

## **Minutes of the Town Hall Committee held at 19.00 on Thursday 22<sup>nd</sup> February 2018 in the Council Chamber**

**Present:** Cllrs Richard Berry (RB), John Blake (JB), Andrew Evitt (AE), Peter Gould (PG) Mike Smith (MS)

Co-opted members: Paul Abbot (PA), June Gould (JG)

**Apologies:** Cllrs Caroline Byles, Jane Hudson, Wendy Alcock (Town clerk), Liz Govan

*There were no members of the public present*

The meeting was conducted in accordance with the agenda circulated on 15<sup>th</sup> February 2018

The minutes of the meeting held on 22<sup>nd</sup> January were briefly reviewed as the content and recommendations for council had been heard at the council meeting on 21<sup>st</sup> February. The following require action:

Continued research and reporting into the sound system for the town hall. This is being led by Cllr Byles who will report back on progress to the next meeting. **Action CB**

Continued pursuit of our VAT registration – this is very important for budget management of the construction works **Action CB**

### **1. Update on Phase 1**

PG gave a summary of the successful visit by HE earlier in the month. The group were delighted with the offer of additional funding.

The next statement of AFC is expected from Castons hopefully in time for the site meeting on 26<sup>th</sup> February. The aim should be to assess the likely final account for the roofing works now that the extent of plaster repairs were almost all quantified.

RB outlined the action taken after an H&S referral by the clerk concerning a small piece of metal falling from the scaffold and being reported by a member of the public. A full near-miss report has been drafted by PD Ltd after investigation and interviews with relevant site personnel. Risk assessment have been re-appraised and a report lodged with the project's CDMC at Castons. No additional matters have been raised by the CDMC. After discussion with the clerk and Cllr Byles it was decided to remove the seat by the war memorial from public use.

PA reported that the new lighting had been installed by Needham Electrical who had co-ordinated the work well with PD Ltd. The additional lighting was now installed and working and rectification work had also been carried out to the tracks of the original installation. The meeting expressed thanks to PA for overseeing this work.

### **2. Update on Phase 2**

JG summarized the work scope and specification for the accessible WC. The sensor flush was not to be used and the internal finish was to be plaster rather than proprietary panels. The WC would not be enclosed so as to achieve the relevant floor area for building regulation compliance.

The meeting agreed the specification as outlined and the paint colour is to be selected by JG.

### 3. Bookings from April onwards

The meeting agreed that, subject to work completing to the target programme, that an 'unofficial opening' should be planned for April 25<sup>th</sup> around the Wednesday market who would be invited to start business by that date. RB and CB to speak to clerk and then contact the market chair if this date is feasible. **Action RB/CB**

Other bookings could be pursued with the proviso that only the accessible WC would be in operation for a gents WC.

Full bookings could be taken after work to the male and female WCs completed which is planned for September.

### 4. Fire risk assessment

The meeting agreed that this should be undertaken as a matter of good practice but was also necessary to secure a renewal of the council's wedding licence. CB had canvassed the market and recommended that (Ashley Cole) be utilised to do this at a cost not exceeding £600. The meeting agreed to this and this is to be put to council.

### 5. Strategy regarding clock tower

The condition survey and continuing visual inspection has highlighted wood worm or similar infestation to the floor as well as cracking visible internally. The clock tower is not included in the current works but the inspection by HE indicated that there could be some contribution to repairs via a separate funding application in the 18/19 financial year.

The following was agreed:

Seek quotation or quotations for the treatment to the floor which is included in the current budget so no main council approval is required **Action RB**

Contact our structural engineers Adam Power Associates and fix 'tell tales' over the cracks so as to monitor movement **Action RB**

Secure a quotation from Helifix for stitching the brick work in conjunction with Adam Power **Action RB (with PG)**

### 6. Caretaker update

The meeting wished to pass on best wishes to Steve Smith who was back on 'light duties' after a health alert.

### 7. AOB

RB referred to the minute of the council meeting held on 4<sup>th</sup> July 2017 regarding the future management of the town hall. It was agreed that the time to consider this is now and a core group of JB, JG and RB agreed to undertake an option appraisal and table ideas back to the next meeting with a view to presentation at the May council meeting. **Action JB,JG,RB**

MS outlined the ideas for storage under the stage. The meeting was enthusiastic about the mobile storage option as this opened the whole under stage area for storage. The prototype was eagerly awaited from MS. **Action MS**

JG clarified the role of providing information to assist with funding applications. This was to be led by Hucklesby architects and will be discussed at the site meeting on 26<sup>th</sup> February.

PA tabled the future for the copies of the drawings of the original design for the town hall. The meeting agreed that these were an important part of the building's heritage and that they should be framed and then a place agreed for them to be hung. A budget was agreed at £400 for framing the pictures using the local picture framing business. PA to seek a firm quotation.

**Action PA**

#### **Recommendations to Eye Town Council meeting 21st March**

To consider whether or not to undertake a fire risk assessment at a cost not exceeding £600 using a single source tender

To consider whether or not to spend up to £400 on framing the copies of the original town hall drawings, the cost to be contained within the overall budget for the building works.

The meeting closed at 20.05

Distribution: all present plus apologies and Cllr Colin Ribchester (Mayor of Eye)

**Date of next meeting: 29<sup>th</sup> March 2018 at 14.00 in the council chamber**

**(Please note day to me meeting as date is the day before bank holiday and considered that evening may not be convenient)**