

CIVIC HALL MANAGEMENT COMMITTEE – PROGRESS REPORT

Agenda item 12 - 1

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Spring 2020	Opting to tax	Advice received from contractor but on hold due to Covid – 19 closing the Civic Hall from March 2020.	Delay to Autumn to allow for the economy to recover
22/07/20 Min 23	LED lighting	LED and de-stratification project – delegated to Officers.	Due to be installed on 18 th and 19 th February
23/09/20 Min 31	PDQ machines	Review the direct debits for savings and whether we need to have two operational lines now that we have merged and we could have terminals on one service.	Merging of cost centres delayed until new Property & Facilities Committee established.
23/09/20 Min 32	Aged debts	DCK is due to visit an extra day in December to start going through the list	Agenda item
23/09/20 Min 35	T&C on booking form	Hirers to receive a letter before Christmas alerting them to the following changes: payment up front for a booking or a deposit for a larger booking and then payment up front. Interest will be enforced as per the t&c for late payers.	Completed but payment up front may not be possible for public authorities.
23/09/20 Min 37	Charges for storage	Policy to be brought back to this Committee.	Agenda item
23/09/20	LED and fans	Officers to be delegated this project and report back to this Committee.	As above – February installation
25/11/20 Min 54	Backstage dressing rooms	Decoration and risk assessment for future hiring of rooms – re lighting	New OSM is now aware and will book the work in – covid allowing.
25/11/20 Min 54	PDQ machines	Reduce machines and operating telephony	To be investigated – review March meeting