



Acting Town Clerk: Mr Matt Snowden
Office Address: 12 Well Lane, Beverley, East Yorkshire, HU17 9BL
Tel: 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 30th November 2022

To all members of the Town Hall Advisory Working Group

Dear Councillor,

Town Hall Advisory Working Group

You are hereby summoned to attend the Town Hall Advisory Working Group of Beverley Town Council to be held at 12 Well Lane Beverley on **Monday 5th December 2022** to commence **at 5:00pm**.

Yours faithfully,

Matt Snowden
Acting Town Clerk

- **Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

- 1. Apologies**
To Receive Apologies for Absence.
- 2. Declarations of Interest:**
 - (a)** To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b)** To note dispensations given to any member of the council and officers in respect of the agenda items below.
- 3. Minutes from the last meeting**
To receive the Minutes of the Town Hall Advisory Working Group of 21st November 2022 (attached).
- 4. Updates from Officers**
To receive any relevant updates from officers.
- 5. Advice from Other Councils**
To receive and consider advice from other Councils within the area who have undertaken such a project (see attached).

6. Surveys and Reports

(a) Condition Survey

To receive the General Condition Survey and recommend any necessary actions for approval.

(b) Emergency Action

To report on emergency action taken in the sum of £180 to risk assess/remove the finials from the roof on a temporary basis due to cracking following advice from the General Conditions Survey Contractor (Financial Regulations 4.5 (Clerk authorising work on an emergency basis), 11. 1. a) ii (specialist services; and 11.1.a) iv (extension to existing contract) apply).

7. Project Manager

(a) Vision Document and Project Brief

To receive and consider the draft Project Brief and make any amendments that may be required.

(b) Recommendation to Full Council

To approve and recommend to Full Council the Project Brief for the remit of a Project Manager, tender brief, advertisement for the role and dates for submission of tenders.

8. Finances

(a) Budget

To consider the following budgetary requirements:

- i. **Banner**
£60 plus VAT from Banner from Raymac (free delivery) – ordered 24.11.22.
- ii. **Emergency Action**
£180 for Delaney's, emergency risk assess/remove finials – ordered 28/11/22.
- iii. **Other Budget Requirements**
To begin to consider a budget outline for delivery of the project.

(b) VAT Advice and Other

To receive VAT advice and finance information not previously covered.