**Clock Tower Reparation & Restoration Committee**

**14 November 2022**

**Council Chamber**

**6.30pm - 8.30pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Beard, Baker, and Chris Haine, Town Clerk**

1. Apologies were received from Cllr. Kyne
2. There were no declarations of interest
3. There were no dispensation requests
4. **The minutes of 17 October were proposed, and unanimously agreed.**

**Cllr. M Beard signed a copy of the minutes, as a true record.**

1. There were no matters arising from the Minutes of 17 October 22, other than those on the Agenda, of this meeting
2. There were no members of the public present
3. **To consider Summary ‘Options Study ‘ Report from appointed Conservation Architects, and make recommendations, as necessary**

Cllr Beard summarised the ‘Options Study’ Report from Architects, and sought views of Committee Members. After further consideration, and discussion, taking account of the range of comments, particularly re; access, lighting, and overall usage suggestions; emphasising reparation, and safety was priority first stage, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **CTC respond to DVHA, seeking further information, and comments on First Stage work re: Safety, and Reparation, to then concentrate separately on Stage 2 work, and to schedule a formal meeting to discuss further, once Contract finalised.**
2. **To consider Professional Services Contract Audit re: Proposed Draft Contract, and to make recommendations, as necessary**

Cllr. Beard summarised, having now received the Contract Audit and, after further discussion, noting the Audit’s comments, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **CTC send Audit Comments to DVHA, for their comments, and agreement, to then, subject to this agreement, bring updated Contract to Full Council, for agreement, to issue, and sign.**
2. **once Contract is signed, to bring Contractual requirements into focus, inc. meeting schedule, and to discuss further with DHVA, at the next scheduled meeting.**
3. **To consider Clock Tower Electrical Safety Certificates, and to make recommendations, as necessary**

Town Clerk confirmed Electric Safety Certificates had now been issued (already circulated), following inspection, although Town Clerk reported electrical issues, since that inspection. After further discussion, it was proposed, and unanimously agreed, that:

**Recommendation:**

1. **Town Clerk refers back to Electrical Contractor reporting these issues, and to seek rectification ASAP.**

**7.22 pm Meeting ended**