

Minutes of Town Hall Management and Development Committee held at the Town Hall on 30th August 2017 @7pm

Persons present

Cllrs Byles(Chair), Smith, Blake, Hudson and Evitt plus members of Town Hall Improvement Working Group June Gould, Peter Gould, Richard Berry and Liz Govan and a member of the public Merlin Carr

- Apologies for absence – none received
- Declarations of Interest – none received
- Preliminary matter – noted that £26,000 has been offered to ETC by MSDC and other bodies to help fund Phase 1 and 2 works.
- Summary of decisions taken at ETC meeting on 15th August 2017

The meeting felt that there was a positive and good discussion with many Town Councillors contributing. ETC members who were present for the vote, and had been asked to vote on the resolution, had agreed to appoint Paul Durrant Ltd to carry out phase 1 works – the reroofing and disabled access. Order to Paul Durrant Ltd to commence Phase 1 from Town Clerk now required – Action RB and Town Clerk

- RB informed the meeting he was arranging to test the market using the Contract Finder website for Phase 2 works. Digital form Tender documents required from Castons to effect this. In addition the Phase 2 works tender will be advertised locally. The timetable for Phase 2 is attached to the Minutes. There may be a need for a resolution at ETC for phase 2 works Action CEB

- VAT update. Paper prepared by CEB distributed. Two methods to ensure refund of VAT discussed. Both supported by outside advice obtained from J Walters QC and Elysian Associates Ltd. Agreed unanimously that as Town Council members are aware that the Town Council is in fact carrying out a business of hiring at the Town Hall we can no longer rely on S33 VATA unless we could agree with HMRC what proportion of the activities in the Town Hall were business and what proportion were non business. We have been advised that dividing business between business and non business not straightforward. Decided unanimously that the best way forward is to register the Town Hall for VAT. This will mean additional admin work but ensures all VAT on the works is refunded. This must be done by way of a Town Council resolution before the works begin. Extraordinary General Meeting required -Action CEB

- Update on PWLB loan. CEB reported the loan has been approved and that to pull down the finance a simple further form is required from PWLB and the monies are forthcoming in less than one week.

- Hiring of Hall during the works. CEB reported that all regular hirers affected

by roof works have been emailed and given information of alternative venues in Eye. The Country Market will remain open during the reroofing works because of its importance to the Community.

- Care of the Hall during the works period – agreed that it will be very important that Walk Round checks are completed every night during the period of the works. If the caretaker or CEB are not able to do these other members of the Committee or Improvement Group will be asked to help.
- Historic England PG reported the next step- HE must be advised when the works are about to commence. ETC then issue first claim form for 50% of the works. The start date should be known at the prestart meeting on 5th Sept.
- Insurance during the works Cllr Evitt reported a letter from the Insurance Co had been received. Town Clerk to deal with on her return.
- Any other business – Cllr Blake mentioned a good acoustic system for the hall would be the next improvement to be made when Phase 1 and 2 have been completed

Resolutions to the Town Council

An EGM required before the works begin in order to elect to charge VAT on Town Hall building. CEB to action

At the EGM a resolution also authorising invitations to tender on Phase 2 works including use of advertising locally and on Public Contracts website. CEB to action