

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	2 nd October 2014 at 19.30 in the Council chamber
Councillors present	C Byles (CB), J Hudson (JH), M Carr (MC), L Cummins (LC), M Ford (MF), R Berry (RBe) P Abbot (PA representing ETHIC) Roz Barnett (RBa)
Apologies	G Horrobin
Members of public present (continue overleaf if necessary)	None
Discussion Points	
<p>The meeting was conducted in accordance with the agenda circulated on 25th September with supporting papers</p> <p>1. Apologies for absence</p> <p>GH and will not be able to attend meetings until December</p> <p>2. Minutes</p> <p>The minutes of the meeting held on 14th July were reviewed and accepted as a true record A log of action points is attached to the minutes</p> <p>3. Update from ETHIC</p> <p>PA updated the meeting on survey and other work.</p> <p>A lighting survey had been commissioned after an initial inspection by the consultant sourced by ETHIC.</p> <p>An acoustic consultant had also provided two options to improve sound reverberation. The meeting noted that the consultant, Alan Franks had undertaken this survey and report at no fee and wished thanks to be passed on for this.</p> <p>ETHIC has secured a quotation to sand and apply a finish to the town hall floor. The meeting agreed that this would be a positive addition to the building and ETHIC will place an order for this linking with RBa to ensure that access required minimises disruption to town hall users. Action ETHIC</p> <p>Both ETHIC and group members felt that communications between two forums had improved markedly and would keep in touch both operationally and via attending respective meetings.</p>	

4. Town Hall equipment

The meeting was pleased to note the success of the application for equipment. RBa distributed a schedule of items listed.

RBa will allocate relevant finance to individual sub-committee budgets and advise chairs **Action RBa**

The meeting complimented the quality of the application prepared by RBa with support from MF and others

5. Strategy for town hall window improvements

The meeting reviewed a summary proposed by RBe and the following was agreed

1. RBa would raise an order with Tony Pulford for holding repairs, as agreed at the September Council meeting of up to £800. **Action RBa**
2. A more extensive repair programme repairing areas of decay would be proposed to Council to be undertaken. A preliminary estimate for this work is £2,500. RBe to draft a paper for Council and consider procurement methods. **Action RBe**
3. The meeting agreed that a longer term option would be to consider secondary glazing to the windows. The rationale for this was to improve thermal performance and sound insulation. It was agreed that the best mode of investigation was for PA with ETHIC to canvass specialists and seek survey and specification information. It was also noted that should this solution be considered feasible the conservation officer at MSDC would need to be consulted. **Action PA (ETHIC)**

CB noted that energy based works such as item 3 above could be funded partly by the funding secured from the wind turbines.

6. Review and adoption of maintenance budget

The budget 'lines' were reviewed. Rather than review amounts allocated line by line, group members are to comment to RBe on amounts included. Based on comments RBe will re-cast with RBa after consultation. **Action Group**

The completed budget will be placed before full Council via a meeting scheduled for 10th November 2014.

RBe will target completion by mid-October with RBa with incorporation of revisions for matters discussed at this meeting and from group members **Action RBe/RBa**

7 Strategy for procurement of maintenance contractor

The summary paper circulated was reviewed and the meeting agreed that it would be sensible maintenance policy to seek an alternative to continued canvassing the local market for individual quotations and seek a longer relationship with a single contractor and possibly a reserve for building works.

It was also agreed that maintenance arrangements should be sought with the installer of the heating and electrical works so as to preserve warranties

RBe to draft a paper for the next Council meeting to seek endorsement of this strategy **Action RBe**

8. Investment options for 14/15 budget

CB led the discussion on the need for investment in the town hall to attract more users especially in the light of improved equipment. In particular the toilets were below standard, the entrance foyer was 'shabby' and noise from rain on the roof would limit performance capacity in the main hall.

It was agreed that refurbishment of the toilets required significant re-design but that provision should be made in future years budget for repair and improvement pending a wider review of funding and design options which would probably be undertaken by ETHIC.

It was agreed that the 14/15 budget allocation remaining would be targeted at redecoration and improvement of the main entrance and reviewing the feasibility via ETHIC of covering the corrugated panels in the main hall.

RBe to prepare a strategy paper to see endorsement of these two items from the next Council meeting

Action RBe

The meeting also considered fund raising options for major improvement works. RBa outlined the potential for an external fund raiser to access funding sources. It was agreed that RBa would research this and report back on options and costings

Action RBa

9. Other items

After discussion it was agreed that that RBa would revert to the country market group with an offer to assist with marketing to expand their customer base so as to make current rent levels affordable.

Action RBa

10. Town Hall hirer forms

The group reviewed the forms circulated by RBa. It was noted that the hirer was now required to sign hire forms and that should individual Councillors require hire of facilities other than for designated sub-committee meeting then hire forms were to be used.

11. Items for Council agenda

See below

12. AOB

All group members were pleased to note the return to work of the town hall caretaker, Barry Beamish, and welcomed him back after an operation. Thanks was also expressed to people who had provided cover in his absence

Date of next meeting 23rd October at 19.30 in the Council Chamber

Distribution of minutes – all present plus GH

Actions for full Council Agenda

To note the record of the meeting held on 2nd October

To consider authorising the clerk to accept the Awards for All Grant and to purchase equipment for the town hall as detailed in the Awards for All Grant at a maximum cost of £4,046.72

To consider approving investment of £2,500 in longer term window repairs and authorise the clerk to seek quotations and report back to full Council with the prices and the best method of delivery
To consider investment of up to £3,000 for redecoration and refurbishment to the main entrance and authorise the clerk to seek quotations as above
Start the procurement of a potential 3 year term maintenance contractor for building works in accordance with the paper circulated
As above for heating and electrical maintenance contractors as above
To note that the Town Hall booking form has been amended to include licensing charges

Meeting closed 21.15

Signed:

Return this form to the Town Clerk within one week of meeting date.