

# Agenda



## Special Meeting of Cultural Committee

**Date:** Monday, 19 July 2021

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**Time:** 10:00

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**Format:** Zoom Video Conferencing

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**Contact:** Lynn Straker, Committee Officer  
Email: [lynn.straker@west-dunbarton.gov.uk](mailto:lynn.straker@west-dunbarton.gov.uk)

Dear Member

Please attend a special meeting of the **Cultural Committee** as detailed above.  
The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

Distribution:-

Bailie Denis Agnew (Chair)  
Provost William Hendrie  
Councillor Jonathan McColl (Vice Chair)  
Councillor John Millar  
Councillor Brian Walker

Chief Executive  
Chief Officer – Supply, Distribution and Property  
Chief Officer – Citizen, Culture and Facilities  
Chief Officer – West Dunbartonshire Health & Social Care Partnership

Date of issue: 14 July 2021

**CULTURAL COMMITTEE**

**MONDAY, 19 JULY 2021**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in the item of business on this agenda and the reasons for such declarations.

**3 TOWN HALL BOOKING UPDATE**

**5 - 8**

Submit report by Chief Officer – Citizen, Culture and Facilities providing details on existing bookings at the Town Hall in 2021/22 as the Scottish Government reduces the Covid-19 restrictions in place.

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**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Citizen, Culture & Facilities****Cultural Committee: 19 July 2021**

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**Subject: Town Hall Booking Update****1. Purpose**

- 1.1. The purpose of this report is to update the Cultural Committee on existing bookings at the Town Hall in 2021/22 as the Scottish Government reduces the Covid-19 restrictions in place.

**2. Recommendations**

It is recommended that the Committee notes this report.

**3. Background**

- 3.1 The B-listed Clydebank Town Hall is the Council's premier events venue, providing bespoke space for a range of corporate, civic and cultural events and also hosting a museum, and gallery.
- 3.2 The building has been closed to Elected Members and the public since March 2020 in line with the UK-wide lockdown restrictions. During this time no new external bookings have been taken as officers believed the level of uncertainty around re-opening made this impossible to plan for.
- 3.3 In January 2021 the Cultural Committee approved an updated refurbishment plan for the Town Hall. This plan acknowledged the desires expressed at the Town Hall Working Group to see the building operate as more of a Civic centre that is sympathetic to its varied uses, and with less emphasis on weddings and events.

**4. Main Issues**

- 4.1 The Clydebank Town Hall had a number of existing bookings in the diary for 2020/21 and 2021/22. The vast majority of these have been either refunded or rescheduled into 2022/23 when there is a greater expectation that restrictions will have eased.
- 4.2 As part of the Scottish Government's reduction in Covid-19 levels, the restrictions around wedding receptions were updated. As of April 26, wedding receptions have been permitted with a limit of 50 attendees. The most recent guidance, issued on 25 June, allowed for receptions of up to 100 people to take place in venues within local authorities in Level 1. The limit is subject to current social distancing requirements of two metres being maintained between guests from different households and as a result the Town Hall can currently

accommodate up to 60 attendees. A move to Level 0 will see the limit on guests attending wedding receptions increase to 200, subject to capacity limits, and social distancing reduced to one metre. Under these circumstances, it is expected the Town Hall could accommodate up to 120 guests. There are a number of other restrictions for such events around face-masks, as well as no dancing, no welcome/receiving line to greet guests, and guidance to avoid activities that involve objects being touched by several people such as the signing of guest books and polaroid camera stations/photo booths.

**4.3** A number of couples with existing bookings at the Town Hall have decided to proceed with ceremonies/receptions under these restrictions. To facilitate these events, officers undertook risk assessments to ensure the safe delivery of the bookings for employees and guests. These have been approved by the Council's Health and Safety service and been reviewed by Trade Union colleagues.

**4.4** Since 25 June, 2021 the following bookings have been delivered:

<b>Date</b>	<b>Event</b>	<b>Guests</b>
Friday, 25 June	Ceremony	10
Wednesday, 30 June	Ceremony	4
Saturday, 3 July	Ceremony/Reception	40 ceremony + 20 for reception

The events have passed off without any significant issues and there is no evidence of any Covid-19 cases being linked to activity at the venue.

**4.5** The following bookings remain in the Clydebank Town Hall diary for 2021/22:

<b>Date</b>	<b>Event</b>	<b>Guests</b>
Saturday, 14 August	Ceremony/Reception	45
Saturday, 25 September	Ceremony/Reception	150
Sunday, 3 October	Reception	150
Saturday, 9 October	Ceremony/Reception	50
Saturday, 16 October	Ceremony/Reception	45

The total income that would be achieved from these five events is estimated at £18,500

**4.6** The Town Hall has a legal obligation to fulfil these bookings as an existing contract is in place between the individuals and the Council. The Scottish Government Covid-19 guidance allows for the events to proceed, and risk assessments are in place to protect employees and guests.

**4.7** A number of other private commercial venues in West Dunbartonshire have re-opened for wedding receptions following the Scottish Government guidance in April 2021.

**4.8** The Town Hall is currently closed to Elected Members and most Council employees. This is in line with the Scottish Government guidance that a “phased and limited return to offices” could begin once areas move to Level 0. The Council is currently working on restart plans for offices as new guidance from the Scottish Government is issued. The Town Hall will be included as part of any restart plan for offices by the Council.

## **5. People Implications**

**5.1** This report is for noting so there are no direct people implications.

## **6.1 Financial & Procurement Implications**

**6.2** There are no financial and procurement implications linked to this report.

## **7.1 Risk Analysis**

**7.2** This report is for noting and does not propose any changes to existing policy or procedure so there are no risk implications.

## **8.1 Equalities Impact Assessment (EIA)**

**8.2** This report is for noting and does not propose any changes to existing policy or procedure so there is no requirement for an EIA screening.

## **9.1 Consultation**

**9.2** This report has been consulted on with Legal Services, Procurement and Finance.

## **10.1 Strategic Assessment**

**10.2** The proposals within this report support the following strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Malcolm Bennie**  
**Chief Officer – Citizen, Culture, & Facilities**  
**Date: 12 July 2021**

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**Person to Contact: Amanda Graham**  
**Strategic Communications, Culture and Performance**  
**Manager**

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Dumbarton, G82 1QL  
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**Appendix:                   None**

**Background Papers:       None**

**Wards Affected:           All wards**