

SANDBACH TOWN COUNCIL

CONDITIONS SURVEY SUB-COMMITTEE

This meeting will be clerked by Karl. Please ensure that all apologies are made directly to the clerk of the meeting no later than 3pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday, 1st November 2017 at 4.00pm in the Sandbach Literary Institution.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

PUBLIC QUESTIONS

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the meeting.

3. MINUTES OF THE MEETING HELD ON 12 OCTOBER 2017

Action: Approve

4. REVIEW CONDITIONS SURVEY

Lead: Operations Manager

[Conditions Surveys Available on Request]

Action: 1) *Prioritise Recommendations for three years*
2) *Identify budget requirements for three years*

5. DATE, TIME AND PLACE OF NEXT MEETING

To confirm date and time of next meeting.

SANDBACH TOWN COUNCIL

3.

CONDITIONS SURVEY SUB- COMMITTEE

Minutes for the meeting held on Thursday, 12th October 2017 at 16:00hrs in the Sandbach Literary Institution.

In attendance: Cllr C Lowe
Cllr M Forster
Cllr K Southwell
Cllr G Merry

Also in attendance was the Operations Manager and one member of the press.

Please note that the audio recording failed for this meeting, and no audio is available.

1. **CONDITIONS SURVEY SUB COMMITTEE CHAIRMAN**

Cllr Lowe nominated by Cllr Merry, seconded by Cllr Southwell.
Cllr Lowe appointed Chairman.

2. **APOLOGIES FOR ABSENCE**

Bob Nightingale

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PUBLIC QUESTIONS

The Chairman of the meeting adjourned the meeting to allow questions from members of the public.

No questions were received.

4. **TERMS OF REFERENCE**

Lead: Chairman

The group reviewed the defat terms of reference. It was agreed to include a additional objective 2.5 '*Confirm finalised maintenance plan*'.

RESOLVED: Terms of reference approved.

5. REVIEW CONDITIONS SURVEY

Lead: Operations Manager

3.

The group reviewed the conditions survey. Prior to the meeting the Operations Manager had identified,

- Tasks that could be delivered in house.
- Tasks that were complete.
- Tasks that were responsibility of any tenants.
- Tasks that are to be included for the Market Hall within the proposed future project.
- Tasks which could be brought forward or put back due to budgetary requirements, urgency, or to line up with other similar tasks.

The group agreed that prioritising the condition D & C items needs to be a priority for the next three years. Due to the amount of information to filter it was agreed that the group should carry out the prioritising and budget requirements with the aid of AV, at the earliest opportunity.

RESOLVED: 1) Attached received.
2) Tasks identified that can be delivered in house.
3) Sub – Committee to schedule a meeting to focus on prioritising recommendations and identify budget requirements for next 3 years.

6. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Conditions Survey Sub Committee is Wednesday 18th October 2017 at 4pm.