

**HITCHIN COMMITTEE  
27 JUNE 2017**

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**10**

**TITLE OF INFORMATION NOTE: NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL**

INFORMATION NOTE OF THE CONTRACTS AND PROJECTS MANAGER

The following questions that were asked by Councillors at the March 2017 committee meeting, provided below are officers responses to these:-

**RESOLVED:**

- (1) That the Contracts and Project Manager be requested to investigate the poor sound system and take action to correct this;

*A new dedicated microphone channel has been provided and the sound system is now working as it should.*

- (2) That the Contracts and Project Manager be requested to ensure that, as Hitchin was the first Fair Trade Town in Hertfordshire, Fair Trade tea and coffee be made available in Hitchin Town Hall;

*This will be investigated as part of the set up period for the café, when the café is ready to open.*

- (3) That the Contracts and Project Manager be requested to provide more details, via an email to all Members of this Committee, regarding issues such as finances relating to income from events and hiring of the Museum and Community Facility, proposed methods to overcome disability access issues and a date when the Museum may be open to the public.

*All finances are reported to Cabinet as part of the council quarterly finance reports. As an overview the Town Hall is being utilised well and took £66,509 via bookings and events in 2016/17.*

*If the Council acquires 14/15 Brand Street this will resolve the disability access issues.*

At the Cabinet meeting held on 28 March 2017 the following was

**RESOLVED:**

- (1) That the sum offered for the acquisition of 14/15 Brand Street, as set out in Paragraph 8.8 of the Part 2 report, be endorsed;
- (2) That approval of the agreements required to formalise the arrangement with Hitchin Town Hall Limited and HTH Finance Ltd be delegated to the Chief Executive, in consultation with the Leader of the Council, Executive Member for Finance and IT and the Executive Member for Community Engagement and Rural Affairs; and
- (3) That it be noted that approval of some elements of the agreement may be required from the Cabinet Sub-Committee (Council Charities).

*An opening date for the Museum will be agreed at the earliest opportunity, having regard to the completion of the fit out and we will update Members as soon as an opening date is agreed.*

## **FURTHER INFORMATION**

The Council's website provides information on the background and progress on this project at [http://www.north-herts.gov.uk/index/leisure\\_and\\_culture/museums.htm](http://www.north-herts.gov.uk/index/leisure_and_culture/museums.htm)

A dedicated Museum Service Blog is available at <http://www.northhertsmuseum.org/>

Updates on the significant events in the project are provided on the Council's Facebook page <https://www.facebook.com/northhertsmuseums> Twitter feed <https://twitter.com/NorthHertsDC> and Flickr pages <http://www.flickr.com/photos/northhertfordshire/sets/>

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