

Minutes of the Town Hall Advisory Working Group

29th June 2023

6.30 pm at the Town Council Offices, Well Lane, Beverley

Present: Councillors D. Boynton (in the Chair), P Astell, A Healy, J Rebecchi and E Whitaker.

Matthew Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk and Civic Officer).
Simon Delaney and Kevin Marling, Delaney Marling Partnership
Councillors, D Horsley and A Ramsdale
Mr D Jack and Mr I Gow

**1/23: Apologies:
To Receive Apologies for Absence.**

There were no apologies for absence.

2/23: 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.**

There were no declarations of interest.

- (b) To note dispensations given to any member of the council and officers in respect of the agenda items below.**

There were no dispensations.

3/23 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.**

The Town Clerk outlined the project and history for the benefit of new Councillors. Delaney Marling Partnership – outlined their involvement in the process as Project Managers.

- (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).**

It was reported that DCK Accounting Solutions had been appointed to conduct the Council's VAT matters. At their advice, The Town Hall project is on hold until the Council has been registered for VAT which is currently being completed.

4/23: 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.

Proposed: Councillor P Astell

Seconded: Councillor A Healy

Resolved: *To recommend to Full Council that Mr D Jack and Mr I Gow become members of the Town Hall Advisory Working Group and that Register of Interest forms are completed by them in order that they have a vote on matters under discussion by that Working Group.*

5/23: Next Steps:

(a) Architects: To receive an update on potential architects from the Project Manager.

Simon Delaney and Kevin Marling updated the Working Group with regard to the position of the architects and timescale. The Working Group felt that the initial two architects previously discussed should be approached and given time to undertake the initial indicative designs.

Proposed: Cllr E Whitaker

Seconded: Councillor A Healy

Resolved: *To recommend to Full Council that the timescale is delayed and that the Project Manager consults with SALT and J Smith in (once the VAT registration is complete) in the sums of £1200 and £2500 respectively as previously quoted.*

Resolved: *To recommend to Full Council that the Town Hall Working Group of 21st September 2023 becomes a Full Council meeting in order to receive and consider indicative designs from the Architects.*

Resolved: *That Delaney Marling Partnership considers the current office lease and that the findings and recommendations on dilapidations and timescale are considered by Full Council.*

(b) Action Plan: To consider and where necessary revise the next steps action plan (Town Clerk to report and see attached).

The Action Plan and timescales will be revised with the above.

6/23: 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."

Proposed: Councillor E Whitaker

Seconded: Councillor P Astell

Resolved: *To recommend that Full Council at the meeting of 11th September 2023 approves the brief and appointment of a Business Consultant to comply with the requirements of Internal Audit and Public Works Loan Board.*

7/23: Public Works Loan

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

Councillors were given ERNLLCA and NALC Guidance and received a presentation on repayment scenarios.

Proposed: Councillor E Whitaker

Seconded: Councillor P Astell

Resolved: *To recommend to Full Council that the Council contracts a fundraiser for a percentage fee to assist with funding the project.*

8/23: 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).

Councillor D Boynton reported on the event and that positive feedback forms had been received for the Town Hall project.

(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**

The Working Group felt that Full Council should consider consultation with the community via a newsletter delivered to every household prior to submission of an application for a public works loan as part of the required application process.

The Working Group decided that the meeting of 27th July 2023 is not required.

Meeting finished at 8 pm

Signed D. F. Boynton

Date 10/07/23

