

Agenda for Buildings Committee (BC) meeting of ETC to be held 14th July 2014 at 19.30 in the Town Hall Council Chamber

Invited: C Byles (Mayor of Eye)

M Carr, L Cummins, M Ford, G Horobin, J Hudson,

R Berry

S Hooton (apology for absence) /Member of ETHIC

R Barnet

1. Introduction and outline by CB
Summary of research by RB
2. Relationship of group with ETHIC
3. Confirmation of BCs portfolio - Cross St and buildings to manage
4. Structure of group
Deputy
Note taking
Other members (user groups representation)
5. Group work streams and draft maintenance plan
 - 5.1. Reactive maintenance and day to day works
 - 5.2. Planned and cyclical maintenance
 - 5.3. Improvement projects (incl links to ETHIC)
 - 5.4. Inspections and condition survey incl risk register
 - 5.5. Facilities management and utilities
 - 5.6. Links with users
 - 5.7. Marketing and development for income
 - 5.8. Charge setting, collection and income tally
6. Confirmation of items for main Council agenda
 - 6.1. To note the minutes of this meeting (if can be circulated)
 - 6.2. Consider proposal to seek expressions of interest in maintenance works and to canvass a maintenance arrangement with the current heating and electrical contractors
 - 6.3. Consider purchase of refuse facility
 - 6.4. Consider caretaker cover
 - 6.5. Consider window inspection and report results in September
7. Links with F&G
8. Incidence of future meetings
9. Holiday arrangements
10. AOB