



	<ul style="list-style-type: none"> <li>• No partition is going to be installed in the ground floor front letting room as a ground floor track would be a hazard to dancers etc and a wheeled system would not create a sufficient acoustic barrier.</li> <li>• A folding partition is to be installed between the bar and main hall.</li> <li>• Following discussions with the Vicar, possible ramped access to the first floor through the church yard is not to be pursued at this time. This is because of the potential cost and disturbance to consecrated ground.</li> <li>• The Christmas Lights can remain in the cellar.</li> <li>• The Council has now agreed to store the Town Council Chamber furniture in its museum store.</li> <li>• A disabled refuge is to be created on the first floor.</li> <li>• A detailed priced specification of the stage, lighting and sound is to be prepared to ensure it is fit for purpose and provides flexibility. This is to include three gantries and wiring to socket where a sound system desk can be plugged in at the rear of the room. Mark is to liaise with John to help develop this.</li> <li>• The sound system will include updated speakers (budget permitting).</li> <li>• The possibility of leaving part of the temporary demountable stage in-situ most of the time is to be investigated so that this can be used for dance instruction etc.</li> <li>• To align with other public halls it is proposed that the main hall will be closed to other users for a few days, no more than twice a year, to allow theatrical productions to take place.</li> <li>• Curtain rails (and curtains budget permitting) are to be provided along the front edge of the stage line and at the rear to allow access to the stage from both wings.</li> <li>• The stage will not impede the fire exit.</li> <li>• The library will be open the same as the existing library i.e. 30.5 hours a week and will operate with one librarian if other users are in the building or with two librarians if there are the sole persons in the building.</li> <li>• The library will be able to operate on a self service basis out of staffed hours. It is hoped that book groups who use the library and other resources will support this.</li> <li>• The semi-glazed doors at the bottom of the stairs are to be moved to the entrance door side and be on a pac type system to provide security. A pac type system is to be added to the front letting room door to the hallway.</li> </ul>	MD/JP
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	<ul style="list-style-type: none"> <li>• Facilities Management are to provide the rationale to the 'dog leg' in the fire route down a new corridor in the kitchen.</li> <li>• The downstairs toilet off the kitchen is to be removed so the space can be used for storage.</li> <li>• A domestic style kitchen is to be fitted with base and wall cupboards, the plan of which will be brought to this meeting for approval.</li> <li>• The kitchen will have sufficient electric points and worktop space to enable it to be used by outside caterers.</li> <li>• The scheme is to include repair of the dumb waiter to enable catered functions to take place on the 1<sup>st</sup> floor.</li> <li>• The existing bar and canopy shutters are to be removed and replaced with storage cupboards on recessed side wall, and a kitchen sink unit and base unit with worktop on the back wall. Collapsible tables will be used for the bar serving area. Nigel to check that this specification meets mobile bar providers requirements.</li> <li>• Libraries are prepared to be on a board of users/friends of group that will have an increased say in the future running of the hall.</li> <li>• Facilities Management are to get a price for mirrors on the side wall of the main hall (where the existing stage is to be removed from).</li> <li>• The possibility of CCTV in the entrance/library, linked into the Council's centrally monitored system is to be investigated.</li> </ul>	<p>BE</p> <p>BE</p> <p>NG</p> <p>BE</p>
4	<p>Amended Timetable:</p> <p>To allow for the delay in attaining Planning Permission and for other unscheduled delays that may be brought about due to circumstances beyond the Council's control the start date is to be put back until the <b>16<sup>th</sup> September 2013</b> with an anticipated completion date of <b>13<sup>th</sup> December 2013</b>. These dates may change and be brought forward, if at all possible, so the Town Hall is not closed in the busy period in the run up to Christmas (which includes the Christmas Market).</p>	
5	<p>The date of next meeting is Wednesday the 26 June 2013 at 17:00 in Silsden Town Hall</p>	
6	<p>Amendment to previous minutes:</p> <p>In the interests of clarity the Town Council has suggested that the previous minutes should be amended. The following amendments have been drafted by Estates Management:</p> <ul style="list-style-type: none"> <li>• Discussions in November 2011 were informal with two representatives of the Town Council not the Town</li> </ul>	

	<p>Council itself.</p> <ul style="list-style-type: none"><li>• Some other Town and Parish Council's occupy dedicated Council owned space e.g. Denholme Parish Council. As the existing Town Council Chamber space is required for the library, Silsden Town Council will need to work flexibly. This will help to support the long term viability of the Town Hall as a community building in the heart of Silsden.</li></ul>	
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