

# ABINGDON TOWN COUNCIL

<b>Report to</b>	<b>Finance, Governance &amp; Asset Management Committee</b>
<b>Meeting date</b>	<b>22 July 2024</b>
<b>Report author</b>	<b>Victoria Moore</b>
<b>Agenda item</b>	<b>6</b>

## REPORT OF THE PROPERTIES OFFICER

### 1. **Purpose of the Report**

- 1.1 To update members on the current works within the Guildhall Complex.
- 1.2 Scope of Property works

### 2 **Summary**

- 2.1 Guildhall complex works update
- 2.2 Scope of Property works
- 2.3 Energy costs table for Roysse Court Offices

### 3 **Action required.**

- 3.1 Members are requested to note 6.1
- 3.2 Members are requested to note 6.2
- 3.3 Members are requested to note 6.3

### 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 **Guildhall Complex upgrades**

At the meeting of 17 January 2023, a schedule of works was presented to the committee detailing property improvements and associated costs for works within the Historic Guildhall for the period starting 1 April 2023 to 31 March 2024. The schedule of works was agreed under point F65/22 of the minutes dated 17 January 2023.

- 5.2 At the meeting of 5<sup>th</sup> June 2024 members asked what the energy costs are for the complex from the past three years. Properties Officer submitted a table to the committee showing costs over from 2021 – 2023. Members asked the Properties officer to produce a table showing the energy usage of Roysse Court Offices.

6. **Key information and options**

- 6.1 Updated table of Property works 2024.  
Please see Appendix 1.
- 6.2 Table to show costs to replace lights in Roysee Office in a bid to reduce carbon emissions and energy usage.  
Please See Appendix 2.
- 6.3 LED Lighting upgrades, Members requested Property Officer to produce a report showing the energy consumption costs associated in replacing the lighting in Royse Court Offices to LED. The Deputy Town Clerk has used this table to submit a bid to VWHDC Climate Action Fund in the hope of securing funding to maximum amount of £10,000.00. If successful, this money would assist in covering costs of upgrading lighting to become more energy efficient. Table of usage and costs can be found under appendix 2.

7. **Financial/budget implications**

- 7.1 There are no financial implications attached to this report.

8. **HR implications**

- 8.1 No additional implications to staff.

9. **Supporting papers and appendices**

- 9.1 Appendix 1 – Schedule of Works  
Appendix 2 – Usage reports

Victoria Moore  
Properties Officer  
July 2024