

LUDGERSHALL TOWN COUNCIL



Notice is hereby given that a meeting of the sub-committee (whole council) for the new office/hub will be held on Thursday 3rd March at 7.00pm at the **Church Hall, School House Drive.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this 24th day of February 2022

Signed: 

Mrs K Allingham
Town Clerk

AGENDA

1. **Apologies for Absence**
2. **To Receive Declaration of Interests** - All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct
3. **Solicitors**
 - **Dates for signing contracts – prior to this meeting**
 - **Asbestos report** – report has been done and sent to our solicitor I have a copy and there is no asbestos in the building.
4. **Loan** – Payment received
5. **Equipment still in the property** – mark what we want to keep and where it is to go?
6. **Interior** – Willmont are waiting on confirmation of date to start, hoping for 2nd March 2022 – Mike and Dawn will have full information to be able to work with Willmont whilst Clerk is away.
7. **Windows** – Tew Bros have given the 1st week in April, and it will take a week to do.
8. **Alarms/emergency lights** – discuss quotes
9. **CCTV** – discuss quotes
10. **Heating** – to upgrade the nighttime storage to another daytime one it could cost up to £200.
11. **Pop up Shop** – what items will LTC allow? Contract? Use part of the lease which states what we can and cannot do and what Insurers stated. Can someone volunteer to take this on please.
12. **Ludgershall History** – LTC has been offered lots of historical artifacts to display we could purchase lockable glass display cabinets using some of the CIL monies. The artifacts will need properly logging and Cathy, Owen & Janet have offered to do this work.
13. **Community Hub area** – bench from old office will be needed, would you like new pc's using CIL monies? Public area can use CIL.
14. **Drop down Screen** – can someone research and send details to the office for us to get quotes? Along with installation of the projector?

- 15. Sign for front of office and/or windows/doors** – can someone research and send details to the office for us to get quotes?
- 16. Leaflet area in lobby or main area? Visitors sign in book? Feedback box?** – what do you want?
- 17. Contracts taking with us:**
- a) Cleaning
 - b) Shred it
 - c) Chubb fire extinguishers
 - d) Feminine hygiene bins (need 1 more)
- 18. Any other items that you would like to talk about for the next meeting.**
- Please note that the Council cannot lawfully consider or determine any matter which is not specified on the Agenda of this summons.**