

Agenda



Cultural Committee

Date: Monday, 23 September 2019

Time: 10:00

Venue: Council Chambers,
Town Hall, Dumbarton Road, Clydebank

Contact: Craig Stewart, Committee Officer
Tel: 01389 737251 craig.stewart@west-dunbarton.gov.uk

Dear Member

Please attend a 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 Karen Conaghan (Vice Chair)
Councillor John Millar
Councillor Brian Walker

Chief Executive
Strategic Director of Transformation & Public Service Reform
Strategic Director of Regeneration, Environment & Growth
Chief Officer of West Dunbartonshire Health & Social Care Partnership

Date of issue: 10 September 2019

CULTURAL COMMITTEE
MONDAY, 23 SEPTEMBER 2019

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING 5 – 7

Submit for approval as correct record, the Minutes of Meetings of the Cultural Committee held on 24 June 2019.

4 OPEN FORUM

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**5 NOTE OF MEETING OF TOWN HALL REDEVELOPMENT 9 – 10
WORKING GROUP**

Submit for information, the Note of Meeting of the Town Hall Redevelopment Working Group held on 16 August 2019.

**6 DIGITISATION OF ARCHIVE AND LOCAL STUDIES 11 – 26
MATERIALS**

Submit report by the Strategic Lead – Communications, Culture, Communities & Facilities recommending the Council enters into a partnership with a commercial subscription-based archive website.

7 INVESTMENT FOR CLYDEBANK TOWN HALL 27 – 31

Submit report by the Strategic Lead – Communications, Culture, Communities & Facilities seeking funding for the purchase of furnishings and equipment to improve Clydebank Town Hall's event space and increase the potential for income generation.

CULTURAL COMMITTEE

At a Meeting of the Cultural Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Monday, 24 June 2019 at 10.00 a.m.

Present: Provost William Hendrie, Bailie Denis Agnew and Councillors Karen Conaghan and Brian Walker.

Attending: Angela Wilson, Strategic Director – Transformation and Public Service Reform; Malcolm Bennie, Strategic Lead – Communications, Culture and Communities; Alan Douglas, Legal Manager; George Hawthorn, Manager of Democratic and Registration Services; Craig Stewart and Gabriella Gonda, Committee Officers.

Apology: An apology for absence was intimated on behalf of Councillor John Millar.

Bailie Denis Agnew in the Chair

STATEMENT BY CHAIR – AUDIO STREAMING

On behalf of the Chair, the Legal Manager advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

DECLARATIONS OF INTEREST

There were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Cultural Committee held on 29 April 2019 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

TOWN TWINNING UPDATE

A report was submitted by the Strategic Lead – Regulatory providing an update on progress being made in relation to developing international links with potential partners.

After discussion and having heard the Manager of Democratic and Registration Services in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the progress being made in relation to develop international links with existing and potential partners as outlined in the report;
- (2) to note that the Manager of Democratic and Registration Services had written to both Beauvoisin and Argenteuil with a view to re-establishing links with those areas and would report back to a future meeting of the Committee;
- (3) to note that to date no formal response had been received from the President of Gdynia in relation to the proposed friendship agreement between the City of Gdynia and West Dunbartonshire;
- (4) to note the latest communication from Letterkenny Municipal District expressing the desire to develop the friendship agreement further and request the Manager of Democratic and Registration Services to send the Committee's best wishes to the newly appointed Mayor and Deputy Mayor of Letterkenny;
- (5) that a sum of up to a maximum of £5000 be allocated from the Cultural budget to meet the costs of any expenditure incurred in developing international relationships this financial year;
- (6) having heard Bailie Agnew, that the Manager of Democratic and Registration Services be authorised to write to Councillor McGarvey, in order to congratulate him on his re-election and thank him for his support to the friendship agreement as former Mayor of Letterkenny Municipal District; and
- (7) to note that officers would maintain a watching brief in relation to developing the Council's friendship links with current and potential international partners.

SIGNAGE IN WEST DUNBARTONSHIRE

A verbal update was provided by Bailie Agnew, Chair, on the historical and current position with regard to signage in West Dunbartonshire.

After discussion and having heard relevant officers in answer to Members' questions, the Committee agreed:-

- (1) that officers would be requested to bring forward a report on signage that needs to be removed/replaced in West Dunbartonshire with particular regard to the Clydebank Rebuilt signage, and replacement of street name signage to the original colours of white on black text;
- (2) that, with regard to (1) above, this report would be remitted to the Infrastructure, Regeneration and Economic Development Committee for consideration; and
- (3) that a suitable display board be positioned within the new Glencairn House Museum to reference the historical significance of Charles Rennie Mackintosh and his connection to West Dunbartonshire.

Following on from the decision with regard to signage, the Committee also agreed:-

- (i) that a report be prepared by officers giving information and recommendations on upgrading/refurbishment works of the Civic areas of the Town Hall, for consideration at the September meeting of the Cultural Committee; and
- (ii) that a meeting of the Town Hall working group be identified for a date in August, to enable Members to consider various matters following the recent walk around of the Town Hall.

The meeting closed at 10.45 a.m.

**CULTURAL COMMITTEE WORKING GROUP
(Town Hall Redevelopment)**

Note of Meeting of the Cultural Committee Working Group (Town Hall Redevelopment) held in the Council Chambers, Clydebank Town Hall on Friday, 16 August 2019 at 2.00 p.m.

Present: Bailie Denis Agnew (Chair)
Provost William Hendrie
Councillor Karen Conaghan
Angela Wilson, Strategic Director – Transformation and Public Service Reform
Malcolm Bennie, Strategic Lead – Communications, Culture, Communities & Facilities
Amanda Graham, Communications, Town Hall and CEO Manager
Pamela Clifford, Planning, Building Standards and Environmental Health Manager
Michelle Lynn, Asset Coordinator
George Hawthorn, Manager of Democratic and Registration Services
Craig Stewart, Committee Officer, Regulatory Services

Apology: An apology for absence was intimated on behalf of Councillor Brian Walker

NOTE OF PREVIOUS MEETING

The Note of Meeting of the Cultural Committee Working Groups (Town Hall Redevelopment) held on 12 October 2018 was submitted for information and noted.

CLYDEBANK TOWN HALL - UPGRADE/REFURBISHMENT OF CIVIC AREAS

A report was submitted by Strategic Lead – Communications, Culture, Communities & Facilities on the above. In this regard, it was noted that this report had already been submitted to the Cultural Committee at its meeting on 29 April. This report had been provided to the Working Group, for background information following the walk around by Members.

After discussion and having heard the Strategic Lead and relevant officers in further explanation and in answer to Members' questions, the Group agreed:-

- (1) to note the contents of the report and the terms of the discussion that had taken place in respect of this matter;

- (2) to note the discussion around a condition survey of the rooms in the Town Hall, including the civic areas where delegated authority existed for officers to take forward and program in appropriate redecoration works, using suitable colour schemes in the civic area rooms including the Provost's staircase;
Action: Michelle Lynn
- (3) to note the discussion around funding of the refurbishment of the civic areas and to note that George Hawthorn, Manager of Democratic & Registration Services, would be willing to act as liaison between Members and the relevant officers regarding the refurbishment works in question;
Action: George Hawthorn/Michelle Lynn
- (4) to note the discussion around the involvement of an architect, particularly in relation to planning best and most effective use for all areas in the Town Hall, while taking cognisance of cyclical maintenance requirements; and
Action: Michelle Lynn
- (5) to note that improvement areas identified, included work such as improving the landscaping of the Elected car park to the rear, and for officers to consider and present back on the request for a canopy on the Hall Street side of the Town Hall;
Action: Malcolm Bennie/Michelle Lynn
- (6) that a review should be undertaken of all empty/generic spaces in the Town Hall, to ensure that the rooms were put to best and most effective use;
Action: Michelle Lynn/Malcolm Bennie
- (7) to note that a report making further proposals with regard to significant improvement works within Clydebank Town Hall in order to maximise income and visitor opportunities would be submitted to the November meeting of the Cultural Committee for consideration.
Action: Malcolm Bennie

DATE OF NEXT MEETING

It was noted that the date of the next meeting would be communicated to Members in due course.

The meeting closed at 3.35 p.m.

6.2 All types of media including paper, photographs, electronic records and sound records by internal transfer, gift or purchase of permanent value created by WDC and its predecessors will be collected.

6.3 Every effort will be made to avoid conflict and duplication with the collecting policies of other archive repositories but records of local historical interest for which no other suitable home can be found, and which are in danger of neglect or destruction, will be collected.

7. Appraisal Objectives

7.1 The appraisal of Council records and the identification of archives are critical in ensuring that citizens - both now and in the future - have the capacity to explore, study, and understand the history of the local public administration over time through access to its recorded memory.

Appraisal is a process that includes a series of evaluative judgements. The principles can be applied successfully only through partnership working between the different business areas and the Archives. The approach by the archives service is primarily shaped by its role in maintaining a record of the authority, functions and activities of the Councils within West Dunbartonshire. The significance of the functions and activities, the interest and expectation of stakeholders and resource implications must all be evaluated as part of the appraisal process to identify the best possible records to retain as part of the Council Archives.

With the broad scope of functions and activities throughout the Council and its partner organisations, the responsibility for appraisal and disposal decisions will require a blend of archival expertise with the expertise existing within individual business areas. A variety of stakeholder interests need to be considered as part of the decision making process. The ability to predict, foresee and meet all the possible future interests cannot be guaranteed. The feasibility and long term costs of storage, preservation and accessibility must be considered and assessed as part of the appraisal process.

7.2 Within the high level strategic framework of rights, actions of Council officials, and the community experience outlined above, records selected as archives should relate to one or more of the following broad objectives, and meet the appropriate level of significance described in them:

7.2.1 Objective 1: Machinery of Local Government

To identify, create and capture records of the source of authority, foundation and machinery of the Council and Council institutions.

The types of records that are likely to contribute to this objective include: promotion and promulgation of legislation; formal instruments or authorities establishing functions, jurisdictions, powers, and operations of all levels of the Council and its partners; formal instruments or authorisation establishing changes to the functions or operations of, or the cessation of a Council, Council Department or major service; records delegating legal authority to perform duties and functions; and making judgements or rulings in relation to jurisdiction or powers.

7.2.2 Objective 2: Decision Making

To identify, create and capture records providing the Council and the public with best evidence of the deliberations, decisions and actions of Council and Council institutions relating to key functions, programmes and significant issues.

The significance of functions, programmes and actions, should be assessed according to their actual or potential influence or impact (whether positive or negative) on the Council and Scotland's affairs.

The types of records that are likely to contribute to this objective include: meeting papers, including records that reveal the background to, and reasoning behind decisions and actions, for Council and its committees (and predecessor authorities), Boards and Board Committees of the various partnership organisations and Directors, Senior Management, Service/Function Management meetings, i.e. any meetings which are responsible for key functions, programmes and significant issues; formulation and determination of significant policy and business processes, especially those that signal a new or changed policy, or substantial expenditure, and more selectively their implementation, including those that document the background to, basis for and outcomes of those decisions and activities; implementation of high level policy and strategic management decisions within the Council; monitoring analysis and review of policy affecting key Council functions; significant reforms or re-organisation of the Council's administrative structures; implementation and review of legislation.

7.2.3 Objective 3: Administration

To identify, create and capture records that contribute to the protection and well-being of the community (including the protection of human and cultural rights) or provide substantial evidence of the administration of the Council, its people and the environment and the impact of Council activities upon them.

These records may embrace both routine and exceptional cases, including personal case records. Such records comprise unique, irreplaceable information that is needed by the local authority now and, probably, in perpetuity for effective planning, decision making and transfer of knowledge. They relate to matters such as health and safety, social cohesion and environmental management. The capacity of records to be used for these purposes should be clearly evident.

The types of records that are likely to contribute to this objective include: records which provide evidence of the significant effects of Council programmes and actions on individuals, communities, and the natural and man-made environment, e.g. Council and local plans and core planning records; major building warrant applications, including plans; poor law records; records containing information that is considered essential for the protection and future well-being of the citizen and their environment, e.g. identifying and monitoring toxic sites; environmental observations data; Case files - case files need to be closely assessed because of their storage implications, which involves probing consideration of their future value; complete runs of case records may be preserved where it is evident that the functions and programmes to which they relate were, or are,

of great significance in the government or development of West Dunbartonshire, or to the community; whether we keep case files is likely to depend on their future research value, and therefore on the content of the record and whether it is duplicated in a more comprehensive or researchable form elsewhere. Sampling may be appropriate in some cases.

7.2.4 Objective 4: Memory

To identify, create and capture records substantially contributing to the memory, knowledge and understanding of the Council, society and communities within the local area.

The types of activities and associated records likely to meet this objective include those relating to: records that constitute a rich, concise source of genealogical information not readily available elsewhere, e.g. valuation and voters' rolls; school admission registers, burial records; records that shed light on significant events, phenomena, persons, places or themes in West Dunbartonshire history and society; the planning and management of major infrastructure or development projects and the area's economic resources; the planning, management and staging of significant cultural and other types of events and celebrations; the identification, development and management of sites of conservation, cultural or heritage significance; and the works and activities of individuals or organisations who have significantly contributed to society.

7.2.5 Objective 5: Rights and Entitlement

To identify, create and capture records of the legal status, rights and entitlements (including human and cultural) of individuals, groups, organisations and Council bodies despite the passage of time.

The types of activities and associated records likely to meet this objective include: records of the status of persons in relation to rights, entitlements and obligations that historically have had very long term administrative and/or social relevance, e.g. registration of births, marriages, civil partnerships, deaths and citizenship; land or property ownership; the administration of titles to property, including property belonging to the Common Good; burial plots; records documenting the ownership of cultural collections.

8. Loans Policy

8.1 Loans from the Collections

8.1.1 Original material will be loaned to other registered archives on the condition that the borrower takes full responsibility for the care of the item/s and covers the cost for transport, insurance and, if necessary, conservation of the item/s on loan.

8.1.2 Original material will be loaned for display only if conditions are in accordance with PD5454 2012, otherwise the use of copies will be encouraged.

9. Conservation Policy

9.1 The primary responsibility of the Archivist is to ensure the records are safe and protected against physical deterioration and damage.

9.2 As WDC does not employ a professional conservator nor have the required facilities on-site, the advice and help of a professional conservator will be sought if and when necessary.

10. Access Policy

10.1 The Archives will be available to staff and members of the public.

10.2 Access to the Archives by members of the public will be by appointment only. Proof of identity is required before the Archives are consulted.

10.3 Readers will be required to sign a registration form and complete the appropriate permission form when requesting information subject to the Data Protection Act.

10.4 In line with the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, the general records held in the Archives will be open to the public, unless a specific exemption applies. Records containing personnel data may be exempt from disclosure under the provisions of the Data Protection Act 1998. Fragile items may also be withheld.

10.5 All users of the Archives should conform to rules drawn up by the Archive, which are designed to protect the records.

10.6 Readers will be supervised while consulting the items.

11. Review

11.1 This policy will be reviewed every three years in order to take account of any new or changed legislation, professional standards, codes of practice or business practices.

_____ (Signed)

18/07/17 _____ (Date)

Chris Cassells, Archivist

_____ (Signed)

_____ (Date)

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead Communications, Culture, Communities & Facilities****Cultural Committee: 23 September 2019**

Subject: Investment for Clydebank Town Hall**1. Purpose**

- 1.1** The purpose of this report is to seek funding for the purchase of furnishings and equipment to improve Clydebank Town Hall's event space and increase the potential for income generation.

2. Recommendations

- 2.1** The Committee is asked to:

- Note the proposal outlined in the report; and
- Agree £60,000 funding from the Cultural Heritage Fund to invest in furniture and equipment for Clydebank Town Hall.

3. Background

- 3.1** The B-listed Clydebank Town Hall is the Council's premier events venue, providing bespoke space for a range of civic, public, corporate, and cultural events as well as the museum/gallery and coffee shop. In 2011-2013 a £3.6m restoration and renovation project at the Town Hall was undertaken jointly by the Scottish Government, Scottish Enterprise and West Dunbartonshire Council. This was based on a proposal to change the Town Hall into a commercial venue for the Council and local area.
- 3.2** The Town Hall is open to the public and regularly staffed from 8.45am to 6pm Monday to Friday, and 9.30am to 5pm on Saturday. Events space can currently be hired seven-days-a-week until midnight or 1am, subject to licensing.
- 3.3** A new charging structure was introduced at the Town Hall in 2018/19 to ensure the building operated on a financially sustainable basis for the future. In addition, progress has been made on streamlining the operating costs for the building, and generating increased revenue through marketing the building to a wider audience. Successes have included: operating the bar in-house on a commercial basis; wedding dressing services; as well as securing new corporate bookings from organisations such as the DWP and Strathclyde University. Progress has also been made to shift the balance of income at the Town Hall away from internal Council bookings which did not improve the Council's net budget. In 2019/20 64% of income came from external sources.

- 3.4** As part of the future strategy the management team is seeking to continue to increase income from the wedding, events and conferencing sector. To this end the Town Hall website has been significantly updated to better promote the service, new wedding and conference packages have been created, two successful wedding fairs have been staged, a new Town Hall uniform has been introduced, and lively new social media content on Facebook and Twitter is reaching increasingly bigger audiences.
- 3.4** The building has a selection of attractive spaces of varying sizes which can accommodate a range of corporate events and conferences. While the rooms lend themselves to these events, a market assessment and comparator exercise has identified that additional investment is required in both equipment and furnishings to ensure the venue can compete locally and regionally in the corporate marketplace.
- 3.5** In March 2018 the Council agreed to create a £4m Cultural Capital Fund to invest in West Dunbartonshire's cultural and heritage infrastructure in order to unlock regeneration, increase tourism and raise the reputation of the area. The 2018/19 budget document and accompanying Administration motion to Council pointed to the transformation of the waterfront at Clydebank and the perfect opportunity this created to undertake bold and exciting projects that revitalise Council assets and change the way people look at our area. Officers were asked to focus upon renewing the historic Town Hall and develop detailed proposals into reports for consideration by the Cultural Committee.
- 3.6** This report responds to those wishes by bringing forward proposals that explore how to maximise the potential of the Clydebank Town Hall, to ensure its continued operation as a flagship venue within Clydebank, and achieve improved commercial success. It is noted that a further report will come before a future Committee regarding investment in the external and internal fabric of the building. This report on furniture and equipment is being brought in advance of this to allow officers to take immediate action to improve the Town Hall offer and the income potential in 2020/21.

4. Main Issues

- 4.1** In order to meet running costs and ensure that the Town Hall is sustainable for the future, external income must be significantly increased. Through market research it has been established that the greatest opportunities for income generation come from the wedding, events and corporate market. Importantly the corporate market also presents opportunities to generate bookings during weekdays and working hours when there is currently significant under utilisation of the Town Hall.
- 4.2** The Town Hall's historic façade and architecturally appealing interior make the building an attractive proposition for the corporate market. To maximise this advantage, the Town Hall needs to offer a comparable corporate package to competitors in the form of IT and conferencing equipment, furniture and

furnishings. In the reception, a digital display board would welcome guests and provide the opportunity to market events. In the Clyde Room, a display screen is required for presentations as well as furniture to replace the current fittings which are worn, bulky and difficult to manoeuvre. In the Coffee Shop current furniture is broken and worn and would be replaced with new modern, furnishings. These would be flexible enough to allow them to be used elsewhere in the building should changes be made to the layout of the building or coffee shop in future. In the Lesser Hall, the addition of a projector screen and AV equipment would enhance the space providing an opportunity for those seeking smaller venues. In the Grand Hall the event chairs are around 20 years old and showing signs of wear. It is suggested that these are replaced with new modern chairs. In addition, the Grand Hall stage needs to be re-skinned to maintain it at a suitable standard and protect income from local theatre and dance show groups. The provision of in-house bar services is providing a new income stream for the Council. The purchase of an ice-machine would remove the requirement to purchase ice for each event and ensure efficient use of employee time. Each of these items will enhance the current offer at the Town Hall, complement any future refurbishment and ensure the venue can fully facilitate corporate and other bookings.

- 4.3** If agreed officers would aim to have this equipment in place by end of December 2019. A marketing drive to the corporate sector would then follow in January 2020 with an expectation that new bookings would be secured for the 2020/21 financial year.

5. People Implications

- 5.1** There are no people implications arising from this report.

6. Financial and Procurement Implications

- 6.1** The recommendations in the report are intended to support income generation for the Town Hall in line with the strategy outlined at Cultural Committee in May 2018. The ultimate ambition is to reach a position where the costs of running the venue are minimised as much as possible.
- 6.2** The cost of undertaking the proposal is £60,000 and it is proposed that this is funded from the Council's £4million Cultural Capital Fund. There are sufficient funds within the cultural capital fund to support this taking into account committed spend to date and the planned proposal to refurbish the building.
- 5.1** For the benefit of Committee the following other projects are also in the pipeline for the Cultural Capital Fund. Costs are not available for most of these so indicative outline estimates have been provided:

Project	Cost
Alexandria Library (first floor)	£0.330 (Agreed)
Clydebank Town Hall	£1.400 (Indicative estimate)
Clydebank Library (basement museum)	£0.500 (Indicative estimate)
Back Door Gallery	£0.130 (Indicative estimate)
Bruce Street Baths	£0.500 (Indicative estimate)
Total	£2.860m
Total including proposals in this report	£2.920m

6.3 Procurement advice has been sought and the relevant guidance in relation to obtaining quotes would be followed should the committee approve the recommendations.

7. Risk Analysis

7.1 The Council is required to ensure best value for Council tax payers. Failing to capitalise on all opportunities and maximise paying bookings for the Town Hall would have an ongoing negative financial impact for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact screening has been undertaken and no significant impact has been identified.

9. Consultation

9.1 The enhancements detailed in this report have been collated in consultation with officers from Clydebank Town Hall, Communications, Assets, Finance, Legal and Procurement.

10. Strategic Assessment

10.1 The improvements outlined in this report will contribute to the Council's strategic priority of efficient and effective frontline services that improve the everyday lives of residents.

Malcolm Bennie

Strategic Lead

Communications, Culture and Communities

Date: 27 August 2019

Person to Contact: Amanda Graham
Communications and Town Hall Manager
Communications, Culture and Communities
Telephone: 01389 737527
Email: amanda.graham@west-dunbarton.gov.uk

Appendices: N/A

Background Papers: None

Wards Affected: All