

Schedule of Guildhall Committee resolutions from May 2019

<u>Year</u>	<u>Date of Meeting</u>	<u>Resolution</u>	<u>Action</u>	<u>Notes</u>
19-20	13-May-19	Cllr Margaret Crick be appointed Chairman of the Guildhall Committee for the municipal year 2019/20.		
19-20	30-May-19	Resolved: that the minutes of the meeting of the Guildhall Committee of 4th March 2019 be agreed as a correct record and signed by the Chair.		
19-20	30-May-19	Resolved to replace the floodlights. The meeting also requested that consideration be given to installing photosensitive lights which could override manual timers.	To replace Floodlights	Floodlights replaced 2019
19-20	30-May-19	Resolved: that the report of the Treasurer/ Responsible Finance Officer in relation to the Guildhall be approved.		
19-20	30-May-19	Resolved: that the notes of the meeting of the Guildhall Development Working Group of the 26th April 2019 be approved.		
19-20	30-May-19	i. It was proposed by Cllr Grace Clifton, seconded by Cllr Charlie Birks and resolved that the building survey, including the survey of the roofs, be approved as detailed in the report of the Town Clerk. The survey to be undertaken by Leys Longden.	Survey completed and presented to committee	Part of informing the ongoing work in relation to building maintenance and improvements

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19-20	30-May-19	ii. It was proposed by Cllr Grace Clifton, seconded by Cllr Charlie Birks and resolved that: the electrical and mechanical / plumbing survey be approved as detailed in the report of the Town Clerk. The survey to be undertaken by Ridge and Partners.	Survey completed and presented to committee	Part of informing the ongoing work in relation to building maintenance and improvements
19-20	30-May-19	Resolved: that the confidential appendix to the notes of the meeting of the Guildhall Development Working Group of the 26th April 2019 be approved.		
19-20	30-May-19	iii. It was proposed by Cllr Charlie Birks, seconded by Cllr Margaret Crick and resolved that a survey is commissioned to ascertain the works required to upgrade the lift in the Abbey Hall to be suitable for use in a fire be approved. The survey to be undertaken by Ridge and Partners.	Survey completed and presented to committee	The scope and cost of the works required was found to be excessive and it was considered that a more comprehensive, integrated solution to access problems should be considered on the north side of the building as part of the ongoing work in relation to capital improvements
19-20	30-May-19	Royse Room Consideration was given to whether art work from local A-level students could be displayed in the Guildhall and specifically the Royse Room. It was resolved that this be raised with the Abbey Cinema as they manage and operate the Guildhall.	Matter raised with Abbey Cinema.	Ctte to decide whether this should be raised again

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<p>19-20</p>	<p>30-May-19</p>	<p>Access The Committee considered the proposals from Leys Longden in relation to access in the building, as detailed in their letter of 23rd May 2019. Resolved: to instruct Peter Turvey (Quantity Surveyor, PT Projects) to provide costings for the various options detailed in the above letter, for consideration at a future meeting of the committee.</p>		<p>Options forwarded to P Turvey 31st May 2019 and discussions took place. F and GP June 2019: The committee considered the Town Clerk's report on options for improving access within the Guildhall complex. Members agreed that whilst this was important, the council should not proceed with any particular option until they had fully considered all approaches in detail. The present suite of rooms allows disabled access to some of the rooms and members felt that was appropriate, at least in the short term. It was resolved to recommend to Guildhall Committee that further costings and usage information be obtained, but this should not be high priority in the immediate future. Matter held pending longer term discussions in relation to building. Consideration part of the ongoing work in relation to capital improvements</p>
<p>19-20</p>	<p>16-Sep-19</p>	<p>It was resolved to register the water fountain on the "Refill App." following the installation of the water fountain.</p>	<p>It was resolved to register the water fountain on the "Refill App." following the installation of the water fountain.</p>	<p>Water Fountain was added to the app</p>

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19-20	16-Sep-19	Resolved: that the minutes of the meeting of the Guildhall Committee of 19th August 2019 be agreed as a correct record and signed by the Chair.		
19-20	16-Sep-19	Resolved: that the financial report of the Treasurer and Responsible Financial Officer be agreed as a correct record and signed by the Chair.		
19-20	16-Sep-19	Resolved: 1. That further quotes be obtained by the Town Clerk in relation to the installation of a platform/ chair lift and that authority be delegated to the Town Clerk to procure the lift from the Abbey Hall property/ maintenance budget, the estimate as set out in the confidential report of the Town Clerk. 2. The Council seek further professional advice with a view to examining the options and feasibility to obtain improved physical access to the Abbey Hall/ cinema and the Guildhall. Authority to commission the appropriate advice to be delegated to the Town Clerk from the property/ maintenance budget for the Abbey Hall/ cinema and the Guildhall.		<ol style="list-style-type: none"> 1. Further quotes obtained and contractor approved. Installation due late 2020. 2. Future options for access part of ongoing consideration of future capital improvements
19-20	16-Sep-19	Resolved: Cllr Charlie Birks to meet with the works team supervisor to identify works which could be dealt with in-house and then these works be undertaken, prioritized according to urgency, by 31st March 2020.		Works team capacity did not allow for inhouse works to be undertaken during this period.

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19-20	16-Sep-19	<p>It was resolved, that subject to the details outlined in the Confidential Report of the Town Clerk and obtaining a third quote, (i) that authority be delegated to the Town Clerk, in consultation with the Chair and Vice-Chair of the Guildhall Committee, the Berkshire County Archivist and the Abingdon Town Archivist, to accept a quote and procure work in relation to the fit out of shelving and map chest in the Muniment Room and (ii) that authority be delegated as in (i) above, to accept a quote which is not the lowest quote if this is the one which is preferred on grounds of design or quality.</p>		<p>Quote for fit out of shelving and map chest in Muniment Room approved and order placed. Works delayed during pandemic, schedule for January to March 2021</p>
19-20	16-Sep-19	<p>Resolved:</p> <ol style="list-style-type: none"> 1. Additional budget of £3000 towards the Muniment Room fit out, to be funded from the pooled property fund. 2. Installation of the combined humidifier and dehumidifier as detailed in the Report of the Town Clerk, subject to when choosing equipment running costs and energy efficiency over a number of years to be considered. 3. Mechanism for the installation of the shelving and map chest, as detailed in the Town Clerks confidential report and appendix. 		<p>Combined humidifier and dehumidifier as recommended by Berkshire County Archivist. Works delayed during pandemic, schedule for January to March 2021. Move of archives back to Abingdon – April 2021, timing subject to considerations re Coronavirus restrictions .</p>

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19-20	16-Sep-19	It was resolved to recommend to the Finance and General Purposes Committee that the council proceed with the replacement of the treasures cabinet in the Roysse Room and that this be funded from the earmarked reserves in relation to civic treasures (£20,866) and the property improvement budget (17,784).		
19-20	16-Sep-19	It was resolved that an initial scoping meeting be called to consider what final approval they would wish to give in terms of design and commissioning of work. Cllr. Margaret Crick, Cllr. Grace Clifton, Cllr. Charlie Birks and Cllr. Jim Halliday requested attendance at this meeting.		Plan for treasures cabinet drawn up by Collections Officer, Abingdon County Hall Museum. Works delayed by pandemic. Suggest meeting by end of 2020 for installation January to March 2021. Relocation of treasures from April 2021 timing subject to considerations re Coronavirus restrictions.
19-20	16-Sep-19	After discussions it was resolved that Bicycle parking, bins store and any emergency car park patching which becomes necessary between now and the end of the financial year – to be accommodated within a budget of £10,000.		Emergency works not required, now part of wider property discussions
19-20	16-Sep-19	Resolved: that the confidential report of the Town Clerk in relation to the Guildhall Complex of buildings – property matters be agreed as a correct record.		

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19-20	16-Sep-19	<p>It was resolved;</p> <ol style="list-style-type: none"> 1. That the risk assessment and design for the lightning protection works in relation to the Guildhall, be approved. 2. To obtain from Vector Design an explanation of what the likely effects of a lightning strike on the building are. 3. That three quotes are obtained for lightning protection works and that authority to approve the tender list be delegated to the Town Clerk in consultation with the Chairs of the Finance and General Purposes and the Guildhall Committees; 4. That tenders be obtained for the Council by Leys Longden Surveyors and the matter then reviewed by this Committee. 		<p>2 Requested on a number of occasions but not yet supplied.</p> <p>3 Quotes obtained as requested</p> <p>4 Works on hold pending ongoing consideration of future capital improvements. Not required for insurance purposes.</p>
19-20	05-Dec-19	<p>(i) Resolved: that the financial report of the Treasurer and Responsible Financial Officer be agreed as a correct record and signed by the Chair.</p>		

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19-20	05-Dec-19	<p>It was proposed by Cllr Samantha Bowring, seconded by Cllr Neil Fawcett and resolved that the;</p> <ul style="list-style-type: none"> • Confidential report of the Town Clerk in relation to the Guildhall Complex of buildings – property matters together with the reports from Ridge & Partners and Leys Longden • Establishment of a Working Group to consider a ten-year repair, maintenance and improvement plan in relation to the Guildhall complex of buildings. • That a sum of £200,000 be placed in the estimates for the years 202-21 through to 2024-25, funded as detailed above (this will be a recommendation for the Finance & General Purposes Committee for consideration thence to the Town Council). It was noted that the lease agreement with the cinema may have an influence on this. 		Budget agreed. Working Group considering ten-year repair, maintenance and improvement plan in relation to the Guildhall complex of buildings. Major item in 2020/21 replacement of boilers for the building
19-20	05-Dec-19	<p>Resolved:</p> <p>(i) That the report of the Town Clerk is approved and the actions taken to date are endorsed.</p> <p>(ii) That matters proceed this stage on the basis of a new lease being agreed with the Regal/Abbey Cinema for the period from December 2020 to December 2024 and that for the avoidance of doubt, no further expressions of interest are requested are approved. The Town Clerk confirmed that the Regal/Abbey Cinema are happy to continue to manage the Guildhall (old side).</p>		Property considerations ongoing

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19-20	05-Dec-19	Resolved: that the confidential report of the Town Clerk in relation to the Management and Operation of the Guildhall be approved.		Designated Premises Supervisor role still not transferred to Abbey Cinema and held by Town Clerk. Transfer has been promised on a number of occasions, to chase as a matter of urgency
20-21	21-May-20	Resolved: that the report of the Town Clerk be approved.	Instructions to be added to the ATC website explaining to the public how to access online meetings	This has now been added at the top of the 'Minutes & Agendas '20-21' page.
20-21	21-May-20	Resolved: that the report of the Treasurer/ Responsible Finance Officer in relation to the Guildhall be approved.		
20-21	21-May-20	It was proposed by Cllr Grace Clifton and seconded by Cllr Cheryl Briggs and RESOLVED that the full management accounts in relation to the Guildhall be approved.		
20-21	21-May-20	It was proposed by Cllr Neil Fawcett and seconded by Cllr Cheryl Briggs and RESOLVED that the year to date management accounts in relation to the Guildhall be approved.		

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20-21	21-May-20	It was proposed by Cllr Neil Fawcett and seconded by Cllr Grace Clifton and resolved that the confidential appendix of the meeting of the Guildhall Committee of 5th March 2020 be agreed as a correct record and signed by the Chair.		
20-21	21-May-20	It was proposed by Cllr Neil Fawcett, seconded and resolved that the minutes of the meeting of the Guildhall Committee of 5th March 2020 be agreed as a correct record and signed by the Chair.	Risk Assessment to be updated to reflect COVID-19 pandemic	Risk assessments constantly being updated during the period of the the pandemic
20-21	27-Jul-20	<p>Drains</p> <p>It was proposed by Cllr Charlie Birks and seconded by Cllr Jim Halliday and resolved that:</p> <ol style="list-style-type: none"> i. A civil engineer be engaged to plan a route for a new drain. ii. Two companies be contacted for estimates for this work due to its specialist nature. iii. The two companies to be contacted: <ul style="list-style-type: none"> • Ridge due to their current knowledge of the building • MJA Consulting, Civil and Structural Engineers based on Abingdon Science Park. Being local they are expected to have knowledge of the local area. iv. The Guildhall Property Working Group manage this work 		Matter deferred for staffing reasons and pending appointment of Property Officer as per Staffing Review

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			<p>Issue: Establish if heating can be more precisely controlled and metered, enabling individual areas temperature levels and timings to be managed and costed independently</p>	<p>Answer: There are three heating zones in the Guildhall, (Old side, Abbey Hall, Rest of 1960's building). Heating meters could be added to each zone to establish the costs to each zone. The amount of heat to each zone could be adjusted but would affect every room in that zone. This is all that can be achieved with the existing heating system around the building. Note that all radiators in the old side have trvs fitted. The heaters in the Magistrates Court are controlled by thermostats in the room. The Abbey Hall heating has a thermostat in the hall and the fan heaters in the rest of the 1960's building have their own thermostats fitted in the heater.</p>
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20-21	27-Jul-20	<p>It was proposed by Cllr Jim Halliday and seconded by Cllr Sam Bowring and resolved that:</p> <p>i. The old boilers be replaced.</p> <p>ii. The following issues be considered when choosing the new boilers:</p> <ul style="list-style-type: none"> • Boilers require to work at near full capacity therefore the heating load for an insulated and an uninsulated building needs to be established. • The boilers are expected to last for 40-50 years so must be fit for the future. • Establish if the heating can be more precisely controlled and metered enabling individual areas temperature levels and timings to be managed and costed independently. <p>iii. The Guildhall Property Working Group select which company produces the specification.</p>		Project went to tender and works commenced October 2020; completion due mid-December 2020
20-21	27-Jul-20	<p>It was proposed by Cllr Sam Bowring and seconded by Cllr Charlie Birks and resolved that the project will be managed by the company producing the specification.</p>		Works managed accordingly

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20-21	27-Jul-20	It was proposed by Cllr Charlie Birks and seconded by Cllr Neil Fawcett and resolved that the confidential appendix of the meeting of the Guildhall Committee of 21st May 2020 be agreed as a correct record and signed by the Chair.		
20-21	27-Jul-20	Members received and considered the minutes of the meeting of the Guildhall Committee of 21st May 2020. It was noted that that minutes recorded date of the meeting incorrectly as 21st May 2019 rather than 2020. It was proposed and resolved that, subject to the date of the meeting being corrected, the minutes of the meeting are a correct record and signed by the Chair.	Civil engineer be instructed to produce drainage plan	Matter deferred for staffing reasons and pending appointment of Property Officer as per Staffing Review
20-21	27-Jul-20	It was resolved that the management accounts for the period ending 30th June 2020 be approved.	Estimates for drainage works be obtained	Survey and inspection undertaken , no immediate work required. Estimates deferred for staffing reasons and pending appointment of Property Officer as per Staffing Review 6 monthly inspecitons and flushing suggested

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20-21	27-Jul-20	It was proposed by Cllr Charlie Birks, seconded by Cllr Jim Halliday and resolved that the management of this budget be delegated to the Guildhall Property Working Group, with regular reporting of this expenditure and decisions taken by the working group at each meeting of this committee.	Replacement of boilers	Budget managed by Working Group Installation of boilers started 21 Oct 20
20-21	13-Aug-20	It was proposed and resolved that the minutes of the meeting of the Guildhall Committee of 27 th July 2020 are a correct record and signed by the Chair.	Letter be sent to Mr and Mrs Wiper explaining decision to purchase the sanitiser, dispensing units and lanyards, and requesting their risk assessment and proposed flow of traffic in the building	Letter has been sent

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<p>20-21</p>	<p>13-Aug-20</p>	<p>It was proposed by Cllr Neil Fawcett and seconded by Cllr Sam Bowring and resolved that</p> <ul style="list-style-type: none"> • as a one off for health and safety reasons Abingdon TC would purchase 5 hand-sanitizing units and 100 recyclable passes on lanyards. • Any future purchases are to be made by the Abbey Cinema including refills for the hand-sanitizing units. • Abingdon TC is to send a letter to the Abbey Cinema outlining <ul style="list-style-type: none"> o That this is above and beyond what is in the agreement and is a one agreement to purchase. o All contents of the hand-sanitizers are to be purchased by the Abbey Cinema. o Abingdon TC is not responsible for purchasing items in relation to daily Guildhall and cinema operation, detailing the relevant paragraphs in the agreement. • The Abbey Cinema provide details of the full risk assessment they plan to implement including the proposed flow around the building, the precise locations of the hand-sanitizing units and air handling. 	<p>Subject to receiving the risk assessment and plans, the purchase of five hand sanitising units and 100 recyclable passes for the cinema / Guildhall rooms</p>	<p>20 Oct 20 - order placed but only for 2 hand sanitising units as agreed with cinema. Waiting to receive quote for lanyards from Mrs Wiper</p>
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20-21	13-Aug-20	It was resolved that the confidential appendix of the meeting of the Guildhall Committee of 27th July 2020 be agreed as a correct record and signed by the Chair.	ATC website be updated regarding the status of the Guildhall and Abbey Hall reopening plans	Awaiting exact information from the Guildhall and Abbey Hall regarding their opening and what they would like to be added to the website. Matter now moved on
20-21	24-Sep-20	It was proposed and RESOLVED that the minutes of the meeting of the Guildhall Committee of 13th August 2020 are a correct record and signed by the Chair.		
20-21	24-Sep-20	Members received and considered the report of the Treasurer. It was RESOLVED that the management accounts for the period 1st April 2020 – 31st August 2020 be approved.		
20-21	24-Sep-20	It was proposed and RESOLVED that the confidential appendix to the minutes of the meeting of the Guildhall Committee of 13th August 2020 are a correct record and signed by the Chair.		
20-21	20 Oct 20	RESOLVED that the minutes of the meeting of the Guildhall Committee of 24 th September 2020 are a correct record and signed by the Chair.		

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	<p>RESOLVED that the decision on the temporary heating is delegated to the Guildhall Property Working Group and that the Guildhall (old side) is closed until heating is restored.</p>		<p>Quote for temporary heating obtained and installation deemed feasible. Insurance underwriters have asked for further information on two occasions, answer on last occasion referred to contractor.</p> <p>Temporary heating not being installed due to closure of cinema as a result of November 2020 lockdown. Intention to clear the insurance query to allow for potential installation if there is a delay on the boiler contract or temporary heating is required at short notice in the future</p>
	<p>It was proposed by Cllr Neil Fawcett and seconded by Cllr Charlie Birks and RESOLVED that;</p> <p>(i) The Committee allocate a sum of up to £4,950 to undertake the energy audit and report detailed in the Guildhall energy report of the Town Clerk (20th October 2020).</p> <p>(ii) Authority be delegated to the Town Clerk to procure this service, subject to consideration of the quote received and detailed in the confidential paper by members of the Guildhall committee, Cllr Jim Halliday, Cllr Gabby Barody and Cllr Alex Greenaway.</p>		<p>Second quote requested.</p> <p>Intention to place order after receipt of second quote and consideration by Members, target by 30th November at latest , potential for audit to take place December 2020</p>
	<p>It was RESOLVED that:</p> <p>(i) The closure of the Guildhall (old side) for a short period due to the lack of heating be publicised on the Town Council website.</p> <p>(ii) The environmental audit is publicised at the time it occurs.</p>		<p>(i) Website updated 30th October 2020</p> <p>(ii) Audit to be publicised when report received</p>