

## EYE TOWN COUNCIL – SUB COMMITTEE MEETING RECORD

Name of Sub-committee	Buildings
Date and start time of meeting	7 <sup>th</sup> April 2016 in council chamber at 19.30
Councillors present	M Ford (MF) , C Ribchester (CR), C Byles (CB), J Hudson (JH), M Robins (MR) R Berry (RBe)  R Barnett – Clerk (RBa)
Apologies	None
Members of public present	None
<b>Discussion Points</b>	
<p>The meeting was conducted in accordance with the agenda circulated on 4<sup>th</sup> April with supporting papers.</p> <p><b>1. Apologies for absence/declaration of interests</b></p> <p>None/none</p> <p><b>2. Minutes</b></p> <p>The minutes of the meeting held on 28<sup>th</sup> January 2016 were reviewed and accepted as a true record. A log of action points is attached to the minutes.</p> <p><b>3. Update from ETHIC/Town Hall Improvement Group</b></p> <p>RBe updated the meeting on the work of the THIG to date. Services from Hucklesby Associates and Castons (Qs) had been commissioned and a first meeting held on 4<sup>th</sup> April. A costed option appraisal is to be produced by the end of April with a view to preparing the draft for an application for a new roof, WCs, access for disabled people and new kitchen possibly during June 2016.</p> <p>CB and Liz Govan were seeking to access grant funding for areas outside core building works such as new chairs and lighting to the main hall. CB updated the meeting on organisations contacted to date and money received.</p>	

#### **4. Development of the Town Hall User Group (THUD) Sub-Committee**

The terms of reference for the above were approved and it was agreed that, subject to approval by ETC, that the Buildings SC would be replaced by the THUD SC with CB as chair and MR as deputy.

It was also agreed that the terms of reference for the Town Hall Improvement Group should be approved by ETC

#### **5. Town Hall user and bookings update**

RBa/JH updated the meeting on booking levels which at present were increasing. Income projections for the 15/16 financial year had been exceeded and based on current booking levels income targets for the 16/17 financial year of £12k were realisable.

Wedding and meeting event brochures had finally been printed and would be placed in prominent locations around Eye. It was agreed that future attention would be targeted at new business such as the very successful long sword event and weddings which could bring related business into the town.

MF noted some of the positive feedback which had been received from users and suggested this be placed on the council web-site and other marketing areas where this could be seen by future users.

**Action RBa**

JH would assess the strategy for a wedding fayre and link with other volunteers for planning

**Action JH**

#### **6. Maintenance update**

MR/RBe outlined short term maintenance plans as:

Closing the 1<sup>st</sup> floor toilet (agreed by meeting)

Replacing the defective lintel over the entrance to the above, removing WC (optional) and renewing loft access

Replacing the hooks on the elevation facing the war memorial for hanging banners and wreaths

Stabilising the doors under the stage

Matching the paint in the main hall

Drain survey and jetting to gullies on Cross St elevation

Orders to be drawn up with Paul Durrant for these by MR/RBe and orders placed via the clerk.

**Action MR/RBe**

Other maintenance work for year:

Possible shelving to first floor WC if this becomes a store (alternative to vire into kitchen refurbishment budget)

Holding improvements to kitchen and decoration

As above to WCs

Timber treatment to clock tower floor

**7. Caretaker recruitment update**

RBa updated the meeting.

Post meeting note – 5 applicants shortlisted after review by RBa/MR/MF. Interviews to be held 12<sup>th</sup> April. Full council to be notified of decision.

**8. Items referred by clerk**

Utilities contracts are up for renewal next month. RBa manage

**Action RBa**

**9 .Confirmation of items for main council agenda April 20<sup>th</sup>**

To approve the terms of reference for the Town Hall Improvement Group working group

As above for the Town Hall User Development (THUD) sub-committee

To approve the appointment of a new caretaker/premises manager (subject to interviews)

Date of next meeting (as the THUD) May 26<sup>th</sup> 2016 at 19.30 in the Council Chamber

Distribution of minutes – all present plus ETHIC representatives on the improvement group

Meeting closed 20.35

Signed:

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