

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

GUILDHALL COMPLEX AND CREATIVE HUB TASK GROUP

Minutes from the Meeting of the Guildhall Complex and Creative Hub Task Group held on Tuesday, 25th April, 2023 at 3.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors E Nockolds (Chair), A Bubb, M de Whalley, J Moriarty and C Morley.

PRESENT UNDER STANDING ORDER 34: Councillor Ryves on Zoom

OFFICERS:

Duncan Hall – Assistant Director

Mike Auger – Project Manager

Tim FitzHigham – Cultural Officer

1 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bower.

2 **MINUTES FROM THE PREVIOUS MEETING**

The minutes from the previous meeting were agreed as a correct record.

3 **DECLARATIONS OF INTEREST**

There was none.

4 **URGENT BUSINESS**

There was none.

5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Ryves (remotely).

6 **UPDATE ON WORK WITH EXISTING USER GROUPS**

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Officers provided an update and explained there was another meeting of the Advisory Group scheduled to take place after the election and work was ongoing with resident groups on the processes and timelines.

An overview of the work carried out with user groups was provided and it was explained that those on site were aware of when they would need to vacate and work was ongoing with the Council to look at alternative location solutions.

In response to a question from Councillor de Whalley it was explained that the items held by the groups on site would be reviewed and options and alternative spaces were being looked at.

The Task Group were advised that bookings were now being taken until November 2024, but all bookings were taken under advisement. It was explained that the opening of bookings, after the work had been completed, would be considered during 2025 and would then be the responsibility of the operator if the CIO was up and running.

Councillor Moriarty asked why a recent meeting of the Advisory Group had been cancelled and was advised that the meeting had slipped by two weeks because of the election, but in the future someone else could Chair the meeting if required. Officers also agreed to chase the publication of the minutes from the meeting held in February 2023.

In response to questions from Councillor Morley it was explained that work was ongoing to widen the user base, explore funding and grant schemes and achieve the outputs and outcomes from the Town Deal funding award. The Task Group was informed that funding had been secured to create a Learning and Engagement Outreach Officer for the project and recruitment was underway.

Councillor de Whalley raised concerns about volunteers and access to the venue at weekends. Officer explained that Saturday access had now been reinstated and Sundays were being looked at, but would have an additional resource issue. It was also explained that there had been an occasion when the venue was available on Sunday, but they were unable to source any volunteers. Work was ongoing to promote volunteers and working with other Heritage Groups.

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CIO/SERVICE LEVEL AGREEMENT

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The Task Group were provided with information on the newly appointed Trustee and the wider Trustee recruitment process. It was confirmed that there were currently four appointed Trustees at the moment. The recruitment process was being led by the CIO with Council support as required.

The Governance Documents were still in the process of being drafted and would be presented to the Task Group for consideration in due course. The relationship with the CIO and National Trust was discussed along with the Charity Commission timescales.

Councillor Moriarty informed the Task Group that the Corporate Performance Panel would be looking at Service Level Agreements at their meeting in June 2023.

In response to a question from Councillor de Whalley it was explained that the CIO would be responsible for implementing their own Policies and Procedures and risks would be identified with the Design Team during the next RIBA Stage.

Councillor Morley commented that the CIO needed to consider the funding objectives and outcomes stipulated by the Town Deal Board and the Council, as the accountable body, would need to monitor and measure these. Officers explained that the Council, as accountable body, had a duty to ensure that outcomes were being achieved.

The Task Group discussed the Creative Hub and explained that this would come under the CIO. Work was already ongoing to build relationships and offer opportunities to SME's as appropriate.

8 **ACTIVITY PLAN UPDATE AND FUNDING OF OUTREACH WORK**

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The Task Group was informed that some funding was available, and some funding had been applied for, for activities on the site. A Learning and Engagement Officer was also in the process of being recruited, following successful funding from an outside body, which would work to support and enhance existing activities, linking up with other opportunities as required and work with Schools.

Information on recent successful events were provided to the Task Group and it was explained that more trial events were being planned, which were vital to develop the activity plan and increase footfall.

Councillor Morley asked for an updated timetable for the project and Mike Auger agreed to circulate this, with the proviso that it would be reviewed once the Design Team were in place.

9 **DATE OF THE NEXT MEETING**

To be agreed.

10 **EXCLUSION OF PRESS AND PUBLIC**

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RESOLVED: That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

11

EXEMPT DISCUSSION

Officers responded to questions from the Task Group relating to the appointed Design Team and Leases.

The meeting closed at 5.10 pm