

7. To Consider Fee and Approve Appointment of Agent for Perform Lease Renewal Negotiations of 23 Market Place.

Two quotes have been obtained for the lease renewal work. The Clerk is to obtain clarification to the upper limit of the second quote received, which will allow the committee to make an informed decision.

A second quote had also been received for the maintenance forward plan surveys on the Town Council's properties. The quotes are to be split between buildings to see which ones can be prioritised.

8. To Consider Draft Lease / License for Exclusive use of areas of the Drill Hall

A draft document was provided to the meeting. The Clerk is to make further enquiries as to the document's appropriateness for exclusive use and the obligations of the tenant.

9. To Review Quotes for Town Hall Roof Repair

The Maintenance Manager has made arrangements for a contractor to attend site with a view to providing a second quote for roof repairs.

10. To Receive Quotes Received for Town Hall Boiler Replacement

The outdated quotes which had previously been provided for the boiler replacement were reviewed. Each were of a different specification but it was thought that the installation of two wall mounted boilers in the Lothian Room would serve the building. Enquiries will be made of the Listed Buildings officer at Broadland District Council to establish if the routing of the flues to the rear of the building would be permitted. Alternative quotes will be sought.

11. To Receive Introduction to Civic.ly – Asset Management Software

The Clerk provided a brief demonstration of the Civic.ly asset management software. Staff have started to map all the assets belonging to the Town Council. When these are mapped, inspection regimes and defects can then be logged into the system.

12. To Note Items for Information or for Inclusion in Future Agendas

Advice on leases for exclusive use of Drill Hall.
Quotes for Lease Negotiations for 23 Market Place.
Quotes for Forward Maintenance Reports on all Council Properties.
Town Hall roof repairs (additional quote).
Review of existing boiler quotes.

13. To Confirm Date and Time of Next Meeting

Tuesday 24th March 2026 at 2pm at the Drill Hall

There being no further business the meeting was closed at 3.05pm