

ABINGDON TOWN COUNCIL

Report to	Finance, Governance and Asset Management Committee
Meeting date	15 th September 2025
Report author	Victoria Moore
Agenda item	8

REPORT OF PROPERTY MANAGER: PLACE AND PROPERTY

1. **Purpose of the Report**

- 1.1 Guildhall schedule of works report
- 1.2 Appendix 1 Schedule of works approved budget table 2025-26

2. **Summary**

- 2.1 To update members on schedule of works so far.
- 2.2 Updated 2025-26 approved schedule of works budget and spend.

3. **Action required**

- 3.1 Members are asked to note points undersection 5
- 3.2 Members are asked to note 9.1 Appendix 1.

4. **Link to strategic plan and objectives.**

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

5. **Key information and options**

- 5.1 Redecoration of 14 Spring Gardens redecorating is complete. Following carpet cleaning the property will be ready to let.

The costs for these works have remained within budget.

- 5.2 Ground Floor flooring at 82 Spring Road is complete. Painting has been scheduled for the week commencing 15th September 2025. New stair and bedroom carpet is scheduled to commence in the week of 22nd September 2025,

Decorating works in this property have been complete within budget.

- 5.3 An additional quotation for installing shelving in the old cells has been requested and is waiting to be received.
- 5.4 Ten chairs from the Abbey Room have been taken away for reupholstering. Twenty-five chairs will be upholstered in batches of ten.
- 5.5 A new contractor has been selected to carry out general maintenance works within the Guildhall. These are minor repair works, such as changing lightbulbs and small paint jobs. These works are not project works set out in the 'schedule of works' and will be carried out on an ad hoc, hourly basis.
- 5.6 A leak in the underfloor pipework of Space for Chage WC has been resolved. The leak was caused by an unsealed waste pipe still in place from a former sink. The pipe has since been capped, and the WC is back to full working use. As a result of the leak the cell area was saturated and damp. A dehumidifier has been in place to assist with drying. It is expected that this will be removed by the end of the week.

6. **Climate change/green implications**

None.

7. **Financial/budget implications**

- 7.1 Budget for proposed and completed works agreed as per the approved schedule of works approved on 16.12.2024 - Minute F58/24

8. **Consultation implications**

- 8.1 There are no matters within the report on which we should consult.

9. **Supporting papers and appendices**

- 9.1 Appendix 1, Project Manager schedule of works 2025-26.

Victoria Moore
Project Manager: Place & Property
8th September 2025