

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

Thursday, 7 November, 2019
9.30am

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Present:

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

Clerks:	Finance & Facilities Officer
	Town Clerk

1) Apologies

Apologies were received from the Mayor, Councillor Coles and Councillor Taylor and accepted for the reasons given.

2) Update on Victorian Christmas Community Fair;

Fourteen tables have currently been allocated to community organisations for the event. News was received that the caterer who had shown interest in hiring the Ballroom for the two day event is now unavailable but a volunteer has agreed to co-ordinate a café in the Ballroom. Unfortunately, the volunteer is only able to do this on the Saturday. Although considered a great shame, it was thought that it would be better to run a successful one day event rather than struggle with the two days.

As a result the Panel unanimously AGREED to run a one day Christmas Community Fair in the Town Hall on Saturday 7 December between the hours of 10am and 4pm. All the groups that had requested a table for the two day event will receive a letter of

apology and all further marketing material will clearly state that the Fair is a one day event on Saturday.

3) Maintenance and Works to the Town Hall. A Summary of where we are at to date.

A meeting was held on Wednesday 30 October at the Town Hall to discuss estimates and costings in more detail with the Building Consultant, the Quantity Surveyor, Facilities Officer, Town Clerk, Deputy Town Clerk, the Health and Safety Officer and the Chairman of the Town Hall Income Facilities and Wellbeing Panel.

Work that is required for the Town Hall has been prioritised into three phases.

Phase 1 will include all works completed and also budgeted for to date, plus the fire proofing work required and the need for a new fire alarm. Phase one would be ideally completed by the end of March 2020 and should start as soon as possible.

Phase 2 is to include all the external work to the Town Hall. So far, a quotation has been received for £122,000. Phase two would start in the new financial year 2020/2021.

Phase 3 will include all internal decoration. Costings for phase 3 have yet to be acquired. Phase three is planned for the future.

4) Schedules of Costs and Proposed Phases of Works

The initial spend limit of £50,000 which was agreed at the meeting on 14 March, 2019 has now mostly been spent or budgeted, leaving an amount of £6446.55 to be accounted. With the work proposed for Phase 1 including all of the necessary fire proofing, costings have been forecast as circa £20,000. The Panel AGREED that a request for a virement of £25,000 is submitted to the Finance and Scrutiny Committee to enable spend within this financial year. The next Finance Committee meeting is scheduled for 19 November. The virement will be raised at this meeting.

Phase 2 would include all the external works required to the Town Hall, Currently the Buildings and Maintenance Reserve stands at £150,000. A contingency plan was discussed in order to build-up the Buildings and Maintenance Reserve over the next few years.

5) Date of next meeting.

Monday 17 November, 2019 at 10.30pm. The meeting will be to discuss the Victorian Christmas Market (Community Craft Fair).

Wednesday 18 December, 2019 at 9.30am. The meeting will be held to receive an update regarding maintenance and building work to the Town Hall.

The Chairman declared the meeting closed at 10:30am.