

Minutes of Town Hall Committee Meeting held on Thursday April 26<sup>th</sup> 2018 at 7pm  
at the Town Hall Council chamber

Persons present

Cllrs Byles, Evitt, Smith, Blake Gould and Mrs E Govan and Mrs June Gould Co opted members

1. Apologies of absence received from Cllr Berry
2. Update on the budget for the works and present position of the works – a financial update prepared by Cllr Berry was considered. The works carried out to date are within the budget and there will be monies in the budget to complete the renovation of the toilets. Cllr Berry is meeting Castons and the contractor on Monday May 1<sup>st</sup> to agree a final contract figure for the roofing works. It is anticipated the roofing works will be completed by the end of May and the renovation of the toilet works will be completed by 1<sup>st</sup> September.
3. Update on the Insurance Claim for the vandalism of the pictures in the Council chamber. Cllrs Gould and Evitt reported on a meeting with the Loss Adjuster and Cllr Byles reported a “ball park figure” for repair of the pictures had been received from the Hamilton Kerr Institute. An informal group of Cllrs Byles, Evitt and Gould will pursue an insurance claim which will report regularly to the Town Hall Committee. This informal group is meeting the Town Clerk tomorrow to check the Insurance policy and to decide on the way forward to pursue a claim.
4. The Fire Risk Assessment – Cllr Byles reported this has been finalised and a meeting will be held next Wednesday with the Town Clerk and the caretaker to make sure all the requirements and record keeping required to comply with fire prevention legislation is being complied with. Mrs J Gould gave Cllr Byles a new walk round check form she has prepared which includes fire safety checks required to be carried out daily and weekly by the Fire Risk Assessment.
5. A new Hiring Agreement – a draft is ready which Cllr Byles and the Town Clerk will look through by the next meeting of the Town Hall Committee.
6. A new website for the Town Hall – it was agreed to pursue this and that it could be financed out of the building budget as soon as a definite idea of the final costs of the roof and toilets has been obtained. During the next month Cllrs Byles, Berry and Mrs June Gould will prepare a paper setting out a list of items which should be included in the website. Cllr Gould pointed out the website could include advertising by local firms to help with the financing of the website. Everyone agreed that the booking system must be simplified and possibly a new booking system introduced.
7. Future Hiring Costs of the Town Hall – deferred to the May meeting of the Town Hall Committee.
8. The Wedding Licence – an application to renew the wedding licence has been made by the Town Clerk
9. VAT – Cllr Byles reported the Town Hall's registration for VAT has been

completed and we have a VAT number

10. Any other business. (A). Cllr Smith has made a trolley for placing the go pak tables on and sliding them into the space under the stage. Cllr Gould confirmed the trolley was a good design and worked well and would enable the tables to be stored under the stage without them being damaged. Cllr Smith will make 2 other trolleys if requested. Each trolley costs £80 to make and this cost is just for materials and not labour which Cllr Smith is providing free. Resolved unanimously to pay Cllr Smith £240 to make three trolleys to be used to store tables under the stage. (B) agreed that new runners holding the “doors” under the stage must be renewed as a matter of urgency – quotes to be obtained from local handymen for this job as the general contractor is very busy. ( C ) agreed new locks for the front door which allow timed entry by hirers using a card should be investigated (D) the email from the Business Forum was discussed – Cllr Byles to draft a reply.

#### Resolutions for Town Council

- A. To note the Minutes of the Town Hall Committee held on 26<sup>th</sup> April 2018  
B. To consider whether to request Cllr Smith to construct 3 trolleys to place tables on which will enable tables to be stored under the stage of the Town Hall for a cost of £240 to be paid for out of the budget to finish reroofing the Town Hall and renovation of the toilets.