

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	23 rd October 2014 at 19.30 in the Council chamber
Councillors present	J Hudson (JH), M Carr (MC), L Cummins (LC), R Berry (RBe) P Abbot (PA representing ETHIC) Roz Barnett (RBa)
Apologies	G Horrobin, M Ford, C Byles
Members of public present (continue overleaf if necessary)	None
Discussion Points	
<p>The meeting was conducted in accordance with the agenda circulated on 21st October with supporting papers</p> <p>1. Apologies for absence</p> <p>As noted above</p> <p>2. Minutes</p> <p>The minutes of the meeting held on 2nd October were reviewed and accepted as a true record A log of action points is attached to the minutes</p> <p>3. Update from ETHIC</p> <p>The meeting reviewed the schedule of work circulated and agreed that this would form the reference summary for work to be undertaken. The floor sanding had been programmed on for the first week in January when the main hall was lightly used. The first booking was 8th January for Weightwatchers PA had contacted Selecta Glaze for a preliminary view on secondary glazing to the main hall. A provisional target was set for PA to report back to the BSC in January as to feasibility and outline costs</p> <p style="text-align: right;">Action PA/ETHIC</p> <p>4. Window repair update – holding works</p> <p>RBa had placed an order with Toby Pulford who was likely to undertake work in November</p> <p>5. Action and resource plan from last Council meeting</p> <p>RBa would resource the purchase of the equipment lock purchase under the grant money received. This would be undertaken linking with LC and MF Action RBa</p> <p>RBe to work up a proposed procurement system for the medium term window repairs Action RBe</p>	

RBe had inspected the main entrance foyer with MF and would work up a specification. For this and the proposed covering of the ceiling panels in the main hall Hucklesby Associates would provide design support.

Action RBe

RBa had canvassed some local companies as to their interest in tendering for the term maintenance contract. This will be supplemented by an article submitted for publication in two local papers, as well as an advertisement in Eye to Eye and subscribers to the Eye magazine. RBa and RBe will collate enquiries and report to the next group meeting. Application deadline is November 10th. The group reviewed and approved the information to be sought from the company/reserve to be appointed.

RBe will draft the contract linking to MC for advice

Action RBa/RBe(MC)

The quotation from Mark Joy for heating maintenance and related work was reviewed and felt by the group to be capable of recommendation to full Council for adoption.

It was agreed that up to three quotations would be sought from electrical companies using the information list prepared by RBe. RBa to contact companies

Action RBa

6. Review and adoption of maintenance budget

No comments were tabled on the proposed maintenance budget and this is to go forward to the review meeting on 10th November.

JH felt that once this was approved then full delegated powers to spend up to approved limits should be delegated to the group with the clerk, when the term maintenance contract was to be used. The group agreed with this and the idea will be put to F&G

7. Confirmation of matters for referral to full Council

See table. This will be subject to sufficient expressions of interest being received for item 3

8. AOB

Further to the action point against item 9 from last minutes, RBa briefly outlined options for accessing external funds and it was agreed by the group that consideration to pursue this would be useful. The group will draft a brief for consideration by ETHIC as to the best potential future methods to widen the use of the town hall and methods of accessing funds to achieve this. RBa and RBe will start to draft and circulate to group members for comment.

Action RBa/RBe

LC to act as co-ordinator with Barry Beamish to ensure that the Council chamber is adequately heated for meetings and that the main hall is for events. Also hot water is provided where required consistent with economy.

Action LC

Discussion was undertaken re key holding and keys were with BB, LC, AE and the clerk. This was felt to be acceptable.

Date of next meeting 27th November at 19.30 in the Council Chamber

Distribution of minutes – all present plus CB, MF, GH

Actions for full Council Agenda

To note the record of the meeting held on 23rd October

To consider acceptance of the quotation from Mark Joy to enter a two year maintenance package on the town hall heating system and related works

To consider endorsing the proposed tender list for the main building term maintenance contract.

Meeting closed 20.30

Signed:

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