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Date: 29 August 2017

Dear Sir/Madam

You are invited to the following meeting:

Town Hall Sub-Committee
Council Chamber, Town Hall, Lerwick
Monday 4 September 2017 at 2pm

Apologies for absence should be notified to Leisel Malcolmson at the above number.

Yours faithfully

Executive Manager – Governance and Law

Chair: M Bell
Vice-Chair: C Smith

AGENDA

- (a) Hold circular calling the meeting as read.
 - (b) Apologies for absence, if any.
 - (c) Declarations of Interest - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.
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- 1. Town Hall Conservation Project update.



Meeting(s):	Town Hall Sub-Committee	4 September 2017
Report Title:	Town Hall Conservation Project update	
Reference Number:	CE-02-17F	
Author / Job Title:	Peter Peterson, Executive Manager, Executive Services	

1.0 Decisions / Action required:

The Sub-Committee is asked to:

- 1.1 consider the project updates contained in this report and the presentations provided at the meeting.

2.0 High Level Summary:

- 2.1 This report provides members of the Sub-Committee with an overview of progress on the current project to restore / conserve the fabric of the Town Hall building and stained glass.

3.0 Corporate Priorities and Joint Working:

- 3.1 'Our Plan 2016-20', sets out the organisational vision and the outcomes Members wish to see delivered by 2020. This report contributes to the desired outcome to have "prioritised spending on building and maintaining assets".

4.0 Key Issues:

- 4.1 The Council agreed new terms of reference for the Town Hall Sub-Committee at its meeting on 24 February 2016. These confirm the Sub-Committee's purpose as:
 - To consider and provide comment on proposals for restoration/improvement or essential construction works on Town Hall, Lystina House or their environs, where appropriate.
 - To consider and provide comments on any proposals relating to public use of the Town Hall, Lystina House and their facilities. This may include providing comment on the level of charges and type of promotions required to be undertaken. *[Note this excludes statutory fees or services provided by the Registration of Births, Deaths and Marriages Service.]*
 - To consider reports relating to the civic nature of the Town Hall and Lystina House, in particular with regard to the safe-keeping and display of civic gifts and other items of interest.

The full set of terms of reference are attached to this report, as Appendix 1, for ease

of reference. By agreeing the recommendation in the report on 24 February 2016, Members agreed that the Sub-Committee be established “for a period of two years from the date of approval and that its continuance and/or terms of reference would be reviewed no later than February 2018”.

- 4.2 At the statutory appointments meeting on 18 May 2017, Council membership of the Sub-Committee was renewed. Representatives from Lerwick Community Council and the Association of Shetland Community Councils complete the Sub-Committee’s membership.
- 4.3 It is acknowledged that this is the first meeting of the reappointed Sub-Committee within the term of this current Council. It is for the Sub-Committee to decide on frequency of meetings, but it is suggested a quarterly meeting cycle might be a useful starting point.
- 4.4 The Project Manager for the conservation project will be in attendance at the meeting and will provide a verbal update on the progress of the conservation project.
- 4.5 The Council, through project managers Shetland Amenity Trust, submitted applications to relevant funding schemes during 2015/16. As members of the Sub-Committee will be aware, the project was successful in attracting up to £233,855 from Historic Environment Scotland and up to £75,000 from The Wolfson Foundation.
- 4.6 Those applications included marketing and interpretation plans with the aim of showing ways in which the building could be made more accessible to audiences within and outwith Shetland. Although there is a need to refresh those plans, several key actions for new signage and interpretation are being worked on.
- 4.7 Representatives from ‘Bright 3D’, the main consultant appointed to develop these aspects of the project, will be present at the meeting via video link and will provide an update.
- 4.8 The Executive Manager – Capital Programme Services will continue close engagement with the project team and will agree signage/interpretation, in consultation with the Chair and Vice-Chair of the Sub-Committee, the Town Hall Conservation Project Manager and advisers with specialist knowledge, such as the local Archivist.

5.0 Exempt and/or confidential information:

- 5.1 There is no such information contained in this report.

6.0 Implications

6.1 Service Users, Patients and Communities:

The Town Hall is an important venue for many community events, as well as Council business. With the Chamber now available again, Council Committee usage is returning to normal. Part of the work to improve promotion going forward will include clear communication to potential users on the availability of the building to hire.

6.2 Human Resources and Organisational Development:	There are no such implications arising directly from this report.	
6.3 Equality, Diversity and Human Rights:	There are no such implications arising directly from this report.	
6.4 Legal:	There are no such implications arising directly from this report.	
6.5 Finance:	The Council's contribution to project costs is being funded through the 5-year Asset Investment Plan.	
6.6 Assets and Property:	This project contributes to Our Plan 2016 to 2020 by prioritising spending on building and maintaining assets. It ensures the preservation of an asset of national importance.	
6.7 ICT and new technologies:	There are no such implications arising directly from this report.	
6.8 Environmental:	There are no such implications arising directly from this report.	
6.9 Risk Management:	Completion of the conservation project will address the risks associated with the condition of the stained glass windows, which were part of Executive Services' Risk Register.	
6.10 Policy and Delegated Authority:	The Town Hall Sub-Committee does not have any formal decision making powers assigned to it, but in line with its terms of reference, " <i>can make recommendations via the relevant officer to the appropriate Committee or to the Council regarding any proposals within the terms of reference of the Sub-Committee</i> ". It is not anticipated that the meeting will be required to make recommendations in this regard, as the report and presentations are for noting purposes.	
6.11 Previously considered by:	SIC – 24 February 2016	

Contact Details:

Peter Peterson, Executive Manager, Executive Services, peter.peterson@shetland.gov.uk
28 August 2017

Appendices:

Appendix 1 – Town Hall Sub-Committee Terms of Reference

Background Documents:

None

Town Hall Sub-Committee

1.0 Terms of Reference

- 1.1 To consider and provide comment on proposals for restoration/improvement or essential construction works on Town Hall, Lystina House or their environs, where appropriate.
- 1.2 To consider and provide comments on any proposals relating to public use of the Town Hall, Lystina House and their facilities. This may include providing comment on the level of charges and type of promotions required to be undertaken.

[Note this excludes statutory fees or services provided by the Registration of Births, Deaths and Marriages Service.]

- 1.3 To consider reports relating to the civic nature of the Town Hall and Lystina House, in particular with regard to the safe-keeping and display of civic gifts and other items of interest.

2.0 Delegated Authority

- 2.1 The Sub- Committee shall have no delegated authority, but shall make recommendations via the relevant officer to the appropriate Committee or to the Council regarding any proposals within the terms of reference of the Sub-Committee.

3.0 Membership

- 3.1 The Sub-Committee shall consist of:
 - Two Members from each of Lerwick South and Lerwick North wards;
 - Five Members from the remaining five wards, one from each;
 - One Community Councillor representative nominated by Lerwick Community Council (and one named substitute); and
 - One Community Councillor representative nominated by the Association of Shetland Community Councils (and one named substitute).

- 3.2 The Chair and Vice-Chair shall be an elected member, appointed by the Council from amongst those members appointed to the Sub-Committee.

4.0 Administration

- 4.1 Meetings of the Sub-Committee shall be held in accordance with the Council's Standing Orders for Meetings.

5.0 General

- 5.1 The Sub-Committee will be established for two years from the date of approval, and its continuance and/or terms of reference will be reviewed no later than February 2018.

Version	Purpose/Changes	Author	Date
0.1	First draft	A Cogle	19/02/2016
1.0	Approved - SIC	A Cogle	24/02/2016