

**ADENDA ITEM 9i****General Manager's Overview**  
**MONTHLY REPORT April/May 22****Council Project based Summary****Cost Code 109 4823 Guildhall Refurbishment**

Project update:

- A fixed date has been set for the end of June to complete all outstanding main build capital works.
- Interpretation snagging/signoff will be completed by early June.
- Fortnightly ops meeting between TTC/THT Officers have been agreed and scheduled, which will cover off such aspects as routine building maintenance, diary management, compilation of NOPs, EAPs etc.
- TTC have signed up to a Building Management System servicing/monitoring contract, telephone and data monitoring service and a window cleaning contract. Contracts are being negotiated for the fire/intruder alarms/boiler system and lifts. PAT testing and fire extinguisher inspections have been scheduled.
- The Guildhall cleaning arrangements have been consolidated with TTC making an appointment on a 12-month fixed term contract, for 26 hrs a week, which also includes, discreet to the Guildhall Project, supporting market and events activities (e.g. marquee set up).

***Market Road retaining wall***

Refer to agenda item No.13, Budget and Policy Committee, 16<sup>th</sup> May 22 re: scope and budget. Subject to funding this contract will be aligned with planned resurfacing and line marking for Market Road which will follow completion of the retaining wall project (except for regulating potholes deemed unsafe in the interim).

***Town Hall external works***

The specification is now being compiled in tender format, with the ability to disaggregate discrete schedule of works items, dependent on available funds, with the primary focus of making the Mayors Parlour watertight, and making good internally within the Mayors Parlour, main entrance staircase, upstairs lobby and office, the areas most affected by the water ingress.

The passenger lift contract has now been signed off after a solution had been reached specific to installing infrastructure to allow for emergency calls from inside the lift in the circumstances when the lift malfunctions.

***Butchers Hall external works***

The scaffolding has been completely removed and all re-slatting works have been undertaken. The facility has been watertight since the clearstory modifications and therefore this project has now been signed off.

***Guildhall toilets provision***

The refurbishment works are on-hold pending transfer of the asset and prioritisation/funding allocation, of capital programme by Council. The works are estimated to be IRO £30,000. The cleaning contract monitoring/management arrangements will also be revisited for transfer due to some recent concerns arising from representation for the public re: specific to cleanliness.

***Bannawell play provision***

A site meeting was held with WDBC Officers specific to the development of Bannawell play-park. It has been confirmed that there is £63,500 of S106 monies ringfenced for the development of play provision in this area and it has been agreed that TTC will invest £10,000 specific to improving boundary fencing within the vicinity.

Discussions were held regarding the appropriate age range and type of equipment to be installed in the park and agreement has been reached between both Councils, with the aim to procure and consult with local residents around the final design and scope in 2022, with the intention to install within Spring 23. The process will be comparable to the model which was successfully implemented at the Courtlands play area development.

***Museum RWGs***

The contract has been let for the replacement of the RWGs and associated works to AD Williams for the value of £11,453 plus vat. Works were planned to start in April 22 but have been rescheduled to June 22 due to the time taking to manufacture the bespoke RWGs.

***Community based Summary***

Partnership working is ongoing with Tavistock BID regarding the installation of Christmas lights, hanging baskets, Britain in Bloom and Dickensian Evening and Platinum Jubilee. Refer to Works Manager's Report re: progress.

TTC are working in partnership with WDBC specific to an urban tree planting grant scheme with the Forestry Commission. With match funding of £2700, TTC will receive 36 large standard trees (4-5m in height), to be planted within the Meadows, Whitchurch Down and cemeteries. For the cost per tree outlay of £75, TTC will receive the equivalent of approx. £835 per tree, including the original purchase

price and 3 years follow up maintenance, including watering and mulch etc.

### **Operational Update**

- Resurfacing works/repairs have been commissioned at St Johns Walk, Benson Meadows and the Meadows and will be undertaken week commencing 16<sup>th</sup> May.
- The biennial arboricultural tree survey is 80% complete. Report expected early June. Re: Dolvin Rd Cemetery, the
- Reference museum dry rot/settlement treatment: On-hold awaiting review of prospective capital commitment programme by Council. Discussions have been held with the museum specific to submitting a grant application to fund this project, application date August 22.
- The Community and Compliance Officer is liaising with utility brokers/providers specific to the tender process/scope and timings.
- TTC are continuing to liaise with the tennis club re: plans/arrangements to resurface courts 1 and 2. The resurfacing works are scheduled for completion by end June 22.
- Regarding the Town Hall & Event Manager vacancy, the Council are re-advertising the post with the closing date week commencing 20<sup>th</sup> June. Interim cover arrangements have been implemented within the market and events team to allow the Works Manager to fully transition to that post as of week commencing 23<sup>rd</sup> May. I would like to pass on my thanks to the Works Manager for what has been achieved while within the market and event team, and for the on-going flexibility in supporting for a sustained period numerous areas of business activity and wish her all the best in the new role.
- Regarding the Community and Compliance Officer role, we are now entering into the second stage of the transition while the Financial Administrator post is being advertised for a 2<sup>nd</sup> time. The post holder was undertaking a blended approach during financial year end, 1 day a week Community and Compliance Officer and 4 days Financial Administrator, and now we have passed this period, for the short term the post holder is transitioning to approx 3 days Community and Compliance Officer, approx 2 days finance, while other interventions are implemented to assist with the shortfall. I would like to pass on my thanks for the ongoing flexibility while the Council attempts to successfully recruit a Financial Administrator.

Yours Sincerely



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