

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS
COMMITTEE, HELD IN THE CARNEGIE, THETFORD,
ON WEDNESDAY 3RD DECEMBER 2014 STARTING AT 2.00 P.M.

Present:

The Mayor Councillor Mrs S J Armes

Councillors:

Miss C A Fulford
S N H Wright (Chairman)

B J Skull
T J Lamb

Officers in attendance:

Emma Patrick
David Brooks
Paul Deal

Deputy Town Clerk
Guildhall Complex Co-ordinator
Deputy Guildhall Complex Co-ordinator

MINUTES

810/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

811/14 MINUTES
Resolved the minutes of the Committee's meeting, held on 6th November 2014, and received by Council on 25th November 2014, be confirmed as a true record and signed/initialled by the Chairman.

812/14 APOLOGIES FOR ABSENCE
Apologies were received from Councillor D W R Sully.

813/14 ST PETER'S
The Guildhall Complex Co-ordinator reviewed the works list that had been compiled for St Peters:

- Installation of doorway from kitchen to altar area.
- Repair and 'make good' altar stonework.
- Install handrail on internal disabled ramp.
- New electric socket by White Hart Street door.
- Repaint around heaters.
- Install vinyl flooring in kitchen.
- Install external light by entrance door (possibly timed).

The Guildhall Complex Co-ordinator stated that there are no bookings for the winter period and as such this gives a window of opportunity for the jobs to be completed prior to reopening in the Spring. He advised that the jobs should be completed by the end of March 2015.

In discussing of the list, it was queried whether the tasks above had been added to the Works Team Job List. The Guildhall Complex Co-ordinator stated that he would go through the list with the Works Team Foreman and add the jobs that fall to them to their list. The Guildhall Complex Co-ordinator will also look at the windows on the White Hart Street side to see what repairs may be required.

Discussion took place as to whether there would be a screen installed to protect the artwork of the altar. The Guildhall Complex Co-ordinator will look into this and update the Committee at the next meeting.

The future use of the building and possible major works regarding access were discussed and it was agreed that progress so far (including in relation to the report previously published) and possible future steps would be produced by the Chairman for the Committee.

814/14

GUILDHALL

The Guildhall Complex Coordinator reported that he had reviewed the Guildhall external globe lights and most are missing or not working. The Guildhall Complex Co-ordinator had obtained a 'like-for-like' estimate (same bracket, LED light, globe and driver) and the estimate was £3,186.00. As the lights belong to Breckland District Council, it was agreed that the Deputy Town Clerk would investigate what the process would be for billing via Breckland District Council (recharge). Following discussion it was also agreed that there could be a possibility of changing the type of light on the Guildhall so that it could be used to illuminate across the Market Place.

815/14

CARNEGIE CAPITAL EXPENDITURE WORKS

The Guildhall Complex Coordinator stated that feedback had only been received from one Councillor following the distribution of the works list to the Committee. He presented three quotes for the removal and replacement of the Carnegie entrance doors and glazed surround to the Committee:

Quote A: £4,739.00 + VAT

Quote B: £5,406.84 + VAT

Quote C: £3,662.50 + VAT

Although Quote C is the cheapest, the Guildhall Complex Co-ordinator advised that there was no detail submitted with the cost and therefore it does not meet the requirements and recommended the Committee accept Quote A. He also advised that despite which quote may be accepted by the Committee the work would be unable to commence until February 2015. After discussion, it was agreed that the replacement of the entrance doors and glazed surround was a priority and it was proposed that Quote A: £4,739.00 + VAT be accepted. A vote was taken: For the proposal 3 votes Abstained 2 votes. The motion was carried.

RESOLVED: The Carnegie entrance doors and glazed surround be replaced at a cost of £4,739.00 + VAT.

The Committee also requested the Guildhall Complex Co-ordinator clarify the guarantee on the work and any possible need for repaint/coating of the doors.

Discussion then took place regarding the other items on the work list. It was agreed that although work was required in order to keep and build bookings, a short and long term plan was needed in order to prioritise the work and justify expenditure. It was also argued that the removal of the staircase and mezzanine and improvements to female toilet provision would need to happen despite the production of the plan. The Chairman agreed that he and the Guildhall Complex Co-ordinator would work on the short and long term plan. In addition the Guildhall Complex Co-ordinator would seek quotes for the removal of the staircase (between entrance and bar) and mezzanine and also look at options available for expansion of the ladies toilets and report these back to the Committee.

The Committee thanked the Guildhall Complex Co-ordinator for the work that he has undertaken in producing the work list.

The Committee also discussed advertising options for the building. In addition to the banner space that needs looking at if it is to be used in future, options such as a electronic roller advertising sign on the Well Street Side of the building were discussed, as this would enable events happening in the Carnegie to be advertised in a visual way. It was agreed that this should be recommended to the Marketing and Communications Committee to explore further.

RECOMMENDATION: Marketing and Communications Committee to explore the options of advertising on the exterior of the Carnegie building.

816/14

FOOD HYGIENE INSPECTION

The Guildhall Complex Coordinator advised that following the receipt of the self-declaration forms from Breckland Council, he requested a visit from one of their officers with the intention of raising the 4* food hygiene rating to 5*. The officer from Breckland has awarded a 5* rating, however the pest strips need to be replaced in the kitchen doors leading to the service road and the panelling under the sinks also need to be replaced in order to keep this 5* rating.

It was agreed that the pest strips and panelling would be replaced by Thetford Town Council staff by the end of February 2015.

RESOLVED: Thetford Town Council staff to replace pest strips on kitchen doors and panelling under sinks in the Carnegie by end of February 2015.

817/14

ITEMS OF URGENT BUSINESS

There were no items of urgent business.

818/14

PRESS RELEASES

There were no press releases arising from this meeting.

Chairman

| ACTION POINT | BY WHOM | BY WHEN |
|--|---|----------------|
| Investigate option for Guildhall Sprinkler System. | Guildhall Complex Co-Ordinator | 31/12/2014 |
| Obtain three quotes for commercial dishwasher in Carnegie kitchen | Guildhall Complex Co-Ordinator | 31/12/2014 |
| Produce options for Market Traders using TTC equipment, payment of cash by traders and trader's vehicles on Market Place for consideration by Committee. | Guildhall Complex Co-Ordinator | 31/12/2014 |
| Investigate options for screening altar | Guildhall Complex Co-Ordinator | 08/01/2015 |
| Add St Peters work tasks to the Works Team job list as required. | Guildhall Complex Co-ordinator | 15/08/2015 |
| Produce report of progress and possible future steps for St Peters. | Councillor S N H Wright | 31/01/2015 |
| Investigate process for billing for Guildhall external lights. | Deputy Town Clerk | 15/01/2015 |
| Clarify guarantee on work on entrance doors and any future need for work. | Guildhall Complex Co-ordinator | 15/01/2015 |
| Formulate short and long term plan for the Carnegie | Councillor S N H Wright / Guilghall Complex Co- | 15/01/2015 |

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|--|--------------------------------|------------|
| | ordinator | |
| Seek quotes for removal of staircase and mezzanine and look at options for ladies toilet facilities. | Guildhall Complex Co-ordinator | 31/01/2015 |