

## **TOWN HALL FOCUS GROUP**

Notice is hereby given that a meeting of the **TOWN HALL FOCUS GROUP** will be held in the Mayor's Parlour on **WEDNESDAY 16<sup>TH</sup> MAY 2018 at 6.30 p.m.**

Members of the project group are invited to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Phil Burgess, Town Clerk

1. Meet at Town Hall at 6.30 for tour.
2. Apologies & Introductions
3. Minutes – to confirm the minutes of the meeting on 5<sup>th</sup> April 2018 as a correct record.
4. Damp in the Town Clerk's office. *Work is scheduled for w/c 14<sup>th</sup> May*
5. Decision on demolition vs re-ordering the rear of the building. *Costings attached giving the repair and refurbish figures for the rear of the Town Hall. Demolition and rebuild costs were over £900,000.*
6. Letter to Secretary of state. *Letter dispatched to new secretary of state.*
7. Brief for architect and selection process. *Notes from sub-group meeting attached for refinement.*
8. Any Other Business.
9. Date of next meeting.