

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

Thursday, 26 September, 2019  
9.30am

**NOTES** pages 1 - 3

Present:

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

Clerks:	Finance & Facilities Officer
	Deputy Town Clerk
	STC's Health and Safety Consultant

1) Apologies

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

2) Maintenance and works proposals to the Town Hall. A summary of where we are at to date.

The Building Consultant provided an update handout for the panel. See attached Appendix A.

The panel requested copies of the Town Hall Building Condition Report completed by Mark Evans and edited by Roger Abbott. See Attached Appendix B.

The Town Council's Building Consultant Roger Abbott has edited the Town Hall Building Condition Report into Appendices which are working documents, they are very much work in progress and when

points from the Building Condition Report are actioned they are then highlighted as completed.

It was the general consensus that the work required to the Town Hall needs to take place. The work required to the Town Hall would be proofing the building for the future.

The Panel discussed a form of proactive planning to be able to explain the works required to the Town Hall to residents.

An update was also given by the Health and Safety Consultant regarding the Fire Risk Assessment which took place in the Town Hall on 22 July 2019 by the company A and E Fire and Security. The Health and Safety Consultant is currently working through the Risk assessment and there will be a review of the Risk Assessment in 6 months' time

See attached Appendix C Fire Risk Assessment.

### 3) Budgets and Costings

Currently the Buildings and Maintenance Reserve stands at £150,000. When the Quinquennial Building Survey was completed in 2018 there was no money budgeted for maintenance or building works. Mark Evans provided ball park estimates of £210,000; therefore the budget was set at £42,000 per year for 5 years. However, this doesn't allow for Professional Fees. Since May 2018 Professional Fees required to date are £15,000.

Appendix A gave the panel an idea of costings required to maintain the external works required to the Town Hall. Costs for the entire works required look to be in the region of £200,000 plus. It is clear from these figures that the costs will wipe out the Buildings and Maintenance Reserve and therefore a certain amount will need to come from General Reserves.

A meeting to discuss estimates and costings in more detail is being held on Wednesday 30 October with the Building Consultant, the Quantity Surveyor, Facilities Officer, Town Clerk, Deputy Town Clerk and the Health and Safety Officer. The next Finance Committee meeting is being held on 19 November. The Town Hall Income, Facilities and Wellbeing Panel will meet on Thursday 7 November to receive an update on budgets and costings from the meeting held on 30 October. The Panel will be able to then defer costing findings to the Finance Committee.

4) Update on Victorian Christmas Community Fair;

The Clerk confirmed that four definite organisations had completed forms of interest along with their ideas for what they would be selling on their stalls. A meeting will be held on October 7 to discuss further planning for the Community Fair.

5) Date of next meeting.

Monday 7 October, 2019 at 4:00pm. The meeting will be to discuss the Victorian Christmas Market (Community Craft Fair).

Thursday 7 November, 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 10:20am.*