

ABINGDON TOWN COUNCIL

Report to	Finance Governance & Asset Management Committee
Meeting date	9 January 2024
Report author	Victoria Moore
Agenda item	9

REPORT OF THE PROPERTIES OFFICER

1. Purpose of the Report

1.1 To update members on the upcoming improvement works in the Guildhall.

2. Summary

1.2 Planned works for Guildhall improvements for the year 2024.

3. Action required.

3.1 Members are requested to note this report.

4. Link to strategic plan and objectives

4.1 Maintenance and improvement programme year 4

4.2 Primary linked objective:

KO2: To develop a resilient, sustainable town which will provide a home for residents now and in the future.

4.3 Other objectives addressed:

KO1: To respond effectively and speedily to the climate emergency.

KO3: To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.

5. **Background**

5.1 **Schedule of Works and budget**

At the meeting of 07 November 2024 Properties and Events Officer presented to committee an updated works schedule for Property improvement works within the Guildhall and associated costs for the year 2023/2024. Members requested the Properties and Events Officer to produce a further report outlining in more detail works proposed within the Guildhall for 2024. This report was approved by Full Council under the T122/23 of the Minutes.

6. **Key information and options**

- 6.1 Andrew Townsend Architects have scheduled a pre-contract meeting to discuss the upcoming Guildhall Old Magistrates Court internal works on 3rd January 2024. At the meeting Properties & Events Officer alongside Andrew Townsend and the principal contractors to discuss the planning and implementation of forthcoming works.
- 6.2 Arrangements are in progress for the Guildhall, fireproofing, reception carpet replacement, heating upgrades and treasures cabinet whereby contractors have been contacted to request costs and potential start dates.

7. **Financial/budget implications**

- 7.1 All monies for the forementioned works have been approved by Finance, Governance and Asset Management Committee and the town council.

8. **HR implications**

- 8.1 Items detailed in the above report will have no additional implications to staff.

9. **Supporting papers and appendices**

- 9.1 No supporting documents attached to this report.

Victoria Moore
Properties Officer
December 2023