



EYE TOWN COUNCIL

Minutes of the Town Hall Committee of Eye Town Council held at 10:00 on Thursday 27th September 2018 in the Council Chamber of the Town Hall Eye.

Persons present: Cllr Byles (Chair), Cllrs Berry and Gould, Mrs June Gould and Mrs E Govan – co-opted members. Cllr Hudson joined the meeting at 11:00.

1. Apologies for absence – Cllr Hudson apologies received that she would be late for the meeting.
2. An update on Phase one (the roof) of the building works was received from Cllr Berry. All is completed except that some additional work which is outside the original contract is required -the repointing of brickwork on the west face of the clock tower is necessary to prevent water penetration to the main hall when it rains, and the wind is in a westerly direction. No scaffolding is required for this work which will cost approximately £700. It was unanimously agreed this cost would be taken from the building budget.
3. It was unanimously agreed it is good accounting practice that the retention of £4127 due to Paul Durrant should be accounted for in a separate budget line in the Town Council's accounts. The Chair agreed to inform the Town Clerk.
4. Phase 2 (the Toilets). Mrs Gould reported that the “things to do” list was being worked through by the contractor and decorator and all except one matter would be completed by the end of today. There is a debate on whether to have bars at the window of the lady’s toilets or to have a secondary double-glazing unit fitted. Mrs Gould agreed to obtain a quote for a secondary double-glazing unit and a decision will be made by her and Cllr Berry over whether to install window bars or a secondary double-glazing unit.
5. Sanding the Town Hall floor. This is required before the formal opening on 30th October. Mrs Gould reported that no quote had been received from Ardwork the firm who carried out this work some time ago. Mrs Gould is going to ask Ipswich Carpet & Flooring Ltd to visit the Town Hall and to formally quote to do the job.
6. The budget for the Toilets – Cllr Berry reported that Phase 2 was within the Budget limit of £66,000 and will produce a detailed report in conjunction with Castons the quantity surveyors which he will submit to Finance & Governance Committee and then to Town Council in October.
7. A sound system – now the Hall is completed Cllr Byles will arrange for a sound system to be installed.
8. Hiring charges. It was agreed that a new system of hiring charges was required and that the system of fees should be simplified to fees for Profit making activities and non-profit making activities with evening functions charged slightly more than day time functions. It was unanimously agreed that a new system of charges shall be delegated to the Chair, Cllr Gould and Mrs Gould to agree and bring to Town Council.
9. The requests by Slimmer’s World and Weight Watchers for the Council to reconsider the fees they are being charged were considered by the Committee and they unanimously agreed that the fees should not be reduced as both organisations were not being charged the commercial rate set out in the Council's existing hiring charges and the rate for Eye residents and non-residents correctly applies to non-profit making functions in the Town Hall. Further the improved facilities in the Town Hall will enable each organisation to keep their present customers and also to attract new customers. It was also agreed there should

- be no reduction for the police.
10. Banners on the Town Hall – it was unanimously agreed that no one organisation may have a banner on the Town Hall permanently but that the Town Clerk should allocate times for banners so that the various organisations requesting them share this facility and obviously priority will be given the week before to for example a concert on a particular date. The Committee do not want any A frame notice boards to be used in front of the Town Hall with the exception of A frame notice boards advertising weddings which are possibly required by law.
 11. Personal Hygiene Services Contract – the Committee agreed that possibly the same firm who service the public toilet should service the Town Hall
 12. Cleaning out cupboards in the Council Chamber – to be done in November once the formal opening has occurred.
 13. The Archive Group of Eye – the Committee unanimously agreed that the Archive Group must make a written proposal to use the room in the Clock Tower and in particular must specify how frequently the room would be used and by how many people at a time, when (roughly) the room would be used, how the archive papers are to be stored, they must be aware the room has no heating and will be very cold in winter and put forward a risk assessment of how they plan to negotiate the stairs and deal with any fire. The Committee had grave reservations about the Archive being stored in that room from the point of view of safety of access and egress and how dry and cold it will be in winter and considered the group should look at the Volunteer Centre for accommodation of the archive.
 14. Lighting – the Committee noted lighting in the Town Hall is working in about 90 per cent of all cases and that one light needs a little encouragement to warm up and work properly.
 15. The Cupboards in the Council chamber Cllr Berry is investigating how to make the locks on the cupboards work and obtaining new handles for the cupboards working with English& Continental.
 16. Future works in the Town Hall – the Committee agreed that the side lobby would be improved if the electrics were rationalised and it was redecorated. Cllr Berry will obtain estimates for this work. The Council chamber could also be modernised by removing the strip lights and replacing them with LED lights and redecorating and possibly making the sky light more aesthetically pleasing. These are plans for the future possibly in 2020.
 17. The mat well in the Side Lobby. It was unanimously agreed the mat well in the side lobby should immediately be filled in to facilitate disabled access.
 18. The Formal opening of the Town Hall. It was agreed the Mayor will welcome the guests and Cllr Byles will make a speech about what has been accomplished and will thank the various bodies, individuals who have helped which will not last longer than 5 minutes. Alcohol will be provided by individual Councillors and a budget of £300 will be set aside from the building budget to provide for canapes – some will be bought, and some made. Cllr Byles will organise the catering,
 19. The next meeting of the Committee. It was agreed because members of the Committee are away in Pouzauges and are also on holiday the next Committee meeting will be at 11:00 on 25th October.

No resolutions to Town Council

The meeting finished at 11:30.