**Clock Tower Reparation & Restoration Committee**

**20 March 2023**

**Council Chamber**

**6.30pm - 8.30pm**

**Attendees: Cllrs. N Penny, C Elsmore, M Beard**

**Chris Haine, Town Clerk**

**Oliver Forsyth, DHVA (via ‘Zoom’)**

1. **Apologies were received from Cllrs. Baker and Kyne**
2. **There were no declarations of interest**
3. **There were no dispensation requests**
4. **The minutes of 20 February 2023 were proposed, and unanimously agreed.**

**Cllr. M Beard signed a copy of the minutes, as a true record.**

1. **Matters arising from the Minutes of 20 February 2023, other than those on the Agenda, of this meeting**

**Page 1: Smith of Derby**

The Town Clerk confirmed CTC acceptance of Smith of Derby ‘Clock Works’ Proposals, and for DHVA to build this work into their overall Timetable, as they progress the Project, which Oliver Forsyth noted.

The Town Clerk also confirmed that Smith of Derby would attending site this week (22 Mar. 23), to restore the Clock to be Accurate, and chiming, in the meantime.

1. **There were no members of the public present**
2. **To receive update (Via Zoom) from DHVA following last meeting discussions, and to make recommendations, as necessary**

**Cllr. Beard welcomed Oliver Forsythe, and an update was provided. After further discussion, it was proposed, and unanimously agreed that:**

**Recommendations:**

1. **DHVA would provide a Tender Specification, for CTC to then invite Quotations regarding the Ecological Survey, and the Structural Engineering Survey; and for DHVA to provide names of 3 reputable companies, for CTC to formally approach**

Following further discussion, regarding design aspects, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **DHVA would capture these latest discussions, update drawings, and resubmit a proposed design, taking all discussions, to this point, into account**

**Note:** The Town Clerk would further engage existing Contractors regarding usage of Ground Floor re: storage, to fulfil their Contractual requirements, and report back

1. **To receive update Re: Funding opportunities, and to make recommendations, as necessary**

After some discussion, it was noted that the key to successful funding, would be linked to the final design, and its emphasis and was further noted that heritage, and the plans for the first floor, would present the stronger case to secure funding.

For this to be progressed, with DHVA, once the design had been formally agreed by CTC

1. **To discuss any Contractual matters, and to make recommendations, as necessary**

Cllr. Beard sought further clarification from Oliver Forsythe re: the costs presented, as part of the proposed first invoice, noting repair costs may diminish, in light of revised design discussions, and, after further discussion, and clarification, it was proposed, and unanimously agreed, that

**Recommendation:**

1. **The figures proposed, by DHVA, now having been clarified, to be progressed by DHVA through submission of an invoice, for payment.**
2. **In respect of fees structure, that the understanding of ‘fixed’ fees, was embedded in the costs of and invoicing arrangements.**
3. **To receive updates on any other Clock Tower related matters, and to make recommendations, as necessary**

No other matters for discussion.

**Meeting ended 8.30pm**