

**CORN EXCHANGE WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 January 2020

At 5.00 pm in the Council Chamber, Town Hall

Present:

Councillor O Collins (Chair)

Councillors:	L Ashbourne	H Eaglestone
	J Aitman	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Office Manager
	Tomas Smith	Venue Manager

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Duncan, Harvey and King.

2 DECLARATIONS OF INTEREST

There were no interests declared at the meeting.

3 MINUTES

The Working Party received and considered the minutes of the meeting held on 4 November 2019.

RECOMMENDED:

That the minutes of the meeting held on 4 November 2019 be agreed and signed by the Chair.

4 CORN EXCHANGE PHASE TWO REFURBISHMENT

The Working Party considered proposals by Oxford Art Consultants on what they could offer the Town Council in order to achieve the delivery of the Corn Exchange phase two refurbishment.

Members reaffirmed the Working Party's earlier recommendation to prioritise the lighting and sound equipment and seek clarification on sound proofing and acoustics. Members were also keen to explore options for a café/bar in the lobby of the building which would be a valuable and attractive asset for potential groups looking to hire; In particular, the management and running of this should be considered. In addition, assistance would be required in sourcing proposed retractable seating.

Future utilisation of the backstage area along with storage was also discussed and the Working Party was keen on asking this to be explored with options for the current air-handling unit, the latter by Officers. Members heard that there was also an issue with the capacity of the Main Hall

and building as a whole and were interested to discuss with the Consultants any possible increase by extending seating upwards.

As well as the fabric of the building, members also welcomed proposals from Oxford Art Consultants to assist the Venue Manager with production of programming schedules, hire templates and branding but also wanted to ask for help with digital signage as this was budgeted for.

RECOMMENDED:

1. That Officers explore the possibility of relocating/replacing the current air-handling unit at the Corn Exchange;
2. That Witney Town Council considers re-branding the Corn Exchange or Public Halls, in so doing creating a new brand with logo and separate website;
3. That Witney Town Council agrees to the proposals provided by Oxford Art Consultants with immediate focus being placed on:
 - a) Options for café management and how this could be managed;
 - b) Sourcing and installation of stage lighting, sound and acoustics;
 - c) Sourcing and installation of retractable seating.
4. That in addition to the above, Witney Town Council also seeks assistance from Oxford Art Consultants to produce the proposed resources with the Venue Manager;
5. That Oxford Art Consultants are asked to further assist with the potential utilisation of the Backstage area;
6. Advice on increasing the capacity of the Hall in terms of adding a potential balcony or higher- level seating.

The meeting closed at: 6.07 pm

Chair