

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	25 th June 2015 at 19.30 in the Council Chamber
Councillors present	M Ford (MF) C Byles (CB), J Hudson (JH) C Ribchester (CH) R Barnett (RBa) R Berry (RBe)
Apologies	P Abbot (ETHIC), M Robins (MR) – on new councillor induction course
Members of public present	None
<p>Discussion Points</p> <p>The meeting was conducted in accordance with the agenda circulated on 22nd June with supporting papers. The group welcomed new members CR and MR and the skills they were bringing</p> <p>1. Apologies for absence/other</p> <p>As noted above</p> <p>2. Minutes</p> <p>The minutes of the meeting held on 23rd April 2015 were reviewed and accepted as a true record A log of action points is attached to the minutes</p> <p>It was noted that no reply had been received from John Taylor from SCC regarding the draughtiness calculation but not necessary to pursue at present</p> <p>3. Update from ETHIC</p> <p>No update as PA just returned from leave. RBe will attend next ETHIC meeting</p> <p>4. Composition and function of group members</p> <p>The focus of the group would now shift from maintenance to income generation for the town hall and general promotion.</p>	

RBe would lead with MR representation on the work being undertaken by Paul Durrant, links to ETHIC and future business planning with RBa together with the management of the caretaker with RBa and development of the MSDC condition survey with CB

JH would lead with CB, CR, MF (where mayoral duties allowed) and MR usage of the town hall, income enhancement, wedding plans development, bookings and protocols with RBa.

5. Maintenance update

Scaffold to be erected 26th June with PD starting on 29th June

The group felt that council/ETHIC should be approached regarding improvements to the first floor WC (especially in view of the possibility of weddings) and the cladding to the interior of the corrugated panels to the main hall roof. RBe to review with ETHIC **Action RBe**

The group also felt that whole elements of the town hall should be replaced especially the toilets as this had cost the council bookings. This to be taken up with ETHIC as part of business planning.

The meeting noted that a preliminary draft condition survey had been submitted by MSDC. This was to be reviewed by RBe and CB with a meeting with MSDC planned for July 2nd. **Action RBe/CB**

6. User update

MSDC had not responded re potential change of use and it was agreed to proceed with the wedding booking on 30th July at 16.30

Future planning and summary of current bookings had been prepared by the clerk and circulated to Paul Durrant for information

7. Items referred by clerk

The budget prepared by the clerk had been circulated. Group members to send any comments to RBa by 10th July and in the absence of these the budget will form the basis for group activity for the rest of the year.

Action all

The group reviewed the information about Quality Council status prepared by the clerk. There was concern that this would introduce enhanced processes for no real product benefit but acknowledgement that having this status could help the council in the future and possibly become a requirement. Group members to assess and comment to the clerk by 10th July. **Action all**

8. Items for main council agenda

To note the minutes of the meeting held on 25th June 2015

To note that a preliminary draft condition survey of the town hall had been received from MSDC

9 .AOB

RBe raised the subject of flying the ETC flag from the town hall. It was agreed that the incidence of this would be left to Cllr Cooper. RBa to research the cost of additional ETC flags **Action RBa**

Date of next meeting 23rd July at 19.30 in the Council Chamber
(JH on holiday)

Distribution of minutes – all present and apologies

Meeting closed 20.40

Signed:

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