



## Thomaby Town Council

### Thomaby Town Hall Renovation Project Committee

M021 – 13 January 2014

Location      TTC Town Hall Office

Present        Councillors Tina Large Ian Dalgarno Steve Walmsley Pat Large Saun  
Gowland David Nicholson (DMN PM none voting)

Minutes        By DMN Project Management Ltd

THRP – 14/31 Notice of meeting

The notice of convening the meeting was taken as read

THRP – 14/32 Apologies – to receive apologies for absence

Apologies received from Glenn Eastick

THRP – 14/33 Code of conduct: Declarations of interest

THRP – 14/34 Public Participation

No questions were received from the public

THRP – 14/35 Town hall Report from DMN Project Management Ltd follows

- 1 Current situation
  - a. Town Hall and 3-9 Mandale Road
    - i. Fire escape at ground floor level through no 3 into the corridor between 3 & 5, exiting on Mandale Road
  - b. Town Hall
    - i. Asbestos survey completed
    - ii. Some minor areas of asbestos discovered
    - iii. Report received
- 2 Next Phase
  - a. DMN Project Management to produce budgets & time frame for the following works.
  - b. Planned works – Inside Town Hall
    - i. Construct new fire escape & modify the rear gates for fire escape use
    - ii. Build wall between Town Hall & 3 Mandale Rd
    - iii. Remove the temporary fire escape through 3 & 5 Mandale Road.
    - iv. New toilets on first floor

Signed.....Dated.....

- v. New kitchen on first floor
  - vi. Have the existing chimneys swept.
  - vii. Clean 5no rooms of the first floor and the circulation areas.
  - viii. Decorate the areas in vii above.
  - ix. New floor coverings in the areas in vii above.
  - x. Carry out the service alterations to create the TTC office and the meeting room in the mayor's parlour.
  - xi. Move TTC into the first floor office.
  - xii. Refurbish the old TTC office ready for occupation
  - xiii. Redecorate/refurbish the ground floor toilets.
  - xiv. New door access control system to be installed
  - xv. New arrangement for post to be sorted.
- c. Planned works – Outside The Town Hall
- i. Resolve the issues with the drainage with NWA
    - 1. NWA have attended site & they have located the buried manhole. Letter sent to NWA chasing progress (again).
  - ii. Replace the lead water supply pipe
  - iii. Arrange for new gas supply to new boiler
  - iv. Review the flag poles on the roof & plan for a replacement.
- d. The open area at the bottom of the main staircase
- i. Council to investigate grants for art work
  - ii. Resolved that DMNPM to arrange for the wall paper to be stripped and any repairs to the walls to provide a smooth blank canvas for art works
  - iii. Resolved that Council handle the procurement of the art works

Tenants

- e. Masters
    - i. No issues
  - f. TTC
    - i. No issues
    - ii. TTC need to complete review of what they want to keep
    - iii. TTC to move upstairs when the following are complete
      - 1. New office and meeting room in the Mayors parlour are available
      - 2. New toilets available
      - 3. New kitchen available
  - g. Potential New Tennant –
    - i. They have not shown any further interest
- 3 Current Problems
- a. Vermin
    - i. We now have annual contract with Rentokil to cover the period of the works
    - ii. Rentokil have requested the air bricks are covered with a fine mesh and some holes plugged

- b. Slight flooding in the basement – see 2ci above
  - c. Boiler now up & running & heating working
- 4 GLC and 3-9 Mandale Road
- a. GLC have planning for 3-9 Mandale Rd
  - b. GLC are going to start at no 9, converting to student accommodation in the new year, provisional mid-February

THRP – 13/28      Town Hall Financial Report

1 Finances

- a. Financial update provided with incoming and outgoing expenditure for the period (sheet provided for main council)
- b. DMN PM to re-commence the Heritage Lottery Grant
- c. DMN PM to explore other grants ie for heating, insulation et
- d. New Insurance for 2013-2014 Erimus £3 826.00
  - i. Committee to propose to the Full Council to instruct Erimus to arrange the insurance cover.
- e. DMN & Glenn to investigate the structure of the Town Hall management/ownership.

THRP – 13/29      Councillors reports & Items for future agenda

None given

THRP – 13/30      Date of next meeting

Meetings to be organised to take place before the TTC full council meetings

Next meeting 24 February at 17.30

Meeting Closed