



Acting Town Clerk: Mr Matt Snowden
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Wednesday 22nd June 2023

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 **Thursday 29th June 2023** to commence at **6.30 pm**.

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. Updates:

(a) **Project Update:** For the benefit of new Councillors, the Working Group Chairman and Town Clerk will give a short project explanation and update.

(b) **VAT Update:** To provide an update on the contract with DCK Accounting Solutions to represent the Town Council on matters relating to VAT (Town Clerk to report).

4. Committee Membership

To make recommendations to Full Council that former Town Councillors Mr Duncan Jack and Mr Ian Gow be invited to officially join the Town Hall Advisory Working Group.

5. Next Steps:

- (a) Architects:** To receive an update on potential architects from the Project Manager.
- (b) Action Plan:** To consider and where necessary revise the next steps action plan (Town Clerk to report and see attached).

6. Business Specialist Consultant

To consider the following recommendation made by the Town Council's Internal Auditor as part of their 2022-2023 report:

“That the council considers the appointment of a specialist business consultant to prepare a business plan to incorporate the delivery and management of the project following the purchase of St Johns Building. The business plan should record details of budgets and timeframes and appropriate income and expenditure details following completion of the project. Further comments relating to this project are included under the risk management section of the internal audit report.”

7. Public Works Loan

To consider the best approach to applying for a Public Works Loan (Town Clerk to report).

8. Consultation:

- (a) What's On Event Feedback:** To receive feedback from consultation carried out by Councillors at the What's On event at Beverley Leisure Complex on Sunday 25th June 2023 (Cllr David Boynton to report).
- (b) Further Consultation:** To consider how best to carry out further, official consultation with the wider community. Matters to consider include:
 - Questions
 - Method (e.g. survey, open evening, paper-based survey, online survey, etc).
 - Timescale
 - Potential Costs
 - Etcetera

Town Hall Project Action Plan June 2023 to October 2023

Please note that the below is subject to change, following the meeting on Thursday 29th June, which will include further discussion about the action plan and advice from the Project Manager and Town Clerk.

- 1. Thursday 29th June 2023**
Town Hall Advisory Working Group
To consider next steps, architect recommendations, non-councillor working group membership, business planning, consultation, business planning, etc. and make recommendations for Full Council to consider. Also consider the possibility of an extra meeting in August (see below)

- 2. Monday 10th July 2023**
Full Council
Full Council to consider and make resolutions based on the Advisory Group recommendations. The main aspect to consider, being the appointment of two architectural companies to provide initial designs ideas, etc.

- 3. Thursday 27th July 2023**
Town Hall Advisory Working Group
To consider any matters that may need addressing and view preliminary architect designs (should they be available).

- 4. Monday 14th August 2023**
Extra Full Council Meeting
For Councillor to view architectural designs and ideas for the first time. This meeting could also include an element on public consultation. Due to how important this decision is, a final design will not be chosen, but Council will select one of the two architects to proceed with the next level of plans and give them feedback.

- 5. Monday 11th September 2023**
Full Council
Consider more detailed and specific designs from the final architect and make any further suggestions and recommendations.

- 6. Thursday 21st September 2023**
Town Hall Advisory Working Group
To consider any matters that may need addressing, with particular focus on funding.

- 7. Monday 23rd October 2023**
Full Council
Approve final architectural designs to enable the Project Manager to start costing the project more precisely.