

## **Minutes of Thornaby Town Council's Town Hall Renovation Project Meeting held in the Town Hall on Wednesday 24 April 2013 at 5.30pm**

**Present:** Councillors, Steve Walmsley, Glenn Eastick (Chairperson), Ian Dalgarno,

**Others:** Project manager (none voting) Dave Nicholson DMN PM Ltd

Minutes taken by DMN PM Ltd

### **THRP-13/16: NOTICE OF MEETING:**

The notice of convening the meeting was taken as read

**THRP-13/17: APOLOGIES:** To receive any apologies for absence

Apologies for non attendance Cllr Tina Large

**THRP-13/18: CODE OF CONDUCT:** Declarations of Interest

No interests were given at this time

### **THRP-13/19: PUBLIC PARTICIPATION**

The Thornaby Heritage Group was invited to make a presentation to the THRP on the 8 April. THG declined, the meeting was postponed to today. THG have not requested another meeting.

Agree previous minutes are correct

Proposed: Cllr Dalgarno Seconded Cllr Eastick

### **THRP-13/20: TOWN HALL RENOVATION PROJECT REPORT**

Review of the year 2012-2013

#### **1. Pre 23 November 2013**

- a) SBC advertised for parties to submit Expressions of Interest in the buildings.
- b) TTC with their preferred partner Green Lane Capital submitted an expression of interest document on the 14 February 2012
- c) TTC & Green Lane tabled a bid of £100,000 for the freehold of the buildings. This price was based on a figure that TTC & GLC considered would secure the purchase of the buildings.
- d) TTC wanted to secure the Town Hall and GLC wanted 3 – 9 Mandale Road for development.
- e) The purchase price to be split between the parties based on a pro rata to the useable floor space in each building.
- f) The process went through 2 more rounds and meetings with SBC.
- g) SBC accepted TTC expression of interest and the legal documents were prepared and agreed by each parties solicitors and advisors.

- h) TTC proposed to SBC that the purchase be split between TTC and GLC on a pro rata area basis (as is contained in the SBC buy back document). For procedural reasons SBC declined this and preferred TTC to be the purchaser.
- i) TTC organised a £100,000.00 loan for the purchase from the Public Works Loans Board, repayable over 25 years.
- j) The purchase and transfer of the buildings was completed at 16.30 on the 23 November 2012.

**2. Post 23 November 2012**

- a) TTC took ownership of the buildings.
- b) The buildings came with two number existing tenants TTC and MaSters.
- c) TTC have continued to manage the buildings carrying out repairs & maintenance.
- d) TTC set up a separate bank account and financial regulations and management so the Town Hall Projects stands alone and separate from the TTC normal business and finances and financial arrangements, whilst acknowledging that TTC are the building owners.
- e) On the 28<sup>th</sup> March 2013 TTC transferred the ownership of 3-9 Mandale Road for the agreed portion of the original purchase price, the sum of £53,000 to GLC.
- f) The ownership of the Town Hall and 3-9 Mandale Road are now separate but TTC and GLC will continue to work together and support each other in the project with the aim of revitalising these building and this part of Thornaby.

**Resolved: Agreed 1 & 2 above is an accurate record.**

**Proposed: Cllr Dalgarno Seconded Cllr Walmsley**

**3. Next phase – covering first 6 months of activities in year 2013/2014**

- a) Complete the separation of the 2 buildings – minor building works.
- b) Create the new fire escape – minor building works.
- c) Arrange gas supply to the buildings
- d) Install new gas boiler
- e) Refurbish the following areas (minimum to make safe & fit for rent)
  - i. Current TTC office
  - ii. Ground floor toilets
  - iii. First floor toilets
  - iv. The 4 no offices on the first floor
  - v. The ground & first floor circulation areas
- f) Commence the Lottery Heritage Grant Application
- g) Investigate other grants and funding
- h) Commence planning & building regulations for the above work
- i) When a to e are complete, submit a report to SBC on the projects progress, including a financial statement with a view to satisfying the SBC conditions of the sale

**Resolution: Agree to the above works**

**Proposed: Cllr Walmsley Seconded Cllr Dalgarno**

**4. Tenants**

- a) TTC to move from ground floor to the first floor adjacent to the Council Chamber

**Resolution: This proposal to be put to full council**

**Proposed: Cllr Dalgarno Seconded Cllr Eastick**

- b) MaSters

- i. Want to take over the current TTC office (see a above)
- ii. Want to utilise part of the basement for teaching building trades

**5. SBC Heritage Planners and Building Regulations**

- a)SBC Planning:

DMNPM have met with SBC Heritage planner who has no objections to the following works:

1. The new fire escape
2. The use of the basement for teaching building trades
3. The use of the top floor as offices etc

The No1 above will be covered by a planning application

- b)SBC Building Control

DMNPM have met with SBC Building Control Officer who has no objections to the following works:

- 1.The new fire escape
- 2.The use of the basement for teaching building trades
- 3.The use of the top floor as offices etc.

The above will be covered by a Building Regulations Submission

**Resolution: The works in 5 above are to be carried out**

**Proposed: Cllr Walmsley Seconded Cllr Eastick**

**6. Financial Report for 2012/2014**

- a. The following documents were tabled and attached
  - i. Thornaby Town Hall Financial Schedule date 24/04/13
  - ii. Invoice Register
  - iii. Purchase Order Register
  - iv. Supplier Invoice Register
  - v. Budget against expenditure reconciliation sheets 2012 – 2103

- vi. TTC expenditure register
- vii. Proposed budget expenditure for the year 2013 – 2014

**Resolution: To agree the above records and budgets for 2013/2014**

**Proposed: Cllr Eastick Seconded Cllr Dalgarno**

- b. The financial meeting took place Tuesday 16<sup>th</sup> April at the Town Hall
  - i. This was very positive meeting & it was agreed that TTHRP will issue invoices to TTC who will pay then as a tenant & that SVBye will account for this when they do the year end consolidated accounts.
  - ii. The TTHRP accountant Censis & SVBye to exchange financial information. Censis to produce year end accounts for the TTHRP and SVBye to produce year end accounts for TTC (precept) and a consolidated set of accounts.

**7. Other parties**

The Thornaby Heritage Group were invited to attend a meeting of this committee on the 8<sup>th</sup> April.

THG declined to attend and the 8<sup>th</sup> meeting was cancelled

**THRP/13/21 COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDA**

None given

**THRP/13/22 DATE OF NEXT MEETING**

To be advised

Meeting closed.

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