

# REPORT TO ASSETS AND OPERATIONS COMMITTEE CEMETERY CHAPEL QUINQUENNIAL SURVEY



**Report Reference** A-21-16  
**Meeting Date** 22<sup>nd</sup> November 2021  
**Agenda Item** 7  
**Prepared by** Town Clerk

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## 1.0 BACKGROUND

In accordance with the council's Assets Policy, the council is committed to proactively managing its assets through the undertaking of quinquennial building surveys to feed into a five-year management plan for each asset. The policy also states that a RICS Red Book valuation of buildings takes place at the same time. In accordance with Financial Regulations, the responsibility to ensure buildings are surveyed is delegated to the Town Clerk.

The chapel was surveyed in 2016, the output of the survey was the core of the council's improvement works for the building which were completed in 2021. A new quinquennial survey is now due. The Town Clerk sought quotations to undertake a survey of the chapel along with the cemetery toilets and garage however the quotes received are greatly in excess of the budget (£500).

## 2.0 PROPOSED CHANGES

Surveyors were asked to provide a quote for a structural survey (inc. maintenance plan), commercial valuation and insurance reinstatement valuation. Three quotations were received.

| Item                | Supplier 1   | Supplier 2             | Supplier 3             |
|---------------------|--------------|------------------------|------------------------|
| Survey              | 1,200        | 2,375                  | 1,840                  |
| Red Book Valuation  | 1,500        | 2,250                  | 1,350                  |
| Insurance Valuation | 950          | (included with survey) | 690                    |
| Maintenance Plan    | 1,200        | (included with survey) | (included with survey) |
| <b>Total</b>        | <b>4,850</b> | <b>4,625</b>           | <b>3,880</b>           |

It is recommended that the committee considers excluding a Red Book valuation from the survey on the grounds of cost noting that the council is not anticipating further major expenditure nor the sale of the assets. This would reduce the cost to £2,375 (with supplier 2).

Supplier 2 has confirmed that future surveys would be at lower cost due to the exiting survey being on file. The company which surveyed the chapel in 2016 declined to quote.

## 3.0 DECISION REQUIRED

The committee should consider commissioning a survey excluding the Red Book valuation and noting it exceeds budget provision.