

Minutes of a meeting of the Council Chamber and Mayors Parlour Working Party

Held on 15/11/19 at 10.00

Present:

Cllr Julian Smith in the Chair
Cllr Christina Whitty
Cllr David Ambler
Tony Misson – Facilities Manager

Apologies:

Cllr Pascoe
Cllr Goldsworthy

1. The conversion of the Mayors Parlour and Members Room into one room.

Councillors proposed and agreed that the Mayors Parlour and Members room should be combined to form a single more versatile room which could be used as the mayor's parlour and reception room and a more lettable room. A structural engineer had confirmed that the stud partition wall could be removed, though it was noted that the ceiling comprised polystyrene elements which would also have to be removed. An initial estimate to remove the partition wall and make good had been received for £5K. It was noted that additional works would be required including redecoration, lowering of ceiling, relocation of some Fire Alarm sensors, boxing in of electrical distribution equipment and network servers, full redecoration, new Blinds and furniture. It was estimated that a budget of £10K may be required and the Facilities Manager was asked to obtain quotes for all the proposed works.

An alternative secure location would be required for the Councillors letter racks.

This proposal would then be tabled at the next Facilities Committee meeting in Jan 2020 together with the supporting information to be obtained.

2. The provision of enhanced AV equipment and systems into the Council Chamber

It was proposed and agreed that 3 screens would best provide information to Councillors during meetings, a 53" screen on the wall behind the dais and 2 x 43" screens suspended from the ceiling angled towards opposite sides of the Council Tables. In addition, 2 smaller screens should be provided to enable the Clerk, Mayor and Deputy Mayor to see the data being projected by the screens.

A quote for 3 screens was tabled at a cost of £3K and it was anticipated a budget of £4K would be appropriate to include the additional screens, signal splitters and other associated equipment. The Facilities Manager would update the quotation accordingly. This proposal would then be tabled at the next Facilities Committee meeting in Jan 2020.

3. The provision of power points around the Council table for use with Laptops and similar equipment

It was proposed and agreed that retractable power points could be fitted into the Council Chamber Tables to enable Councillor to connect electrical equipment such as Laptops and Tablets for use during meetings.

Providing retractable power points would enable the tables to be used without power points elevated for normal use.

Cabling could be ducted under the tables so that no trailing cable would be present.

The Facilities Manager would obtain a quotation for providing these power points and the working party anticipated costs to be in the region of £1,000.

For the time being the Facilities manager will provide some extension cables to provide additional temporary power points for members use on and around the council tables.

These proposals would then be tabled at the next Facilities Committee meeting in Jan 2020.

4. Proposals from Working Party

It was agreed that the above 3 proposals would be put to the January Facilities Committee meeting together with the supporting information - quotes and additional information which is to be obtained by the Facilities Manager

There being no other business the meeting concluded.