

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 **THURSDAY, 5th APRIL 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 24th January as a correct record.
3. Damp Survey. *Report by the Town Clerk of results of these surveys. Details attached. To be referred to council for go-ahead.*
4. Decision on demolition vs re-ordering the rear of the building.
5. Letter to Secretary of state. *Review and check of the Executive Summary and the scope documents produced by Jo Gandolfo (attached).*
6. 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.
7. Equipment for display of information outside the Town Hall.
8. Any Other Business
9. Date of next meeting.