

## EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	26 <sup>th</sup> February 2015 at 19.30 in the Council Main hall
Councillors present	C Byles (CB), J Hudson (JH), L Cummins (LC) R Berry (RBe)
Apologies	M Ford, M Carr, R Barnett, P Abbot Other: G Horrobin
Members of public present	Mrs F Marconi, Mr M Marconi
<b>Discussion Points</b>	
<p>The meeting was conducted in accordance with the agenda circulated on 23<sup>rd</sup> February with supporting papers with item 4 being discussed first</p> <p><b>1. Apologies for absence/other</b></p> <p>As noted above</p> <p><b>2. Minutes</b></p> <p>The minutes of the meeting held on 22<sup>nd</sup> January 2015 were reviewed and accepted as a true record with changes in 3 para 1 and 6 para 2 from £400 to £650 A log of action points is attached to the minutes</p> <p><b>3. Update from ETHIC</b></p> <p>PA is still to seek a second (or a third if possible) quotation for secondary glazing to compare to the quote from Storm Windows. <b>Action PA</b></p> <p>RBe will review with RBa potential saving for secondary glazing on heating reviewing the English Heritage publication Energy Efficiency and Historic Buildings <b>Action RBe/RBa</b></p> <p><b>4. Wedding license matters</b></p> <p>Mr and Mrs Marconi had attended for this item and in accordance with sub-committee meeting protocols were offered the opportunity to table their views. In summary these were that whilst appreciating the Council's desire to minimise losses on the town hall in the wider interests of the people of Eye, they were concerned at the potential for an increased level of disruption to homes close to the</p>	

town hall and increased incidences of anti-social behaviour. Mr Marconi proposed a 'cap' of what could be potentially noisy events which were programmed to continue into the evening at around 24 per year.

Cllr Berry agreed to take note of this and consider this view with the group in formulating town hall usage policy.

The draft letter prepared by Cllr Hudson and the clerk was reviewed along with Cllr Ford's comments circulated via email and it was agreed that early consultation along the lines of this letter should be pursued. RBe had some comments on the draft and would send to JH/RBa **Action RBe**  
(post-meeting note – this circulated on 28<sup>th</sup> February)

JH/RBa to manage process of placing this in the public domain via Eye to Eye, Eye magazine, the Council web-site and other methods and lead communications receipt and response. **Action JH/RBa**

LC agreed to contact the local funeral provider to assess potential for usage referrals **Action LC with JH**

### **5. Maintenance work options and quotations received**

The group reviewed the quotations build up from the term contract with Paul Durrant Ltd approved by the full Council in December. These had been circulated before the meeting.

The group agreed that the following should be put to Council in March to be undertaken. Prices include Council contingency provisions where appropriate:

External redecoration and associated repairs and re-glazing	£7,706.00
Roof inspection and maintenance work including scaffold access	£2,776.00
Repairs to gents WC window, new sill and repairs to entrance doors	£ 836.00
Work to redecorate and undertake repairs to front entrance lobby (builders work cost £2,940 plus fittings allowance)	£5,190.00
Remove hose reel in main hall	£ 122.00
Replace plywood panels in floor with boarding	£ 579.00
Replace loose plaster to both sides of emergency exit doors	£ 515.00

The following were noted and agreed to be placed in abeyance pending clarification on funding sources and listed building consent where applicable:

- Works to first floor WC
- Works to ground floor rear entrance
- Kitchen redecoration and floor covering
- Shelving to radiators in main hall (possible ETHIC funding)
- Covering to panels in main hall from inside (will require listed building consent)

For matters requiring listed building consent in the future RBe to liaise with Sarah Hucklesby to determine optimum scope of a future application **Action RBe**

## 6. Budget reconciliation for above

RBa/RBe to review with F&G the investment recommendations against budget provision. RBa has prepared and circulated a Buildings Committee budget for 15/16 showing total provision including 14/15 carry forward.

**Action RBa/RBe**

## 7. Items referred by town clerk

No items referred

## 8. Items for main council agenda

To note the minutes of the meeting held on 26<sup>th</sup> February 2015

To proceed with an application to use the town hall as a wedding venue at a cost of £1,800 for the application at no overall cost to the buildings budget.

To note the comments received from public consultation undertaken to date

To proceed with the following building maintenance works against the 15/16 budget to be undertaken by Paul Durrant Ltd in accordance with the term contract agreed by Council in December 2014.

External redecoration and associated repairs and re-glazing	£7,706.00
Roof inspection and maintenance work including scaffold access	£2,776.00
Repairs to gents WC window, new sill and repairs to entrance doors	£ 836.00
Work to redecorate and undertake repairs to front entrance lobby (builders work cost £2,940 plus fittings allowance)	£5,190.00
Remove hose reel in main hall	£ 122.00
Replace plywood panels in floor with boarding	£ 579.00
Replace loose plaster to both sides of emergency exit doors	£ 515.00

Should Council approve the above that Sarah Hucklesby be canvassed to act as supervisor of works on site on behalf of the Council.

## 9.AOB

LC to consult further with English and Continental Antiques on optimum treatment for the 2 lecterns and assess any expenditure require

**Action LC**

RBe informed the group that the condition survey work to be undertaken by NPA began 28<sup>th</sup> January but would require further visits to complete. NPA had not returned mails and RBe would chase.

The group agreed that it may be advisable for some professional depth of supervision of work in progress. RBe advised the group that he did not carry professional indemnity insurance to supervise work in progress and would have limited availability in May, June and July. The group felt that

supervision independent from individual councillors would be positive and this would be recommended to Council. RBe to contact Sarah Hucklesby **Action RBe**

Date of next meeting 26<sup>th</sup> March at 19.30 in the Council Chamber  
Distribution of minutes – all present and apologies plus GH

Actions for full Council Agenda

As section 8

Meeting closed 21.30

Signed:

**Return this form to the Town Clerk within one week of meeting date.**