

EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	27 th November 2014 at 19.30 in the Council Main hall
Councillors present	J Hudson (JH), M Ford, (MF) R Berry (RBe) Roz Barnett (RBa)
Apologies	C Byles, M Carr. L Cummins Other: ETHIC, 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 24th November with supporting papers</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 October 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>RBe had met with Sarah Hucklesby who had recommended a further company to be canvassed for secondary glazing options. This is Storm Windows based in Halesowen, West Midlands. RBe will canvass for outline information and if possible a budget price and brief PA/ETHIC Action RBe</p> <p>4. Group update on approved work items</p> <p>RBe updated group on contact with SH for work to main entrance foyer and ceiling panels. SH would canvass MSDC for any requirements on listed consent. SH would then draw up sketch for main entrance linking with MF.</p> <p>(post meeting note SH has arranged a meeting with MSDC for 3rd December)</p> <p>5. Market canvass for building maintenance contractor</p> <p>RBe/RBa summarised tender returns for time charges. Only 2 of 8 enquiries resulted in fully priced time schedules with a cost comparator from the MSDC maintenance contract being used as a benchmark/third price option. Prices for external redecoration were still to be submitted to the clerk. Both companies had requested</p>	

additional time and this was felt to be reasonable

The group agreed that the clerk had undertaken a full a realistic market canvass of local companies and that the tender returns received were good value for money especially when compared against the MSDC benchmark. Group agreed to recommend these to Council for acceptance leaving the option to include additional companies to quote for specific sections of work where this could be accurately specified such as for external redecoration.

RBe to prepare short tender report and forward via clerk.

Action RBe

6. Budget feedback from F&G

The budget presented by the group was reviewed by F&G and subject to formal confirmation and circulation the alterations to the budget proposed was the omission of the £15k for interim refurbishment to the WCs.

The £10k to provisionally fund the work to the entrance foyer and ceiling panels was still included in the 14/15 year and available for carry over if required.

F&G had proposed an increase in revenue targets of £1k to £6.5k for 15/16. JH to review viability of this target and report to group on options for securing additional income for 15/16.

Action JH

7. Items referred by town clerk

Group agreed draft for use of notice board with amendment to include Eye to Eye

Group agreed that banners to be placed on town hall should not be 'too large' so as to dilute backdrop of the town hall, be placed as a preference for one event at a time and not be up more than 10 days before the event. All placements to be undertaken via clerk.

RBa to check option for portable 'A' frame to act as a mounting for banners for larger events **Action RBa**

The clerk had received a wedding venue application and group felt this was worth investigation.

RBe to arrange inspection with applicant to assess interest once he has seen the facilities. **Action RBe**

8. Strategic items

Group agreed that 'offer' to assist with a condition survey by MSDC consultants should be pursued

RBe to lead contact for this

Action RBe

(post meeting note- contact made and preliminary inspection arranged for 3rd December)

RBa/RBe briefed the group on research work being undertaken by Tim Holt-Wilson under the auspice of the proposed Neighbourhood Plan. It was agreed that a canvass should be made of opinion for future options for use of the town hall as offered by people and businesses in Eye. This could then be translated into a brief for ETHIC to assess future options.

9. Administrative

Clerks leave cover for town hall to be BB with keys also led by LC, MF and Andrew Evitt

Agreed meeting on December 25th would not be ideal so no meeting in December and RBe will send a briefing paper to group members after next Council meeting.

Post meeting note with clerk. Agreed that it would be advisable for new contractors to have identifiable hi vis and hard hats with ETC name on them for identification when working on town hall. Council to be asked for expenditure authorisation.

10. Confirmation of items for main Council agenda

To consider acceptance of prices submitted for time charges for maintenance work submitted in response to the clerk's market canvass

To consider the purchase of safety clothing at an estimated cost of £100

Date of next meeting 22nd January at 19.30 in the Council Chamber

Distribution of minutes – all present plus CB, MC, LC

PA/ETHIC, GH

11. AOB

RBe advised group of likely content of VAT in kitchen and lobby to WCs. RBe to draft update for risk register and RBa to incorporate. **Action RBe/RBa**

Actions for full Council Agenda

To note the record of the meeting held on 27th November

To consider acceptance of prices submitted for time charges for maintenance work submitted in response to the clerk's market canvass

To consider the purchase of safety clothing at an estimated cost of £100

Meeting closed 20.55

Signed:

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