



Thomaby Town Council

Thomaby Town Hall Renovation Project Committee

M022 – 25 February 2014

Location TTC Town Hall Office

Present Councillors Tina Large Ian Dalgarno Steve Walmsley Pat Large and David
 Nicholson of DMN Project Management Ltd (none voting)

Minutes By DMN Project Management Ltd

THRP – 14/39 Notice of meeting

The notice of convening the meeting was taken as read

THRP – 14/40 Apologies – to receive apologies for absence

Apologies received from Glenn Eastick & Saun Gowland

THRP – 14/41 Code of conduct: Declarations of interest

No declarations of interest tabled

THRP – 14/42 Public Participation

No questions were received from the public

THRP – 14/43 Town Hall Report from DMN Project Management Ltd follows

1 Town Hall Financial Report

- a. Financial update provided with incoming and outgoing expenditure for the period (income & expenditure sheet provided for main council)
- b. DMN PM progressing the Heritage Lottery Grant & engagement of a consultant.
- c. DMN PM to explore other grants ie for heating, insulation et
- d. DMN PM & Cllr Eastick are investigating future the structure of the Town Hall management/ownership.

Resolution – Accept the financial update and the payments

Proposed Cllr Walmesley, Seconded Cllr Dalgarno

2 Building Works

- a. Dave Nicholson tabled a spreadsheet detailing the future works, budget costs and programme of works.
- b. This was discussed in detail and considered in four sections.

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

- i. Decoration works to the open area at the bottom of the main stairs (budget £2k).
- ii. Works to the first floor offices & facilities (budget £52k).
 - 1. Cleaning & decoration
 - 2. Flooring
 - 3. Refurbish the toilets
 - 4. New kitchen
 - 5. New door controls & access system
 - 6. Refurbishment of the current TTC office
- iii. External works (budget £32k).
 - 1. Construct new fire escape
 - 2. Build wall between Town Hall & 3 Mandale Road
 - 3. Remove temporary fire escape
 - 4. Replace lead water pipe
 - 5. New gas
 - 6. New boiler & heating alterations
- iv. Project management of the above (budget £26k).
 - 1. DMNPM Ltd
 - 2. Accountant
 - 3. Solicitor
 - 4. Heating
 - 5. Structural design
 - 6. Heritage grant consultant
- c. The above were viewed in the context of the current funds, running costs and income and current and future tenants.
- d. Dave Nicholson proposed the following.
 - i. Carry out the decoration works to the open area at the bottom of the main stairs. (budget £2k)
 - ii. Carry out the external works (budget £32k).
 - iii. The relevant project management costs for the above (budget cost £26k).
 - iv. Only carry out the works to the first floor when there is further demand from Tenants and/or in line with the refurbishment of the Grade 2 listed building.
- e. Resolution: To adopt the proposal in 2.d above. (budget £60k)

Proposed Cllr Walmesley, Seconded Cllr Dalgarno

3 Tenants

- a. MaSters
 - 1. Masters to take full responsibility for managing the heating, security & lighting to their areas and will use a daily check sheet.
 - ii. Resolution: To accept MaSters proposal

Proposed Cllr Tina Large, Seconded Cllr Walmersley

- b. TTC
 - i. No reported issues or concerns

4 Procedures

- a. DMN Project Management to compile the fire risk assessments for the Town Hall, target date 10 March (Post meeting note will be completed 18 March)

THRP – 14/44 Councillors reports & Items for future agenda

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

None given

THRP – 14/45 Date of next meeting

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

Next meeting 24 March at 17.30

Meeting Closed

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