

Minutes of the Memorial Hall Extension Committee Meeting held at the Trimley St Martin Methodist Church on Tuesday 30th April 2024 at 7.00pm

Present: Cllrs Smart, Rastrick, D’arville, Parker

Also Present: Rob Wilson

Item No.	Comments	Action
1.	<p>To receive apologies for absence Heather Rodwell and Tony Rodwell sent apologies due to prior commitments.</p>	
2..	<p>To receive and determine requests from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest. There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.</p>	
3.	<p>Public Session Members of the public are welcomed and invited to give their views and ask questions of the Parish Council Memorial Hall Extension Committee on issues on the agenda.</p> <p>No members of public present. Rob Wilson was there to take notes and take forward any decisions regarding the building regulations as he is undertaking this piece of work.</p>	
4.	<p>To discuss and decide upon what is required within the extension, including but not limited to, specification, internal fittings and fixtures, electrical requirements. Rob Wilson started by advising that he can put the Building Regulations in but does not have the required insurance to do the full process moving forward. It was discussed about a ‘Project Manager’ or Surveyor to oversee. Discussion was had around using Concertis to do this however the Clerk is going to seek advice from SALC and SLCC to ensure the correct procedure/protocol is followed.</p> <p>It was agreed that there are no changes to be made to the plans. Roof beams – agreed to have matching to the main hall – same company ideally.</p> <p>Floors – Agreed solid concrete floors throughout, flooring finishes wooden in the new smaller hall, vinyl in the kitchen/toilet/corridors.</p> <p>Kitchen – sink/instant hot water unit/fridge/electric cooker and hob required.</p>	

	<p>Heating – Discussions around whether to extend the existing heating system, new system, or using electric heating/air con units. Cllr Parker will look into costings and running costs of the electric/air con units. The planning application also includes Solar Panels so this requires to be looked into as to if go ahead with these and how this could be utilised.</p> <p>Electrical – needs to be decided on where lights/plug sockets/outside lights will be situated.</p> <p>Fire Alarms – Rob Wilson will seek advice from the Fire Officer to ensure adequate alarms are fitted.</p> <p>Rob Wilson passed the Clerk to East Suffolk Council fees. The Clerk will pay these once Rob Wilson confirms the first part is complete.</p>	BP
5.	<p>Close</p> <p>The meeting closed at 7.55pm.</p>	