

Minutes of Town Hall Committee held at 10 am Thursday 29<sup>th</sup> March 2018  
at the Town Hall Eye

Persons present

Councillors Byles (Chair), Gould, Berry, Evitt and later Hudson plus Mrs J Gould, Mrs E Govan, and Mr P Abbott co-opted members

1. Apologies received from Cllr Smith and Hudson who could not attend the beginning of the meeting. Apologies accepted.
2. Update on Phase one and two of the building works. Cllr Berry reported that phase two – the toilets will complete when envisaged by Easter ie the accessible toilet will be complete by that date. The reroofing will take slightly longer and a quote for lead work to fix a gutter on a part of the roof which abuts the roof over the Council chamber is awaited. A full and detailed report of the finances to date will be given to Finance & Governance Committee next week.
3. Update on vat registration. Cllr Byles explained that a letter from the vat registration unit requesting further documentation from the Town Council was never received and HMRC had made a decision to refuse the application to register the Town Hall for vat. To safeguard the Town Council a vat appeal has been lodged and at the same time a copy of the letter which was not received has been requested together with a request for an extension of time to answer any outstanding queries. Cllr Byles reiterated there was no reason why the Town Council should not be registered for vat and has invited Elysian Associates to attend Finance & Governance Committee next week to explain the situation to them.
4. Fire Risk Assessment – the document received from Thermatech was considered. Cllr Byles will request clarification of the numbers who can sit and stand at events and the size of the gangways there should be between tables when there is a “sit down “event. Cllr Byles and Mrs J Gould will meet to draft a Hiring Agreement using this information and the fire risk assessment will be used to support the application to renew the wedding licence.
5. Informal Opening of the Town Hall on 4<sup>th</sup> April. The programme of the Gislingham Silver Band and a ukulele band was discussed, and Cllr Byles agreed to remind the Mayor, Deputy Mayor to attend and to inform the Diss Express, the EADT and Park Radio of the event. It was agreed the Committee will meet on Easter Saturday at 10 am to clean up the Hall and probably again on Easter Monday to decorate as necessary. Cllr Berry's note of the cleaning work required was noted.
6. Publicising the Town Hall in the future. Cllr Byles passed round a note of a meeting with Sharon Teague a local graphic designer. It was agreed her advice of a standalone website for the Town Hall was a good one and that in the future twitter , Facebook and Instagram must be used to publicise the Town Hall together with the usual advertising. Decided that until we have confirmation we are registered for vat we will wait to spend money on a website. Also agreed the method of logging into the booking system must be made simpler and easier to use and that we will obtain three quotes for a new website for the Town Hall when the time comes.
7. Any other business – none.

No resolutions to Eye Town Council

Meeting finished at 11.15am and was followed by an hour or more clearing up the Town Hall.