

**MINUTES of the Meeting of the GUILDHALL COMMITTEE held at The Guildhall, Church Street, Harwich on Wednesday 18<sup>th</sup> July 2011 commencing at 7pm**

**Present:** Councillors Flavell, J Henderson, King and O'Neill

**In the Chair:** Councillor Calver

**Clerk:** Mrs L Ballard

**Also present:** Councillor Brown

**There were no questions**

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**G001/11**      **ELECTION OF VICE-CHAIR**

Nominations were received for the election of a Vice-Chair for the committee and it was **RESOLVED** to elect Cllr J Henderson for the Municipal year 2011/12.

**G002/11**      **APOLOGIES FOR ABSENCE**

Apologies received from Cllr R Callender and J Thurlow

**G003/11**      **DECLARATION OF MEMBERS' INTERESTS**

None

**G004/11**      **MINUTES OF THE LAST MEETING**

**RESOLVED** that the minutes of the Guildhall meeting held on 18<sup>th</sup> November 2010 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.

**G005/11**      **GUILDHALL CHARGES**

Members discussed the current rates charged for hire of the Guildhall and compared these with the charges of other local organisations. **RESOLVED:** to freeze the charges for this municipal year. It was **FURTHER RESOLVED:** to publicise the Guildhall's availability through word of mouth.

**G006/11**      **COUNCILLOR BROOCHES/BADGES AND PLAQUES**

Members discussed the requirement to replenish stocks in conjunction with quotes obtained from badge makers Thomas Fattorini Ltd. The Chairman informed members that these are funded from the general fund and not the Guildhall budget. **RESOLVED:** not to replenish the plaques or lapel badges at this time. It was **FURTHER RESOLVED:** to replenish the twin circle brooches but for the Clerk, in consultation with the Vice-Chair of the Guildhall Committee and the Chair of the Finance & General Purposes Committee, to obtain alternative quotes/designs with the view to making an order for 10 brooches.

**G007/11**      **BADGES FOR PAST MAYORS**

Members discussed the creation of a badge for past mayors. The general consensus was that this wasn't necessary given that their photograph in full robes and regalia is

hung in the Guildhall and their name entered onto the Mayor's board, also in the Guildhall.

With 5 votes in favour and 1 abstained, it was **RESOLVED:** not to proceed with creating a badge.

**G008/11**

**MAYORESS' CHAIN**

The Chairman informed members that the discs on the Mayoress' chain are engraved with the names of former mayoresses and that the last available disc has just been engraved. Members discussed the options for the future in conjunction with estimates received from goldsmith Mr RG Chapman, and suggested other options for recognition including a Mayoresses board.

**RESOLVED:** to defer the item to the next meeting of the Guildhall Committee in order to investigate 2 other options – 1) replacing 2 existing discs with 2 blank discs, and 2) adding 2 further discs to the existing chain.

**G009/11**

**REGALIA PHOTOGRAPHS**

Members noted that photographs of the Council regalia had been requested not only for insurance purposes but in order to confirm design/detail should new pieces be required. The Clerk confirmed that the photos are awaited.

**G010/11**

**COUNCILLOR ROBES**

The Chairman informed members that there are not sufficient councillor robes should all members attend a civic occasion and members discussed the need to replenish stocks in conjunction with quotes obtained from Marshall's. It was also confirmed that it was previously agreed that any new or refurbished robes would be finished with fake fur.

**RESOLVED:** to purchase 1 robe, in line with the shortest robe the Council currently has, using £682 as a maximum cost but attempt to obtain further, more competitive, quotes.

**G011/11**

**GUILDHALL FEASIBILITY STUDY**

Members discussed, in detail, the Feasibility Study, as carried out by Ingleton Wood in relation to disabled access at the Guildhall, which included the benefits of providing disabled access, the possible implications of not, and concerns regarding affordability. Alternatives such as wireless conferencing were mentioned.

With 5 votes for and 1 against, it was **RESOLVED TO RECOMMEND:** to accept the feasibility study as a basis on which to move forward to achieve disabled access for the Guildhall on the understanding that satisfactory funding can be obtained.

The Chairman closed the meeting at 9pm