

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	26 th March 2015 at 19.30 in the Council Main hall
Councillors present	C Byles (part) (CB), J Hudson (JH), L Cummins (LC) M Ford (part) (MF) M Carr (MC) R Barnett (RBa) R Berry (RBe)
Apologies	P Abbot (ETHIC) Other: G Horrobin
Members of public present	None

Discussion Points

The meeting was conducted in accordance with the agenda circulated on 19th March with supporting papers.

1. Apologies for absence/other

As noted above

2. Minutes

The minutes of the meeting held on 22nd January 2015 were reviewed and accepted as a true record
A log of action points is attached to the minutes

3. Update from ETHIC

PA had reported to RB that he was seeking 2 additional quotations for secondary glazing **Action PA**

The group welcomed the appointment of Liz Govan to the ETHIC committee.

4. Budget reconciliation

RBa has still to calculate a final year end spend for 14/15. The group reviewed the 15/16 spend and provisional carry forward figure for 14/15. This totalled circa £42k with commitments of circa £36k via the planned maintenance programme and other outgoings. The group agreed that pending any additional funding this would be the limit of spend and the balance would be retained against reactive maintenance (e.g. adverse weather) and to cover matters such as the wedding license application.

A formal budget reconciliation is to be taken to full Council

RBe reported back to the group that a meeting had been attended with CB with the MSDC grants officer to test the availability of grants. This was only exploratory but would be pursued by CB and RBe

A further meeting was to be arranged by CB for CB/RBe with John Taylor from SCC regarding potential grant money for Suffolk Greenest County to test availability of some funding for secondary glazing and other thermal efficiency and noise reduction works. **Action CB/RBe**

(Post meeting note this took place on 2nd April)

5. Wedding license matters

JH reported that the public 'drop-in' session had been positive.

The change of use application will be led by CB who will contact MSDC to discuss what form, if any, this needs to take. **Action CB**

(post- meeting note – this has begun with email to Paul Harrison)

RBa raised the matter of the request for a current fire risk assessment in connection with the application. RBa will review with MF **Action RBa/MF**

LC had contacted the local funeral provider to assess potential for usage referrals and reported back. The advice was that the council would need to be 'more professional' to attract funeral users and a brochure would be needed. After discussion it was agreed that this was beyond the scope of the group and MC would contact Hartismere school and the Bank to ascertain if any assistance could be provided **Action MC**

The group agreed that this was a potential source of revenue and LC would write up and circulate SW's comments and continue contact with SH/others working with JH. **Action LC/JH**

The process of co-ordinating the application and related matters is likely to involve a number of strands of information and communication. With the exception of the above all matters, including the submission of the application itself, are to be placed through RBa/JH

6. Users update

The group discussed the application from weightwatchers for a revision (reduction) in their hire charge. Noting that it was likely that the organisation would (reluctantly) leave the town hall if this was refused and that this had arisen from pressure to cut costs from within the organisation, the group agreed to a revised rental of £1,560 per calendar year. This is to be placed before the next Council meeting for consideration.

In coming to this conclusion the group considered the rent paid against the time ww were normally in the main hall, amounts paid by similar organisations, the fact that they were an annual client and paid quarterly in advance. This would be reviewed for the next annual agreement.

RBa gave an update of current new expressions of user interest which included:

Diss Corn Hall as a JV option
Baptist church
Castleton Brass Band
Indoor flea markets

The group felt that any expression should be considered that did not directly conflict with local business interests. RBa to continue dialogue and report at next meeting **Action RBa**

7. Maintenance work programme

The group discussed the optimum time for work execution after approval by Council of the package in February. The group felt strongly that although an early start was attractive in pure maintenance terms the programme for a start any earlier than mid-June would conflict with the new mayoral ceremony and the Eye open gardens event. Particularly the latter was a 'flagship' event for Eye with many visitors and to have scaffold around the town hall and work in progress internally would not be desirable.

It was decided to request that Paul Durrant Ltd delay a start on external and disruptive work such as the foyer until the week commencing June 15th. This may conflict with PD's schools redecoration commitments. Minor work such as the floor and other survey and inspection and emergency work could be undertaken. RBe to canvas and report back. **Action RBe**

(post meeting note RBe has met PD and he has agreed that he will start as required – a proposal is in section 9 to take this to main council by way of an update)

8. Items referred by town clerk

Under this heading the group were advised of the problems of unauthorised personnel 'adjusting' the heating controls. This included, as reported by the council's caretaker, switching off at the sockets of all heaters in the main hall. This 'muddles' the computer controls and adjustments cause heat to be lost and bills to rise. It was decided that the best way to seek to prevent this was to have a training session for BB, RBa and one other on resetting the computer and to have notices printed and placed adjacent to heating thermostats requesting others not to touch the controls.

RBa to coordinate with RBe

Action RBa

9. Items for main council agenda

To note the minutes of the meeting held on 26th March 2015

To consider the buildings committee budget reconciliation for 15/16

To consider a revision to the rent paid by weight watchers to £1,560 per year

To consider that the programme for maintenance works will start during the week commencing 15th June

Post meeting note in view of events following adverse weather on the night of March 31st/April 1st

To receive an oral update on damage to the town hall and action taken following adverse weather on the night of March 31st/April 1st.

10.AOB

LC to consult further with English and Continental Antiques on optimum treatment of lecterns and report back

Action LC

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

Distribution of minutes – all councillors present and apologies plus GH

Meeting closed 21.35

Signed:

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