

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	1 st October 2015 at 19.30 in the council chamber
Councillors present	M Robins (MR), J Hudson (JH) R Berry (RBe), R Barnett (RBa), L Govan (ETHIC)
Apologies	M Ford (MF), C Byles (CB) – with apology (C Ribchester)
Members of public present	None
Discussion Points	

The meeting was conducted in accordance with the agenda circulated on 15th September with supporting papers.

1. Apologies for absence/other

As noted above

2. Minutes

The minutes of the meeting held on 30th July 2015 were reviewed and accepted as a true record
A log of action points is attached to the minutes.

Action to inform council about materials salvaged then place in auction (see section 9 of minutes) to be undertaken by RBa. **Action RBa**

3. Update from ETHIC

LG briefly reviewed the outline design options to address the potential upgrade of the WC facilities and access for disabled people. The group also reviewed the draft brief for ETHIC to take this concept forward. Group members would be given until 5th October to raise further comments and then, unless there were objections to this the brief would be placed on the next ETHIC agenda for discussion.

4. Town hall user update

JH/RBa reviewed the schedule of charges proposed for weddings, funeral and other related events in the town hall in an email previously circulated. The meeting agreed the proposed charges.

JH/RBa were to meet later that week to agree promotional brochures and other material. The meeting agreed that they should lead this task and compile brochures and lead on other modes of promotion, linking with Cllr H Molesworth and other group members as required. **Action JH/RBa**

It was noted that the CB contact for 'long sword' contests had booked the hall

5. Maintenance update

RBe gave an update of progress and hoped to conclude the final account with the contractor for presentation to the November council meeting

The condition survey for the town hall produced by MSDC had been circulated for comment and the summary was briefly reviewed. Some of the 'urgent' items had been dealt with by the current maintenance programme and the remainder were to be tabled for consideration by F&G and the full council for the 16/17 programme

6. Maintenance priorities for 16/17

The meeting felt that the following should be tabled for consideration for the 16/17 programme:
Improvements to kitchen hygiene – floor coverings and upstands

Improvements to the first floor WC
Covering the corrugated rooflights to the main hall

7. Budget setting for 16/17

RBe to undertake budget draft with RBa and circulate when ready in draft form **Action RBe/RBa**

8. Town Hall clear up day

Confirmed for 5th October and list of proposed tasks circulated

Post meeting note – the clear up day highlighted some health and safety work to be undertaken to fix loose bricks and maintenance contractor has been instructed

9. Items referred by clerk

None

10. Items for main council agenda

To note the minutes of the meeting held on 1st October

11. AOB

RBa to investigate cost of fire proof and more suitable storage for cleaning materials etc in store area

Action RBa

Date of next meeting 22nd October at 19.30 in the Council Chamber

Distribution of minutes – all present and apologies and Paul Abbot

Meeting closed 20.35	Signed:
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Return this form to the Town Clerk within one week of meeting date.

