

Minutes of the Town Hall Advisory Working Group

21st September 2023

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

Present: Councillors J Rebecchi (in the Chair), Mr Duncan Jack, Mr Ian Gow
Councillors D Horsley and C Giles
Matthew Snowden (Town Clerk) and Libby Woodhouse (Assistant Town Clerk and Civic Officer).

**9/23: Apologies:
To Receive Apologies for Absence.**

The Working Group received apologies of absence from Councillors D Boynton, P Astell, A Healy and E Whittaker.

10/23: 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.

**11/23: VAT Registration
To receive an update regarding the VAT registration process.**

The Town Clerk reported that the VAT registration process was still with HMRC and that some queries had been answered by DCK Accounting. It was not known how long the process will take however any vatable work is not able to proceed without it, including the architects.

**12/23: Business Plan
To receive and consider updates from officers.**

The Assistant Town Clerk reported on undertaking an interim business strategy in order to assist the Council with upcoming budget decision making and planning on moving forward and explained the plan in detail to the Working Group. It had been a team effort. As plans and figures become known, the strategy can be amended accordingly.

Recommended: That work continues to the Strategy and that it is submitted to ERNLLCA and Working Group members for comment prior to being recommended to Full Council for consideration and approval, and subsequent consideration at the Policy and Finance Committee budget setting meeting.

13/23: Risk Register

To consider the risk register and agree actions to ensure insurance obligations are addressed (see attached).

The Town Clerk explained the risk register and insurance obligations.

Recommended: *As there is a low crime risk in the area and no recorded problems, it would not be helpful or necessary to erect cameras or Heras fencing at this point. This can be reviewed at each meeting. Small works to be undertaken are:*

Block up the letter boxes

Turn off and drain down the water

Turn off the electric and make sure the heaters are detached

Cap off the electric supply to the shed prior to JB Rural removing the shed

Check the locks for compliance with insurance

Ensure all windows and doors are secured

Implement weekly checklist inspections

14/23: Consultation

To consider public consultation exercises relating to a Public Works Loan (for guidance see attached template – additional documents to be presented at meeting following further research).

The Town Clerk explained how the consultation for the Public Works Loan would work and how to get support for the Town Hall via different channels by drip feeding news prior to consultation.

Differing options for loan repayments were discussed from the amount borrowed to the length of time to repay it, versus the resultant total interest which would have to be repaid and Band D Council tax implications. Consideration would be needed of how the public would receive these options.

Recommended: *That the Council undertakes a newsletter to all residents to detail information about the Hall but that full consultation cannot be undertaken in December as planned due to the requirements not yet being fulfilled in terms of plans and costs.*

15/23: Updates and Next Steps

To consider any other updates and next steps.

All aspects had been discussed during the meeting.

Schedule for strategy:

27th September – to be sent to Working Group members and those to attend the meeting for comments.

3rd October – comments to be received.

To be sent to Full Council for information.

18th October – to be on Full Council agenda for 23rd October for consideration.

To Policy and Finance for budget setting meeting.

Meeting finished at 7.45 pm.

Signed Date