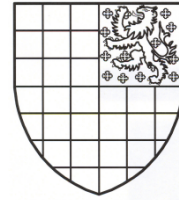


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**LEWES
TOWN
COUNCIL**

To: **Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S) and Rowell**

A Meeting of the **Working Party established to oversee repairs to the Council's buildings**, will be held on **Wednesday 14th November 2018**, in the **Council Chamber, Town Hall, Lewes at 3:00pm** which you are requested to attend.

S Brigden, Town Clerk
2nd November 2018

AGENDA

1. PUBLIC QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. MINUTES:

To agree Minutes of the meeting held on 3rd July 2018

(attached, page 3)

5. EXCLUSION OF THE PRESS & PUBLIC

At this point the Chairman will move:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider detail related to proposed contracts and staff matters.”

6. REFURBISHMENT of MALLING COMMUNITY CENTRE

To consider the next stages of the programme:

Contract tendering

Finance

Future management.

Working notes will be provided for Working Party Members.

For further information about items on this agenda please contact the Town Clerk at the above address.

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

Distribution: Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S) and Rowell
(copy: all Cllrs: for information)

Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Tuesday 3rd July 2018**, in the **Yarrow Room, Town Hall, Lewes at 11:00am**.

PRESENT Cllrs S Catlin;; R Murray; S Murray.

In attendance: S Brigden (*Town Clerk [TC]*)

BRepWP2018/01 ELECTION of CHAIRMAN: Cllr S Murray was elected Chairman pro tem.

BRepWP2018/02 QUESTIONS: There were none

BRepWP2018/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs Chartier and Mayhew, who were on holiday; and Cllr O'Keeffe, who had resigned from the Working Party due to other commitments. No message had been received from Cllr Lamb or Cllr Rowell.

BRepWP2018/04 DECLARATIONS OF INTEREST: There were none.

BRepWP2018/05 MINUTES: The Minutes of the meeting held on 6th April 2018 were received and signed as an accurate record.

BRepWP2018/06 EXCLUSION of the PRESS & PUBLIC

At this point the Chairman moved, **and it was resolved:**

BRepWP2018/06.1 That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider detail related to proposed contracts.

BRepWP2018/07 REFURBISHMENT of MALLING COMMUNITY CENTRE:

The meeting considered plans prepared by LA Architects according to various factors discussed and comments recorded from users of the Centre, at previous meetings and in correspondence.

These had been prepared to the standard required for submission in support of an application for planning consent and for tender invitations, and were agreed as representing all the features previously discussed and agreed.

Delta Green Environmental Design had compiled the option appraisal for the sustainable systems as agreed at the last meeting, and would shortly need formal instruction to develop tender information for pricing to cover the Employers Requirements for mechanical, electrical and public health. This could be issued once planning consent was ascertained.

BRepWP2018/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 11:45pm*

Signed date