

# DEREHAM TOWN COUNCIL

22<sup>nd</sup> August 2023

At a meeting of the **Markets & Buildings Committee** held at Dereham Memorial Hall on **Tuesday 22<sup>nd</sup> August 2023 at 7pm.**

**Present:** Councillors S Green (Chairman), H Clarke, C Coleman, H King, L Monument and R O'Callaghan.

Also present: Councillor P Duigan, Town Clerk Tony Needham and Town Council Officer Gina Snow.

1. **To receive apologies for absence.**

There were no apologies for absence.

2. **Declaration of Interest.**

There were no declarations of interest.

3. **To elect a Chairman.**

Councillor H King proposed Councillor S Green, seconded by Councillor L Monument. Councillor C Coleman proposed Councillor R O'Callaghan, Councillor R O'Callaghan declined, there were no further nominations. It was agreed that Councillor S Green be Chairman of the Markets & Buildings Committee 2023/24.

4. **To elect a Vice Chairman.**

Councillor H King proposed Councillor R O'Callaghan, seconded by Councillor H Clarke. There were no other nominations. It was agreed that Councillor R O'Callaghan be Vice-Chairman of the Markets & Buildings Committee 2023/24.

5. **To consider placing live events on the balanced score card.**

The Committee resolved not to place live events on the balanced score card at this point in time.

6. **To consider replacement of fire doors at the Memorial Hall.**

The Committee recommended the replacement of fire doors and other minor works at an estimated total cost of around £8-10k, which would be funded from the Building Capital Repairs budget.

Recommended action:

- Kitchen – Replacement fire doors.
- Dimmer room – Replacement fire doors.
- Plant room – Remedials to achieve 60 minute fire rating.
- Caretaker's Store Room – Replacement fire doors.
- Archway Double Doors – Replacement fire doors.
- Top Flat Electric Cupboard – Remedials.

The current fire doors were installed when the Memorial Hall was refurbished in 2011 and passed building regulations at that time. A recent fire risk assessment highlighted that a number of internal fire doors no longer meet the current standards. The actions recommended would bring all fire doors up to current standards.

In addition, the Committee recommended installing an automatic fire suppression system above the cooker in the kitchen at a cost of around £2,500, with an annual inspection cost of £500, to be funded from the Building Capital Repairs budget.

Although not recommended in the fire risk assessment, the kitchen was felt to be a high risk area due to human factors, and therefore Councillors thought it prudent to have the additional fire protection system.

**7. To consider a 5-year plan for a technical replacement programme for sound and lighting equipment at the Memorial Hall.**

Due to the current systems coming to the end of their life and no longer being supported by manufacturers for repairs, the Committee recommended the implementation of a 5-year plan for replacement of sound and lighting equipment at the Memorial Hall to ensure that the Hall continues to be a viable venue for larger entertainment events. The total estimated cost will amount to just over £30,000, to be funded from the Building Capital Repairs budget and will include the following works:

- Replacement of old lamps with LEDs and to include the ability to colour wash the ceiling at a cost of around £5,000.
- Replacement of existing lighting desk at a cost of around £8,000.
- To continue to gradually upgrade lighting with LED lights at a cost of around £4,000.
- A complete replacement of the sound system, including the sound desk, to be powered and configured from the side of the stage, at a cost of around £15,000 (£4,000 of which accounts for the replacement of the sound desk itself).

The Committee agreed that the replacement systems should be new, rather than second hand, and equipment with the longest manufacturer support should be prioritised.

The Committee recommended to include in the 5-year plan the replacement of the drill-winch-bars on the fly platform to a system where the controls are at floor level, at a cost of around £10,000, to be funded from the Building Capital Repairs budget, and that this replacement should be prioritised.

The reason for the recommendation is that it would remove the risk of people falling from a ladder when climbing to and from the platform and would especially benefit lone-workers who may not be able to raise an alarm following such a fall.

8. **To consider the cost of erecting theatre style seating for small value events.**

The Committee resolved to leave the current process in place until a time where the use of theatre style seating for small value events becomes much more frequent.

9. **To consider the use of holiday credits for weekly hirers.**

The Committee recommended that a holiday credit scheme be instigated for regular Memorial Hall hirers to award 3 credits when weekly events are booked 1 year in advance.

10. **To consider refurbishing exterior Roll of Honour.**

The Committee recommended to refurbish the exterior Roll of Honour at the Memorial Hall from the Building Capital Repairs budget at a cost of around £1,800, the work would consist of professional cleaning and repainting the lettering.

11. **To receive usage report for the Memorial Hall.**

The Committee received the usage report for the Memorial Hall and commended its content and usefulness.

**Chairman**