

GUILDHALL IMPROVEMENT COMMITTEE
Tuesday, 5 November 2013

Minutes of the meeting of the Guildhall Improvement Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 5 November 2013 at 1.45 pm

Present

Members:

Sir Michael Snyder, Chairman
Ray Catt (Ex-Officio Member)
Roger Chadwick (Ex-Officio Member)
Deputy John Owen-Ward (Ex-Officio Member)

Officers:

Jacqui Daniels	- Town Clerk's Department
Chris Bilisland	- Chamberlain
Kate Limna	- Chamberlain's Department
Richard Litherland	- City Surveyor's Department
Andy Atkins	- City Surveyor's Department
Richard Jeffrey	- Comptroller & City Solicitor's Department

Also Present:

Alan Moore, Project Director	- Trench Farrow
Graham Grabski	- Northcroft
Mike Doyle	- TP Bennett

1. **APOLOGIES**

Apologies for absence were received from Mark Boleat and Deputy Catherine McGuinness.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **MINUTES**

The public minutes and non-public summary of the meeting held on 26 June 2013 were approved as a correct record.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE.**

There were no questions.

5. **URGENT BUSINESS**

A) Cancellation of Meeting

RESOLVED – That the meeting scheduled to take place on 4 December 2013 be cancelled.

B) Terms of Reference

In view of the cancellation of the December meeting, the Terms of Reference of the Committee were laid round the table and were reviewed.

RESOLVED - That the Terms of Reference be approved subject to the words '& Old Museum' being inserted after the words 'Old Library' in the second line.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part1 of Schedule 12A of the Local Government Act as follows:-

Item No	Exemption Paragraph
7 – 11	3

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 26 June 2013 were approved as a correct record.

8. **PROGRESS OF GUILDHALL IMPROVEMENT PROJECT RELATED WORKS BEING UNDERTAKEN BY THE CITY SURVEYOR - UPDATE**

A report of the City Surveyor was considered and the recommendations in the report were agreed.

9. **ACTION TAKEN UNDER DELEGATED AUTHORITY**

A report of the Town Clerk reporting action taken under delegated authority was received.

10. **PROJECT DIRECTOR'S REPORT**

A report of the Project Director was approved.

11. **MAIN CONTRACT DISPUTES STRATEGY**

A joint report of the Chamberlain and the Comptroller and City Solicitor was approved.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILE THE PUBLIC ARE EXCLUDED**

There were no urgent items.

The meeting ended at 2.30 pm

Chairman

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