

Minutes of Town Hall Committee Meeting
held at the Council Chamber at 7pm on Monday 22nd January 2018

Persons present Cllrs Byles (Chair), Berry, Gould, Hudson, Smith, Mrs June Gould, Mr Paul Abbott
Mrs Liz Govan (co opted members)

1. Apologies for absence received and accepted from Cllr Evitt
2. Update on progress of phase one of the building works Cllr Berry provided an update - the contractors programme shows reroofing works should be completed by Easter 2018. However in practice this is likely to be April and no bookings are to be taken for that month without agreement. The latest appraisal by Castons shows the contract price has risen to £148,000 but this cost is still within the budget allocated by the Town Council at its meeting held on 4th July. Part of the increase in the price is caused by the extra work required to the roof caused by no joists in parts of the roof. Doing this extra work necessitated additional scaffolding and temporary roof hire. Paul Durrant will present his account for extras in respect of extra scaffold hire and roof hire which will be passed to the quantity surveyors for review and agreement in accordance with the contract. Cllr Berry to action.

Good news, no sign of any decay in the purlins or roof timbers within the interior of the hall and the interior plastering and rendering required to the hall walls is within the amount set aside for such work in the contract.

3. £5000 of grant from HE for disabled access to transfer to reroofing works. Cllr Gould reported that Historic England had agreed that £5,000 of the grant offered relating to enlargement of doorways for disabled access (which the Building Inspector no longer requires) may be transferred to pay for roof works subject to evidence that the accessibility requirement for which the grant was given has been met and that additional roof work above the budgeted scheme has been required – thus potentially there is an additional £5,000 to put towards the additional cost of the Phase One works. Action Cllrs Berry and Gould to compose a governance note for Town Council auditors and Historic England.
4. Cllrs Berry and Gould proposed that the whole hall be repainted below the white cornice including the sliding doors under the stage but excluding the windows for a cost not exceeding £3,500 -unanimously agreed
5. Paul Abbott suggested that the hall floor be re-sanded after phase one and phase two works have been completed for a cost not exceeding £2,000. Proposed by Cllr Berry - unanimously approved
6. Lighting in the Hall. Paul Abbott informed the meeting that incorrect lights had been received and it looked like the correct lights would not arrive until the end of January. There is a serious problem that the scaffolding needed will not be in place for the lights to be fitted. After a lot of discussion, it was agreed that Needham Electrical would be requested to come and fix the track which is in place immediately as we have the scaffolding in place for them to use. Also agreed Needham Electrical will be asked to fit all new cables/tracks needed for new lighting. In this way if the lights arrive after the scaffolding is dismantled only a smaller amount of scaffolding will be required.
7. A Sound System for the hall – Cllr Byles reported that one quote had been received from Audio Electronic Design and that she was in touch with another firm for a quote and would look for another firm to quote so there are three quotes in total. It looked like the cost for the Town Hall (excluding Council chamber) will be £5,700 plus vat. It was agreed that no loop system will be required as digital hearing aids are making loop systems obsolete. It was noted that the Project Manager was looking into funding for a sound system. Unanimously agreed a sound system was required to make the Hall up to date and to

- complete disabled access to the hall.
8. Phase 2 of the building works. Cllr Berry reported that procurement orders for the drains and accessible toilet had been issued in accordance with resolutions passed at the last Town Council meeting. Work on the drains will commence next week. It was noted and thanks given to Cllrs Gould and Smith for moving the chairs and to Cllr Gould and June Gould for storing chairs in one of their outhouses whilst the Phase 2 works are carried out. The specification for the accessible toilet put together by June Gould and Liz Govan was approved and after a discussion it was agreed sensors should be used on taps and toilet because they are more hygienic and appropriate to a modern installation. Paul Abbott commented that the plasterboard must have a strong structure for the grabrails to hang off. It was noted the space within the toilet cubicle was very tight and that panelling on the walls was not appropriate as they would reduce the internal space even more – skim plaster to be used. Paul Durrant is fully informed of the specification and June Gould will show the spec to the Town Council in February. It is thought that the cost of the phase 2 works will be £45,000 (NB this is an approximate cost) and it is anticipated that the revised procurement techniques adopted will show a saving against the cost provided by the Contracts Finder competitive tender process. It was noted that Castons and Sarah Hucklesby will continue to be involved with phase 2 of the works and that this will lead to an increase in professional fees.
 9. The Caretaker- Cllr Byles reported that the annual appraisal of the caretaker had taken place and that a new work schedule had been agreed with him whilst the Town hall had no hirers. In response to comments made by Cllr Smith, Cllr Byles will check the caretaker's current training credentials for working at heights. Action Cllr Byles. The caretaker was also given information on how the job of caretaker will change once the building work has been done. weekly half hour meeting.
 10. The clocktower Cllr Byles reported that she had been up the clocktower and it was agreed that all members of the Committee should be taken up the clock tower to view the structure and possible problems. Also agreed the caretaker should use a brush and dustpan and plastic bag to remove dust, dead flies in the Tower and the Committee will look at the Tower to see whether pest control needed (main concern is wood worm). Cllrs Gould and Berry informed the Committee that some structural work may be required to the clock tower because of cracking under the lintels. This may entail a further application to Historic England in the future.
 11. VAT update Cllr Byles reported the delay in registering the Town Hall for VAT was caused by HMRC being inundated by applications and confirmed it should take place within the next six weeks. The ability of the Council to reclaim VAT on building works was unaffected as there was a very clear intention to register for vat in the Town Council resolutions passed in September. If no registration received within the next 5 weeks a formal complaint will be made.
 12. Next meeting of the Committee will be 22nd February and meetings will generally be held on the 4th Thursday of the month.

Resolutions to Eye Town Council February meeting

- 1. to note the Minutes of the Town Hall Committee meeting held on 22nd January**
- 2. to receive a report on the current costings of phases one and two of the building works**
- 3. to receive a presentation on the specification for the accessible toilet devised by Mrs June Gould and Mrs Liz Govan co-opted members of the Town Hall Committee**
- 4. to note the offer from Historic England to allow £5,000 of the grant made to Eye Town Council for widening doorways for disabled access to the Town Hall to be used to pay for the reroofing works following a decision by the Building Inspector that the doorways did not require widening.**

- 5. To consider whether or not to pay a sum not exceeding £6,000 plus vat to have a flood sound system installed in the Town Hall such monies to come from the Building budget**
- 6. To consider whether or not to pay a sum not exceeding £3,500 plus vat to have the town hall redecorated from below the white cornice (including sliding doors under the stage but excluding windows) such monies to come from the Building budget**
- 7. To consider whether or not to pay a sum not exceeding £2,000 plus vat to have the floor of the Town Hall re-sanded following completion of phase one and two of the building works to the Town Hall**

The meeting concluded at 8.30pm.

Cost of Phase One Roof and Disabled Access

Money In

PWLB	110,000
HEngland	95,000
Wturbines	10,000
SCC Green	1,000
S106 T hall	5,000
Comm CapFund	11,000
Suffolk Rural Fund	4,000
County Councillors	
locality budget	1,000
Reserves	21900
H England Welsh	
Slates contrib	15,000

Total Money In £273,900

Money Out

Phase One

Contract price	148,000**	anticipated final account (includes temporary roof)
Elysian Ass	1,000	
Prof Fees	13,000*	
PWLB Loan Fee	40	
Admin Assistant	2500	may include some of Project Manager's salary
Additional cost of		
Welsh Slates	15,813	
Paul Abbott	29	
Lighting	3000	
Building Control	180	
Contingency	10,000	Gutters, temp roof and scaffolding
Total	193,562	

Phase Two

Works cost	45,000
Professional fees	8,900
Building control	1820

Extras

Decorating below cornice	3,500
Sound system	6,000
resanding Hall floor	2,000
Additional Prof fees	2,000

total for Phase 2 and extras £69,220

Money out £69,220 plus 193,562 = £ 262,782

Money left over £11,118

Not completely accurate as estimates of cost of Phase 2 and waiting to hear from Richard with professional fees for phase 2 and there will be extra fees for phase 2 from Hucklesby and Castons

Notes

*Fees for phase one only .

Thrive money ignored as status of Ethic uncertain
All sums net of vat

The contract price for phase one has increased because part of roof had no joists which led to increased cost of scaffolding and temporary roof

There will probably be increased fees from S Hucklesby and Castons for phase two

There may be unforeseen costs dealing with Victorian building

I am adding a breakdown of monies spent on the contract price and Professional Fees

<u>Contract Price</u>	<u>Payments made</u>
£134,214	Paul Durrant £37,552.80
	Paul Durrant £9,567.60
	Paul Durrant £17,810.40
	Paul Durrant £17,425.20
<u>Professional Fees</u>	<u>Payments made</u>
£14950	Sarah Hucklesby £1552.50
	MSDC Building Control £180
	Sarah Hucklesby £1672.15
	Castons £1260

We have paid Paul Durrant £82,356.00 to date

Dated 23rd January 2018