

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

Thursday, 9 January 2020
9.30am

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Present:

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

Clerks:	Finance & Facilities Officer
	Town Clerk
	Deputy Town Clerk

1) Apologies

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

2) Appointment of a Conservation Architect;

An email from the Town Clerk dated 20 December 2019 was sent to all Councillors on this Panel regarding the appointment of a Conservation Architect. Roger Abbott, the Town Council's Architect, and Dawn Lodge, Quantity Surveyor, had recognised that the external works would need a specialist Conservation Architect. Roger Abbott also plans to retire over the next few months ahead. Stephen Oliver came at the recommendation of Dawn Lodge, who has worked with him on many projects. The email sent to Councillors identified the need to confirm Oliver Architecture's fees were comparable with other Architects in the area. This has been done and confirmed equivalent. Both Roger and Dawn are recommending that the Town Council appoints Stephen to act as Architect/Project Manager for the external work, and potentially for

him to be retained as Roger Abbot's replacement. There were concerns about time frame and scheduling of the external works, however the Council have to formally approve Stephen's appointment and the offer is subject to the receipt of satisfactory references.

The Panel AGREED to take a RECOMMENDATION to the next Town Council meeting on the 28 January 2020 to appoint Oliver Architecture as Conservation Architect for the Town Council and Project Co-ordinator for the current maintenance programme on the Town Hall, working in conjunction with the Town Council's Quantity Surveyor.

3) Schedules of Costs and Proposed Phases of Works (Virement Request):

The necessary internal work on the Town Hall is progressing well. Works planned to be completed in Phase 1 are currently being scheduled and are on course to be completed by the end of this financial year.

After the last meeting on 7 November 2019, when a request for a virement of £25,000 was made to enable the Phase 1 works to progress, a quotation was received from Qoda Consulting for internal works. This work includes new heating and lighting in the Magistrate's Office, Deputy Town Clerk's and Town Clerk's Offices. There is a slight shortfall in the budget to allow this work to go ahead and in order to complete the Qoda works it was suggested there should be a request to the Finance & Scrutiny Committee to authorise another virement. The next Finance Committee meeting is scheduled for 14 January 2020. The virement will be raised at that meeting.

A figure of £50,000 was recommended to allow the Qoda works to progress. This is slightly above the amount required for the works. However, to date there has not been an allowance of any contingency and both the Architect and Quantity Surveyor had suggested this. The Panel AGREED that a request for a virement of £50,000 is submitted to the Finance and Scrutiny Committee to enable spend within this financial year.

4) AOB

- A request from the Stratford Literary Festival for free use of the Town Hall to hold a Primary school quiz for local primary schools had been received. The Literary Festival currently has

a booking at the Town Hall from 13 May 2020. Further information would need to be received before this request could be considered.

- Currently the Buildings and Maintenance Reserve stands at just over £150,000. A contingency plan was discussed in order to build-up the Buildings and Maintenance Reserve over the next few years. A possible amount of £15,000 per year should be considered.
- As part of the external maintenance works it was raised that the enhancement of the building is also considered. It was assumed that the guttering and necessary stone work would make the building look smarter on the eye. However, the Panel felt it important to mention the appearance of the building to the new Conservation Architect with the hope he would consider the visual appearance of the building as well as the maintenance requirements.

5) Date of next meeting.

The Panel discussed the benefits of meeting Stephen Oliver and it was suggested that this should be arranged for February at a suitable date and time. Date and time to be arranged

The Chairman declared the meeting closed at 10:50am.