

Town Hall
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Lewes
East Sussex
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**LEWES
TOWN
COUNCIL**

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To: **Cllrs Bird; Catlin; Earl; Lamb; Mayhew; Milner and Waring**

A Meeting of the **Buildings Working Party**, will be held online* on **Thursday 23rd September 2021**, at **11:00am** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://us06web.zoom.us/j/88683570322>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 886 8357 0322**

***Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 16th September 2021

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the Working party for the 2021/22 year.

2. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

3. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

4. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

5. MINUTES:

To agree Minutes of the meeting held on 10th September 2020

(attached, page 3)

6. REMIT of the WORKING PARTY

The Buildings Working Party is tasked with oversight of maintenance of the Town Hall, All Saints Centre, and Malling Community Centre and other buildings/structures, meeting *ad hoc*.

Mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/refurbishments of major plant and equipment.

7. EXCLUSION OF THE PRESS & PUBLIC **

At this point the Chairman will move:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc.* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially-sensitive detail related to proposed works and contracts.”

8. TOWN HALL HEATING SYSTEM REPLACEMENT

To consider the specialist consultant's update and advice

(documents herewith for W/party Members)

Oral report by TC and it is anticipated that the specialist will attend this meeting.

9. INSURANCE RISK ASSESSMENT SURVEYS

To consider reports prepared by the Zurich Risk Engineering service

(oral report by TC)

a) All Saints Centre *(document herewith for W/party Members)*

b) Town Hall

(document herewith for W/party Members)

PUBLIC ATTENDANCE :

Members of the public have the right, and are welcome, to attend* this meeting of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent. **Please see item 7 ****

Questions or requests to address the meeting must be sent by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via video link. To join the meeting follow the instructions above.

***Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to townclerk@lewes-tc.gov.uk**

For guidance on joining online meetings please see the notes overleaf