

REPORT TO ASSETS AND OPERATIONS COMMITTEE

COUNCIL OFFICES ROOF SURVEY



Report Reference A-23-11
Meeting Date 13th November
Agenda Item 8
Prepared by Town Clerk

1.0 BACKGROUND

The Council Offices sub-committee (COSC) had previously prepared plans for refurbishment and extension of the council offices which it concluded were prohibitively expensive in April 2023. The sub-committee met in September 2023 and reaffirmed that view.

The sub-committee is currently tasked with developing proposals for a phased programme of renovations to the council offices to address responsive planned maintenance needs and maximise use of the building. At its September meeting it agreed an initial priority will be to ensure the building is water tight with maintenance works being undertaken to the roofs, windows and walls. The quinquennial condition survey of the building was undertaken in 2020, this identified (and provided cost estimates for), *inter alia*, maintenance works to windows and walls but noted that the roof required separate inspection.

Quotes for roof surveys have been sought.

2.0 RECOMMENDATION

It is recommended that the committee approves the roof survey at a cost of £500.