

**AGENDA ITEM No. 10i****General Manager's Overview****MONTHLY REPORT****Aug/Sept 21****Council Project based Summary****Cost Code 903 5212 THI Guildhall Public Realm**

Final account has been agreed and processed.

The time capsule will be installed on 18<sup>th</sup> September.

Remedial works to the floor lighting has been completed and repairs to the bollards has been actioned.

**Cost Code 109 4823 Guildhall Refurbishment**

The milestone of practical completion was issued on 17<sup>th</sup> August 21.

Outstanding works which will be completed during the maintenance period include the installation of internal and external locks, localised redecoration works, the installation of CCTV system and front entrance intercom system, drainage works to the front entrance and reinstatement, the installation of hardware components for Wi-Fi, the supply and fitting of two glass doors, the installation of entrance matting, commissioning works to the internal lifts, snagging list items and a full commercial clean.

Capital team, steering group, NLHF monitor, interpretation and future operational meetings have been held during this period.

The interpretation fit out commenced early July with an anticipated completion by end of September (70% complete).

Operational meetings are ongoing with THT specific to the operating and occupation of the building between partners.

TTC General Manager, Support Officer and Town Hall & Events Manager have relocated back to the Guildhall from TCOs.

Separately funded projects: courtroom joinery treatment is work in progress and the audio visual installation is scheduled for mid-October with the Gateway Centre opening anticipated for the last quarter of 2021.

**Butchers' Hall external works**

The completion of the works has been slower than expected and the anticipated completion date is by mid-October. The cladding works and redecoration works have been completed on both internal clearstory elevations. Awaiting completion on the external elevation,

including cutting and installation of glass screens on the external face adjacent to Guildhall complex, (re-decoration works complete), barring touching up and snapping. The scaffolding will be used to undertake some fascia repairs to Market Road cottages.

### ***Town Hall external works***

As previously reported, tenders are being prepared to undertake modifications to the roofing structure above the Mayor's Parlour and front entrance lobby. These will be issued in October, for works to be carried out this financial year, estimated cost IRO £50,000 minimum.

### ***Guildhall toilets provision***

A programme of works has been agreed with RM Builders, which includes an internal/external redecoration of the toilet provision, replacement of some sanitary ware, and repairs to the rainwater goods, scheduled for October. The planned resurfacing around the toilets is more challenging around programme, due to the on-going supply issues specific to resin.

Contractual arrangements have been implemented between TTC/WDBC with regard to the cleaning regime and monitoring/management of contracts. These arrangements will be modified when the Guildhall Gateway Centre opens to incorporate arrangements for that venue.

### ***Community based summary***

Partnership activities/discussions are continuing with Tavistock BID regarding town-centre reopening, advertising/promotion, securing grant funding, events, Christmas lights etc. It has been agreed that the town bunting (Lions) and the hanging baskets (BID) will be removed week commencing 20<sup>th</sup> September.

The Council provided event support for the Tour of Britain, re: the use of Bedford Square and stewarding to assist with both safety and promotion.

The annual scything of the Green Burial site has been undertaken in partnership with volunteers from Friends of the Green Burial Meadows.

The Town Hall & Events Manager has continued with preparations for Goose Fair, aligned with the mitigating measures identified in Agenda Item 8 (Council Meeting), 14<sup>th</sup> September.

### ***Operational Update***

- The Commercial and Community Service Plan for 2021/22 is in operation with work schedule aligned with tasks/projects. Ongoing work to a 10-Year Property Maintenance Plan, Management Plan for Whitchurch Down

2021-2026 and a Maintenance Plan for the Guildhall Complex.

- Market Road boundary wall and foundations have been surveyed by an external consultant, specific to potential erosion from the River Tavy - awaiting report.
- The emergency lighting has been upgraded within the Town Hall and statutory inspections (fixed installation/fire alarms/lifting equipment/emergency lighting) have been undertaken in Duke Street, the Town Hall, Pannier Market and Butchers' Hall, as appropriate, as part of the planned maintenance programme.
- An inspection has been carried out reference dry rot/settlement within the Museum, estimated cost for rectification anticipated to be no less than £ 30,000.
- During this period staff have undertaken external training in First Aid at Work, Chapter 8 (Signing, Lighting and Guarding) and RoSPA Play Park Inspection. A successful recruitment process has been completed for a vacant Duty Officer position (market and events) and Landscape and Maintenance Operative (depot) and an advert is out for the post of Support Officer (General Manager). A schedule of recruitment has been agreed specific to other organisational vacancies.
- To implement mitigating measures specific to the Town Hall reopening, as well as replacing infrastructure which is reaching its life expectancy, two electronic touch screen bar tills are being ordered, along with hand held devices, for a cost IRO £3,500, to aid with such aspects as table service, where the software allows for table mapping, table booking, table tracking and stock control and countdown.

Yours Sincerely



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