

Agenda for Town Hall Committee Meeting @ Council chamber 7pm January 22nd 2018

1. Apologies for absence
2. Update on phase one progress and finances – RB
3. Update on VAT registration and implications for reimbursement of vat- CEB
4. Position on electrical work from Needham Electrical – PA
5. Update on sound system and interface with Paul Durrant for access.
6. Review of phase 2 drawings and progress with placing order for works in Lobby area-RB
7. Specification for accessible WC – JG
8. Other areas of work content – instructions for PD via HA
9. Temporary storage of chairs and other items during works- RB
10. Caretakers job whilst the Town Hall is closed to hiring – Caretakers appraisal.
11. Booking receipts relating to Town Hall during this financial year.
12. Governance processes for Phase 2.