

Eye Town Council

Minutes of the Town Hall Committee held on 29th November 2018 in the council chamber at 19.00

Present: Cllrs Jane Hudson (deputy mayor) R Berry, J Blake, A Evitt, P Gould, M Smith, J Walker
Improvement Group co-optees Paul Abbot, June Gould, Liz Govan

The meeting was conducted in accordance with the agenda circulated

1. Apologies for absence

Cllr C Byles (chair of THC)

2. Declarations of Interest

None

3. Previous minutes

In the absence of CB these were not read as they mainly contained outstanding items for the building works which had been completed. Any action points would be taken forward to the next meeting.

4. Update on construction budget outturn

- 4.1. RB informed the meeting that the saving on the overall funding allocated to serve the project was around £40k. It would be an option to return this money to the PWLB and reduce the repayments proportionately. The town clerk had advised that this money was not ring-fenced to the scope of works contained in the project and that a level of investment
- 4.2. The meeting unanimously agreed that this money should be held under the auspice of the F&G chair (AE) and that any investment to be made against it cleared via F&G prior to submission to full council.

5. Future action

- 5.1. Quotations under the council's maintenance contract which could be funded from part of this surplus were being sought as follows:

Redecoration and associated repairs to the council chamber (estimated cost £3,000)

Redecoration to staircase lobby from main entrance door (estimated cost £1,200)

Inspection via the roof space and review of how the insulation visible through the glazing could be covered.

Improving the layout of electrical mains in the side entrance lobby (Tatum Electrical)

Decoration and repair to finishes in the side entrance lobby

RB to obtain quotations and present to F&G

Action RB

- 5.2. Works to the fittings and carpet of the council chamber were discussed. AE will contact Stephen Harmer and report on the condition and value of the carpet and its potential for continued use. The quotation for redecorating the chamber will include staining the floor. Work to the tables was also discussed with the preference being to make the legs on the tables 'fold away' to improve storage and use of space.

Action AE

- 5.3. It was agreed that lighting could be improved and this would benefit the chamber. PA advised that the lighting survey undertaken by ETHIC in 2015 covered the council chamber.

PA to contact Andrew Harper the lighting consultant to isolate the section of the report applicable to the council chamber and report on any additional fee to AH.

A specification could then be passed to Tatum Electrical for pricing and comment.

Action PA

6. Quotations received

6.1. Post meeting the following quotations have been received from Paul Durrant Ltd

Redecoration to council chamber £2,653.30 excl VAT

Redecoration to staircase £715.00 excl VAT

RB to present these at F&G meeting on 6th December

Action RB

7. Approach from Queens Head

7.1. JW summarised a meeting held with the QH to discuss closer working arrangements. The options for this were discussed and the meeting supported this subject to an on-going review of its effectiveness and accountability. The council was keen to support all local businesses and welcomed similar approaches from other enterprises.

JW to act as link with the QH via the Events Committee and link to the THC as regards proposals.

Action JW

8. Charging and Events Review

8.1. Cllr Byles was working on a charging policy to reflect the improved facilities and so these were not discussed. The clerk is working on a projection of income for the 18-19 year based on known income. This will also contain some potential management options for discussion JG has drafted a job description for a potential town hall manager. RB to locate and discuss with CB/JG

Action RB

Post meeting note: this JD circulated in updated form at F&G meeting

8.2. There had been some problems with sufficient hot water supply during large events. It was agreed that RB would send contacts to Mark Joy for JW who would review the water storage and supply capacity with MJ.

Post meeting note email with contact details sent

8.3. LG reported that the Eye Do Dance booking had fed back that the acoustics were not good for their event. Future events to be monitored and feedback sought from users and if this is a problem for all then acoustical advice will be sought.

9. Summary of recommendations for council

Any recommendations to be submitted via F&G at its next meeting on 6th December

10. AOB

No matters raised

The meeting closed at 20.20

Date of next meeting to be arranged

Distribution: all present plus Cllr Byles and Town clerk