the lower hall incorporating an obsolete extractor fan will be replaced with a plain double glazed unit. It was agreed that an estimate would be obtained for two floral decorations in the Council Chamber for use at weddings etc. Saddleworth Male Voice Choir has requested a meeting to discuss the use of their piano, it was agreed that the Chairman and Clerk will meet with SMVC members. The Ballroom needs to be re-decorated, it was agreed that an estimate will be obtained for the work and consideration would be given to holding an event / events to fund improvement work in the ballroom. The clock at the front of the Civic Hall is not working, the Clerk will obtain an estimate for the cost of repair. The curtains in the lower halls need replacing, the cost of replacing them with blinds similar to the Council Chamber is £432 including VAT, members recommended that blinds should be installed in place of the curtains.
- 221. Civic Hall Parking** – The Special Council meeting on 1st August agreed to the partial re-opening of the car park on a time-limited basis as soon as the remedial work has been carried out.
- 222. Staffing** – a system for staff appraisals will be set-up, staff will also be reminded of the need to ensure that the building is secure at all times.
- 223. Hire charges** – a review of the usage patterns of the Civic Hall will be carried out to help determine whether there should be any changes to the hire charges for the Civic Hall.