

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, 24th JANUARY 2018 at 7.00 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. Apologies & Introductions
2. Minutes – to confirm the minutes of the meeting on 22nd November as a correct record.
3. Visits of Maylands Surveyors. *Report and plan of walls attached. Also a.*
4. Revised costings for works. *Schedule of works with potential capital items identified by Maylands Surveyors*
5. Potential for demolition of the rear of the building. *Note areas of the 1930s extension to the building suffer from serious damp and dry rot. This is a long-standing problem – see attachment regarding information from a previous clerk and water supply map for info. Paul Chapell did invite a demolition contractor to view the area for a quote & this may be available by the time of the meeting.*
6. Scope of the committee. *To approve the attached document produced by John Crawford.*
7. Revenue vs capital. *Attached is a response from our auditor to Paul Chapell's assessment of capital items (see 4 above). Also attached is a suggested approach from John Crawford to the Secretary of State.*
8. Next Steps – Appointing an architect with Heritage Experience and a Grant funding specialist. The architect should have the ability work in teams with other disciplines. A brief and specification will be required.
9. Any Other Business
10. Date of next meeting.