

Town Hall Income, Facilities & Wellbeing Panel

(Reporting to Finance & Scrutiny Committee)

Wednesday 13 May 2020

10.30am

NOTES

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Present:

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

Clerks:	Town Clerk
	Finance and Facilities Officer
Consultants:	Stephen Oliver (Building Consultant/Architect)
	Richard Lees (Health and Safety)
	Dawn Lodge (Quantity Surveyor)

1. Apologies:

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

2. Postponement of Phase 2 (external works to the Town Hall) due to Covid -19;

The Town Council's Building Consultant gave an update of where he is to date. All the drawings and plans are complete. The next part of the process would be to apply for Listed Building Consent.

Qoda, the company who have provided the Town Council with advice on heating and lighting have been instructed to install a Lightning Conductor. This will also need to be included in Listed Building Consent.

Listed Building Consent is likely to be processed in 8 weeks from application. Once this is completed it won't expire.

The Building Consultant would like to gain access and investigate parts of the roof of the Town Hall as soon as possible to be able to consider work requirements. The use of a cherry picker will be needed. Licenses for work requirements of this nature need to be gained from Highways at Warwickshire County Council. The Facilities Officer will apply for these licenses as soon as possible.

Although there has been a slight delay with processes and with construction workforce implications due to Covid-19 it was AGREED that Phase 2 should still go ahead and start in this financial year. Listed Building Consent should still be sort. There is a realistic approach from the Panel that although works are unlikely to be completed in the planned timescale, with the Town Hall closed and the town-centre so quiet it seems an ideal opportunity for works to start.

3. To consider the feasibility of replacing Phase 2 with Phase 3 (internal decoration of the Town Hall) whilst the Town Hall is closed;

With the Town Hall currently closed due to the Covid-19 crisis all staff with the exception of the Town Clerk are working from home.

All bookings have either been postponed to a later date or cancelled.

This quiet time is very rare and the Town Hall hasn't been decorated for at least 15 years. It was therefore AGREED that it would be an ideal opportunity to decorate the Town Hall and bring Phase 3 forward to this financial year 2020/21 rather than wait until the next financial year 2021/22.

Three quotations will need to be sought. The quotations should be broken down to include walls, ceilings and wood work. The Building Consultant will review the quotations providing advice on comparisons. The Quantity Surveyor will support with providing pricing schedules.

In the Structural Engineer's report received in 2019, although there was no concern about small cracks in the wall in the Ball Room it was advised that they should be investigated when redecoration was undertaken.

4. Budgetary implications – three quotes or tender

The Building Maintenance budget for this financial year 2020/21 is £127,000. This includes £122,000 for the external work and £5,000 for the lightning protector.

It was felt that although it had been agreed to go ahead and kick start Phase 2 and Phase 3, with the delay caused by Covid-19 and with the time needed to process Listed Building Consent it is unlikely that this budget would be spent in the current financial year.

5. Date of next meeting.

The next meeting will be held when all three quotations for decoration of the Town Hall have been received. These quotations will be reviewed by the Panel.