

## EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	23 <sup>rd</sup> April 2015 at 19.30 in the Council Main hall
Councillors present	C Byles (CB), J Hudson (JH), M Ford (MF) M Carr (MC) R Barnett (RBa) R Berry (RBe)
Apologies	P Abbot (ETHIC), L Cummings Other: G Horrobin
Members of public present	None
<b>Discussion Points</b>	
<p>The meeting was conducted in accordance with the agenda circulated on 16<sup>th</sup> April with supporting papers.</p> <p><b>1. Apologies for absence/other</b></p> <p>As noted above</p> <p><b>2. Minutes</b></p> <p>The minutes of the meeting held on 26<sup>th</sup> May 2015 were reviewed and accepted as a true record A log of action points is attached to the minutes</p> <p>CB reported that she had managed to contact J Roope at MSDC and a draft survey was being prepared for submission</p> <p><b>3. Update from ETHIC</b></p> <p>RBe updated the meeting that revised electrical quotations were being sought by ETHIC and that an additional secondary glazing price had been received and a third one was being sought. PA to update at next meeting <b>Action PA</b></p> <p>RBe had met on site with John Taylor from SCC and sent JT information for him to undertake and independent draughtiness calculation</p>	

#### **4. Wedding license matters**

Change of use application is being pursued by CB. CB stated that a change of use may not be necessary but would clarify with MSDC

**Action CB**

RBa confirmed that the fire safety inspection had been fixed for 19<sup>th</sup> May. RBe will not be here on that date and RBa will attend with caretaker/others/electrical specialist if required and report back

**Action RBa**

RBa confirmed no other matters are outstanding at this point on the application.

#### **5. Damage after adverse weather**

RBe updated the meeting and advised that councillor Molesworth had offered the possible use of a cherry picker when he has redecoration work undertaken on his house.

It was agreed that this kind offer would not be taken up as work may not all be possible from a cherry picker in any event and possibly a road closure would be required. The group agreed after discussion of options and risks that the best policy was monitor the position and have the work executed by Paul Durrant when he starts the maintenance work in June. A risk assessment and analysis had been placed with the clerk.

#### **6. Maintenance programme**

Maintenance work is programmed to start week commencing 15<sup>th</sup> June. This will include external decoration and roof maintenance and the erection of scaffolding.

Formal orders signed by RBe and RBa have been sent to Paul Durrant.

#### **7. Items referred by clerk**

RBa gave a user enquiry update – the Baptist Church had decided not to pursue interest. A music group was now using the town hall once per month.

User enquiry updated to be added under town clerks report as a standard agenda item.

The location of the memorial for the 490<sup>th</sup> Bomb Group was discussed. This could be placed in the entrance foyer but more discussion needed as to location as work proceeds. Ideally this memorial should be available for show for 8<sup>th</sup> August.

The group agreed that £200 should be spent from the marketing budget for design services for publicity material for the town hall

#### **8. Items for main council agenda**

To note the minutes of the meeting held on 23<sup>rd</sup> April 2015

To note that £200 is to be committed for design services for promotional material for the town hall against the agreed marketing allowance in the current budget

Council items to be presented by JH as RBe will be absent from May Council meeting

**9 .AOB**

RBe tabled some ideas about the future functioning of the group. RBe considered that after a year with a focus on maintenance the groups primary focus should turn to income generation and boosting use. RBe will draft and distribute a paper on this subject. **Action RBe**

MF raised the matter of security locks for the PA system cupboards. RBe will contact MF and agree types and these can be added to PD's work if applicable **Action RBe/MF**

The group recorded appreciation and thanks for the work undertaken by LC and MC who were retiring as councillors.

The group agreed that no formal meeting needed to be held in May pending the start of maintenance works. RBe will liaise with clerk and individuals for any matters arising before next meeting

Date of next meeting 25<sup>th</sup> June at 19.30 in the Council Chamber  
Distribution of minutes – all present and apologies

Meeting closed 21.05

Signed:

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