



Report of the Director of Environment & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 25th February 2008

Subject: Morley Town Hall – Well being Capital Proposals

Electoral Wards Affected:

Morley North
Morley South

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report requests approval for capital funding of £31,000 to be spent on the Small and Large Banqueting Suites, Alexandra Hall and Morleian Room in Morley Town Hall. This will enable various works and furniture to be purchased to enhance and upgrade the condition of these rooms.

1.0 Purpose of this Report

1.1 The purpose of this report is to request Area Committee funding to purchase new equipment and carry out some building repairs to the four community rooms due to be delegated to Outer South Area Committee.

2.0 Background Information

2.1 Four community rooms within Morley Town Hall are within the second tranche of community centres due to transfer to Environments and Neighbourhoods Directorate and then delegated to Outer South Area Committee. The time since April 2007, has been a transitional period. While budget details are finalised between Environments & Neighbourhoods and the former Learning & Leisure Department. South Leeds Area Management Team has been dealing with a number of urgent issues prior to centres being officially transferred.

3.0 Morley Town Hall – proposed works and equipment to be purchased

- 3.1 Alexandra Hall, Morleian Room and Small and Large Banqueting Suites are the four community rooms scheduled to transfer to the community centre portfolio of the Outer South Area Committee. The rest of Morley Town Hall will remain the responsibility of the Civic Buildings section of the former City Services Department.
- 3.2 In November 2007, a request for various works and equipment at Morley Town Hall was presented to the Area Committee and subsequently deferred at the December meeting pending discussions between Civic Building staff and Area Management Staff. Funding for the initial proposal was requested from the Area Committees additional allocation of Well being.
- 3.3 A number of improvements to the four rooms have been identified. These improvements are a combination of fixtures and fittings, as well as the provision of new furniture to enhance the quality of the facility for all users. All four community rooms are well used and it is felt with further enhancements that bookings could increase further and therefore generate more income.
- 3.4 Following a recent site visit with a surveyor to Morley Town Hall, a list of priority repairs and new furniture has been produced, this is outlined in the table below:-

| Room | Description | Estimated Costs |
|-------------------------|---|-------------------------|
| Alexandra Hall | 360 new folding chairs and storage racks | £11,677 |
| | Repairs to timber seating | £350 |
| | Fit hardboard blinds to corridors | £1,500 |
| Large Banqueting | Renew vinyl floor covering | £2,800 |
| | Replacement of carpet | £4,500 |
| | Folding tables | £1,000 |
| Small Banqueting | Replacement of door lock | £75 |
| | Repairs to ceiling (needs scaffolding to investigate exact problems), subject to confirmation of costs and schedule of works. | Could cost up to £5,000 |
| | Table protectors for newly polished tables | £287 |
| Morleian Room | Kitchenette – re-fix draw | £15 |
| | Re-new nosing to stairs | £100 |
| | Re-fix nosing to front of stage | £50 |
| | Room dividers @ £110 each x 10 | £1,000 |
| | Folding tables | £1,000 |
| | Cabinet / DJ area for PA System | £1,000 |
| | Walkie Talkies x 12 (for Civic Buildings staff and users groups to communicate) | £100 |
| Contingency | | £546 |
| TOTAL COST | | £31,000 |

- 3.5 A spring clean exercise is also to be carried out to remove old furniture that has been left around the building by previous users or is broken / no longer needed. This will make better use of the space within each room and also make them more attractive for potential hirers of the hall.

4.0 Implications For Council Policy and Governance

- 4.1 There are no direct implications associated with Council Policy and Governance as a result of this report.

5.0 Legal and Resource Implications

- 5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and contracts to tender that arise from projects funded by the Well being Budget.
- 5.2 Resource implications will be that the remaining balance of the Morley North and Morley South Well being Capital Budget allocations and the additional funding will be reduced as a result of this project being funded.

6.0 Conclusions

- 6.1 The outcome of this project will be a better quality of facility and completing a number of years of maintenance work which has not been previously carried out and with the purchase of new equipment, will make the rooms for hire look more appealing to people who may wish to hire the town hall for various functions and / or activities.

7.0 Recommendations

- 7.1 The recommendations for this report are:
 - Members are asked to note the contents of this report
 - Members are asked to approve the allocation of £11,000 from both Morley North and Morley South Ward Well being capital allocation and £9,000 from the additional Well being funding.