

### Summary of relevant items to the town hall

Item	Lead	Provisional budget	Next steps	Comments
Procurement of term maintenance contract for building works	BG (Clerk/RB)	nil	Report to October Council To start process	May be used for other areas eg env
As above for heating maintenance (Mark Joy)	BG (Clerk/RB)	nil	As above	
As above for electrical maintenance (Scole Electrical)	BG (Clerk/RB)	nil	As above	
Maintenance budget for town hall – 3-5 year provision	BG (Clerk/RB)	nil	Target complete for 10 <sup>th</sup> November council meet	Needs to integrate to ETHIC funding
Acoustic survey	ETHIC (PA)	nil	Reports and outline costs to be retained pending others	
Lighting survey	ETHIC (PA)	£450	Report awaited	
Covering glass fibre panels in ceiling to main hall	ETHIC	Feasibility only at this stage but est £7k	Seek more accurate estimated costs	Link to MSDC for listed building observations
Covers to heating units	ETHIC	TBA	Discuss if better to procure via term contract	
Holding repairs to windows for safety	BG (RB/clerk)	£800	Approval from September Council Undertake over winter	
Repairs to decayed areas of windows (mainly ground floor cills)	BG	£2,500	Approval for tender to be sought from October Council	
Redecoration and refurbishment to main entrance hall	BG	£3,000	As above	
Secondary glazing feasibility to main town hall and council chamber	ETHIC	nil		Link to MSDC for listed consent
Sanding and sealer to main hall floor	ETHIC (PA)	Nil (ETHIC funds)	Programmed for January 2015	