

Silsden Town Hall Steering Group

Minutes of Steering Group Meeting 24th July 2013

Meeting held at Silsden Town Hall 17:00

Attendees:

Councillor Mallinson – Ward Councillor
Mandy Webb – Libraries
Niki Joseph – Public Halls
Nigel Gillatt – Estate Management (Project Lead)
Stephanie Moore – Estate Manager (Chair)
John Peet – Community Representative
Elizabeth Phillips – Building User

Apologies:

Jackie Kitwood - Libraries
Noreen Akhtar – Keighley Neighbourhood Office
Bob Evans – Facilities Management

No.	Item	Actions
1	Welcome	
2	NG Confirmed that works on the refurbishment scheme are to commence on 29 th of July 2013 and the hall will re-open on the 29 th October 2013. During this period the building will be closed. The refurbishment is taking place at the same time as Programmed Works that are part of the Capital Programme.	
3	The Scheme: a. Nigel Gillatt is to liaise with David Mason about history group storage. b. Reviewed the image/plan of the bar area. Changes to be made to encompass storage. c. The library layout plans of the new library are attached. It was confirmed that the new library location will stock approximately 2000 books. Statistics showed that 44% of the stock in the existing library has not been used for more than 6 months. The stock retained will be stock that is regularly used. Requests for books not held in the new library will be taken and acquired from other libraries across the district. d. Nigel Gillatt to meet with ICT on 25 th July. (Nigel met with ICT some minor amendments are required to match the ICT proposal to the building plans. These will be submitted on or before the 26 th July).	NG

<p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j.</p> <p>k.</p> <p>l.</p> <p>m.</p> <p>n.</p> <p>o.</p> <p>p.</p>	<p>Nigel Gillatt to meet with Facilities Management to discuss a suitable location for the multi-functional device that will be made available for use by the building users.</p> <p>Quotes for the lighting, sound and curtaining were considered. The preferred quote is from Spot-on who are Ilkley based and have a track record of working with the Council.</p> <p>Nigel Gillatt and Stephanie Moore as a priority are to re-examine the budget to determine how monies can be made available to order the lighting sound and curtaining without delay so that the lighting, sound and curtaining are installed during the refurbishment of the hall.</p> <p>A request has been made to the Town Council to use the Town Crest on internal and external signage so the building is branded Silsden not Bradford.</p> <p>Consideration is to be given to a baby changing facility being incorporated into the design.</p> <p>The three ICT points in the ground floor room are to be retained to enable flexible use of the space.</p> <p>A smart board is to be purchased for the ground floor room which will make the room more appealing for conferencing/business meetings. This will be funded from external contributions.</p> <p>Exploratory works has revealed that the underside of the roof of the ball room has architectural merit. Consideration is to be given to retaining this as an architectural feature without compromising insulation/energy efficiency within the budget.</p> <p>New names are to be considered by the Steering Group for the Dining Room and Meeting Room.</p> <p>The colour palate is to be considered at the next meeting.</p> <p>New governance arrangements will be put forward at the next meeting which will give users a greater input in to the Council's running of the hall.</p> <p>Communications are to be prepared to publicise the refurbishment works.</p>	
<p>5</p>	<p>A.O.B Date of next meetings 4th September 2013 at Silsden Library and 23rd October 2013 at Silsden Town Hall (works permitting).</p>	