

## TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

### COMMUNITY HALLS PROJECT GROUP

#### MINUTES OF A MEETING ON 24<sup>TH</sup> JULY 2017

**Present:** Cllr. Justin Nelson (Chair), Ms. Carolyn Hickmott (Highbury Hall), Ms. Brigitte Watkins (St. Michaels Village Hall), Mrs. Angela Camier (St. Michaels Village Hall), Mrs. Anne Alexander (St. Mildreds), Mr. Colin Barnes (St. Michaels Community Group) and Mrs. C. Gilbert (Town Council).

- 1. Apologies for Absence.** Cllr. Callum Knowles.
- 2. Minutes** of the meeting held on 12<sup>th</sup> June 2017 were agreed.
- 3. Matters Arising.** None.
- 4. Virtual Hub Form.**
  - (a) Anne asked how many bookable venues were prepared to go on the website and she was informed that the virtual hub form was brought to this meeting for approval before it was sent out. Anne was concerned at the duplication of work as most venues already had websites and all the information available. Anne suggested that the money that would have been spent to set up the new website link would be better donated to those community venues who currently did not have websites.
  - (b) Brigitte and Anne both commented that it would be hard to state the capacity of the halls as it is dependent on the mobility of users. This issue would normally be picked up at the enquiry stage.
  - (c) The group revised the form in order to keep it simple to start with. The revised form would be sent out to all bookable venues who would be asked to confirm if they would be happy to be included or not. If venues were reluctant to participate, they would be telephoned for feedback. In addition to those venues listed in the last minutes, the White Lion Hotel, the Lemon Tree, Methodist Church and Silcocks Farm would be added.
- 5. Website Page.**
  - (a) The group discussed whether it should be just community venues on the website page, however, as some venues were a mixture of community and commercial, it was decided that all bookable venues should be included. When listed on the new website page, community venues will be listed first. For each venue, the following information would be shown for each:
    - Venue name
    - Venue address
    - Capacity
    - Website link

- Click to download completed virtual hub form

All venues would be shown on a Google map.

- (b) It was agreed to keep the website page simple to start with and allow a six month test period. It was also agreed that a 'visit count' would be helpful in order to monitor usage.

**6. AOB.** None

**7. Next Meeting.** Monday, 25<sup>th</sup> September 2017 at 6.00 pm in the meeting room at the rear of St. Mildred's Church Hall.