



TOWN HALL & PREMISES COMMITTEE

Date: 1st March 2022
Venue: Council Chamber
Time: **to follow the Planning Committee meeting**
Enquiries: Town Hall - Tel: 01579 384039
Portreeve & Mayor: Cllr Mike Tagg
Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE (CHAIR), MORGAN,
POUND, STENTIFORD, SMITH, TOLMAN & WATSON

1. **APOLOGIES**
2. **MINUTES**
Approval of the minutes of 1st February 2022.
3. **MATTERS ARISING**
4. **DISCLOSURES OF INTEREST**
To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.
5. **DISPENSATIONS** – To consider any requests for dispensations.
6. **FOR DISCUSSION/DECISION** – To discuss the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations. **(Addendum 1.0 below)**
7. **FOR DISCUSSION** – update on the Town Hall Five Year Electrical Testing
8. **FOR DISCUSSION/DECISION** – to discuss the current COVID measures and the restrictions on children's events and parties
9. **FOR DECISION** – To receive the Health and Safety Audit
10. **FOR DISCUSSION/DECISION** – to consider replacement windows in the main hall and cavity wall insulation, for the purpose of reducing energy consumption.
11. **FOR DISCUSSION** – Jubilee update
12. **ANY OTHER URGENT BUSINESS**

Jo Taylor - Town Clerk
23rd February 2021

Addendum 1.0

Town hall Meeting Update

Date of Meeting 1.3.22

Town hall staff	UPDATE	STATUS
Weeding and clearing of external town hall areas	Major works now complete areas require ongoing weeding on a weekly basis	Ongoing
Ongoing management of bookings including cleaning	We are now seeing a good flow of regular bookings. We have yet to see the return of many weekend events (late night) we hope this will increase as we move through the year.	Ongoing
Town hall maintenance update		
Flat roof repair	Repair to flat roof in corridor from reception to bar area Contractor due on site mid-February.	Outstanding
5 year electrical test	We have started testing of all fixed electrical systems throughout town hall complex.	Ongoing
Refurbishment of chemist notice board	Refurbishment of chemist notice board including new Perspex and pin board.	Ongoing

Report compiled by George du Plessis – Operations Manager