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	<p>All requests for information from the Contractor are being answered in a timely fashion.</p> <ul style="list-style-type: none"> • Contract was issued on 12 September and returned on 14 November to SP. There are some changes to be made to various documents and there is a need to look at the level of risks associated with the project. • SP is still in conversation with BT over the cable that was found on site with a solution being sought. • Gas main pipe – final proposals are awaited. A landscape area with a low block wall will cover the area and be maintenance free. Once formal confirmation is received then works can commence. • Progress – going well. Costs remain within budget allowances. Spend to date is £1.403m leaving a balance of £6.482m with a contingency of £245,000. Completion date is scheduled for 15 October 2018 with a relocation date of 21 December. • Members asked if this would allow enough time for the move to take place. SP confirmed that with the completion date of 15 October this allows for an 8 week fit out period. • A copy of the work programme to be sent to Strata for any comments on the timing of ICT works and any extra kit that will need to be ordered. • Audit of ICT kit etc. will need to be undertaken. SP/LW to meet and discuss further and agree programme. Will also need to allow time in the programme for any issues/extra works that may arise. 	SP/LW
5.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • A Risk Review workshop is scheduled to be held on 16 November. An updated register following the workshop will be circulated subsequently. 	
6.	<p>Internal Facilities Manager update: Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Moving day went well and JW thanked the Housing Managers for their part in this. She would recommend using the removal company again. • There has been some modifications needed to some of the desks but this is all in hand. It has been suggested that we look at the cabling used when moving to Heathpark. There is a meeting being held on 22 November to discuss and feedback to the suppliers. A representative from Strata to attend if available. • Signage – some of the signage needs revisiting i.e. font size, etc. needs to be agreed and in place for Phase 2. • Furniture – disposal strategy will need to be in place. <ul style="list-style-type: none"> ○ Furniture companies may take away. ○ Staff option to purchase for home/option to be allocated to home workers where needed. ○ Community organisations/groups be offered the opportunity to come in for a day and take what they want for a small donation that can be donated to a local charity. ○ Memorabilia and fireplaces will also need to be disposed of. 	JDL

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7.	<p>Facility Management Matters:</p> <ul style="list-style-type: none"> • SA contract will be extended and he will move into the Project & Facilities Manager post that JW has left. • Tim Child has been appointed as the new Property & Estates Manager and will be joining us after Christmas. • Colin Whitehead has been appointed as the new Principal Building Surveyor and will start on 4 December. 	
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • No further update. 	
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • No further update. 	
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No further update. 	
11.	<p>ICT Workstreams:</p> <p>ETH:</p> <ul style="list-style-type: none"> • All works completed in time for the move. • Monitor arms fitted where necessary • Network links tested and working. • AV in Chamber all working with training organised. • The conference phone set up in the Strand meeting room has been used and comments coming back are very good. • There may possibly be a requirement for a second conference set up in • Skype is working well to those who have access. A report is due to go to the Strata Board to confirm who is next for the Skype rollout. • It was agreed at a later date to look at the possibility of more screens in the Conference room. • Members use on Skype – testing for Members to be looked into and arranged. • WIFI is all up and running with most laptops automatically logging onto the when at ETH. Anyone having any issues should contact ICT. • HFX now all fitted. SP confirmed that we still waiting for the three isolators to be fitted. • HFX at Heathpark – SP would like to see the drawings with all isolators being shown on doors before agreement is made. <p>Honiton:</p> <ul style="list-style-type: none"> • AV confirmation still awaited and is now quite urgent. LW to speak direct to Public Eye. • Data communicator Comms coming into the Blackdown House. This is two cables coming into a box into one duct. As our relationship is with Virgin then Open Reach and the contractor will need to clarify. • Duct between the new building and EDBC will be needed. SP to ask Aecom to quote a fee for the works. • LW/SP to meet next week to discuss works needed. Any orders will need to be placed soon as can take up to 8 months for the works to be done. 	<p>SP</p> <p>SP/LW</p>

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12.	Exmouth Town Hall: <ul style="list-style-type: none">• New Leases<ul style="list-style-type: none">○ Volunteers have signed and will move back in January.○ Registry Office – currently with legal to agree.○ ETC – all agreed apart from the issue of CCTV. The CEO has agreed to continue with the support to CCTV for a further year. RC/SA/AE to prepare a business case for the adoption of CCTV. The inclusion of CCTV will be removed from the new lease for ETC. Provision will need to be made in the draft budget for CCTV for the coming year.	
13.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none">• Tenders are now back but a budget of £140,000 will be needed. This is an £40,000 increase than allowed in the relocation budget. Further discussion is needed with SMT to agree increased budget.	
14.	Pegasus Update: <ul style="list-style-type: none">• Pegasus appeal due to be held in 2 weeks' time. The Inspector has requested various documents. There have been some additional statements from local residents. It is expected that the decision of the Inspector will be made available in the New Year.	
15.	Knowle Parkland transfer to Sidmouth Town Council: <ul style="list-style-type: none">• On-hold pending outcome of Pegasus appeal.	
16	AOB. <ul style="list-style-type: none">• SP – Three options for the car park at Blackdown House have been put forward by Aecom. Meeting to be held with RC/SP/SD/SA/AH to discuss and take forward.	
17.	Date of Next Meeting: <ul style="list-style-type: none">• 13 December 2018 at 3.00pm – Committee Room	

Minutes – AH.