

**Town Hall Income, Facilities & Wellbeing Panel**  
(reporting to Finance & Scrutiny Committee)

Thursday, 1 August, 2019

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Present:

Councillors:	Coles (Chairman)
	Cleeve
	Taylor
	Mackenzie
	Vos
Apologies:	Jackson
	The Mayor (Rolfe)

Clerks:	Finance & Facilities Officer
	Civic Officer

1) Apologies

Apologies were received from the Mayor and Councillor Jackson and accepted for the reasons given.

In the absence of the Chairman, Councillor Jackson, the Deputy Chairman, Councillor Coles chaired the meeting.

2) The Victorian Christmas Market (update from Mayoral, Civic Ceremonial and Events Committee

At the Mayoral, Civic Ceremonial and Events meeting held on 23 July it was RECOMMENDED:

That the existing Task and Finish Group instigated by the Town Hall Income, Facilities & Wellbeing Panel, continue to develop the current plans and that an update regarding progress is presented at the 3 September meeting.

The Civic Officer confirmed the invitation list for the letters inviting local community and charity groups to have a stand at the Craft

Fair. The Panel were asked that if they had any contact names for charities or communities on the list, to forward these to the Civic Officer by the end of the day. It was confirmed it would be better to have a named contact for the letter to go to rather than just the organisation name. The Civic Officer will be sending the letters of invitation to all organisations on the list by 5 August.

The Civic Officer then withdrew.

3) Verbal update on works carried out by the Town Hall's Building Consultant

The Facilities Officer informed the panel of the various surveys the Building Consultant had arranged, and which had been conducted. These include:

- Fire Risk Assessment
- Ventilation Survey
- Stone, Guttering and External Decoration Survey
- Structural Engineer Survey

The Building Consultant has asked that the companies providing surveys and assessments have all their information gathered and returned to the Building Consultant by the 16<sup>th</sup> August.

There is an option with the Fire Risk Assessment and the Ventilation Survey for a representative from the company to give a presentation. It was AGREED that if the survey came up with any serious issues the presentation should be held at a Town Hall Income Facilities and Wellbeing Meeting.

4) Date of next meeting

Monday 2 September, 2019 at 4:00pm. The meeting will be to discuss the Victorian Christmas Market (Community Craft Fair).

Thursday 26 September, 2019 at 9.30am. The meeting will be held to receive an update from the Building Consultant.

The panel discussed the need for a future meeting on income. It was proposed that a meeting on this issue would be held in the near future when both the Deputy Town Clerk and the Town Hall and Cemetery Co-ordinator were available.

*The Deputy-Chairman declared the meeting closed at 11:20am.*