

**AGENDA ITEM 8i****General Manager's Overview**

MONTHLY REPORT August 24  
Council Project based Summary

***Guildhall Refurbishment***

Project update:

- Capital programme completion works outstanding include internal automatic door furniture fitting and flood board installation with a meeting to discuss progress and final account scheduled for week commencing 16<sup>th</sup> September.
- Officers and Cllrs continue to attend Heritage Alliance meetings, with the venue with secretarial resource being provided by the Council (minutes circulated to Cllrs).
- The Museum of Policing in Devon and Cornwall are holding an exhibition in the Robing Room until 23<sup>rd</sup> September, theme 'Women in Policing'.
- The Tudor ship interpretation was installed in June 24 with a formal launch and presentation planned for 6<sup>th</sup> September, to mark the start of the Heritage Open Days Programme, with the Guildhall car-park hired on 7<sup>th</sup> relating to the same theme.
- The Guildhall Gateway Centre was open on Mondays during the summer holidays, aligned with the Pannier Market amended opening arrangements and public attendance during this period was positive.
- The Council are working closely with WDBC and Tavistock BID in relation to looking at resources pertaining to marketing, advertising and such discussions are then being communicated specific to the heritage quarter stakeholders, pertaining to WHS status, branding etc.
- The staffing establishment relating to the operation of the Guildhall Gateway Centre has now been consolidated, relating to post March 25, and partner organisations advised.

***Guildhall toilets provision***

Project update:

- Awaiting response to communications sent on 4<sup>th</sup> July requesting various data pertaining to the management and maintenance of the asset. TTC are actively working on a revised scope of works for refurbishment and will then source a minimum of three tenders.
- The Council has offered to work closely with WDBC to look at bespoke time limited CCTV due to the ongoing issue with vandalism relating to this asset.

***Bannawell play provision***

Project update:

- Refer to Works Manager Report. All grant funding has been drawn down.

**Museum Structural Works**

Project update:

- Discussions are Works have been commissioned to install roof vents within the masonic hall envelop to assist with ventilation, which will in turn help with such aspects as managing humidity.
- A site meeting has been arranged for early October with a conservation architect and structural engineer to review potential structural movement and damage to lathe and plaster ceilings.

**Operational Update**

- The Council are working closely with the Abbey Remains Project team. Specialist contractors have been commissioned to carry out soft capping and pointing repairs (working in partnership with the depot), with the works effectively now complete and a condition report to be submitted to Historic England week commencing 16<sup>th</sup> September.
- Work to the Council's Health and Safety Policy is on-going, with the statement of intent and roles and responsibilities re-written in house and the arrangements section of the policy being compiled externally. Aligned with this process included inhouse and external training pertaining to health and safety and the consolidation of various compliance registers, with a particular focus on the pot hole register/monument inspections.
- The Council have recently held interviews for the post of Support Officer (General Manager) (interim appointment arising from internal secondment), with a candidate hopefully starting shortly and the revised working arrangements specific to the Community and Compliance Officer and Cemetery and Communications Officer have been partially implemented as a phased transition.
- A meeting has been held with TaviHelps to discuss options around how the Council could assist regarding distribution as well as storage. A report will be brought to the next cycle of Council Meetings.
- Your Officers are looking at options of how best to improve accessibility/visibility for public service provision, a theme arising from the recent workshops specific to comms/community engagement.

Yours Sincerely



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