

<b>Committee</b>	Assets & Services
<b>Month</b>	May 2022
<b>Report Title</b>	Town Hall Side Works
<b>Report Author</b>	Terry Frostick, Operations Manager
<b>Attachments</b>	None

### **Purpose of Report**

Following the report to A&S as below a detailed a specification was drawn up by The Operations Manager and Wilby and Burnett ,tenders were sought via the Government contract finder service.

Two companies came to visit site and gave verbal estimates of circa £20,000 to £30,000 but no firm tenders were received.

The Operations Manager reviewed the works and spoke with the Town Council staff who were of the opinion that they were competent to carry out the works themselves. The Operations Manager, Town Council staff working with Wilby and Burnett worked out a plan of action to undertake the placement of scaffolding and how to action the works.

The works were planned for May 2022 as appropriate weather conditions are required to allow working with Lime mortar.

Following an incident with a small piece of render failing early April, it was decided to expediate works and all the works were completed by in house staff by 2<sup>nd</sup> May 2022.

### **ASSET & SERVICES COMMITTEE** **SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: **Monday 24<sup>th</sup> May 2021** at 7.30pm

**Present:** Councillors Asker, Coote, Freeman, McLellan, Porch and Roberts

**Officers:** Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

A & S  
061-21

## Town Hall Works

The Operations Manager updated Committee with the remedial works taken to protect both the building and pedestrians as a result of some rendering falling from the Town Hall. It was confirmed that this rendering had not formed part of the Town Hall refurbishment works in 2015/16 and it was believed the rendering had been fitted circa 1980.

### It was **Resolved**:

- (a) To approve the actions of Officers to date with thanks
- (b) To engage Wilby & Burnett to draft specifications which will be used to obtain quotes for remedial and repair works. It was noted that any such specification would include necessary road closures to allow scaffolding to be erected.
- (c) That the Town Clerk and Operations Manager be authorised to proceed with any repair works as necessary, to a maximum of £30,000 and that costs should be met from the existing EMR monies set aside for long term maintenance of the Town Hall.



**Works required**



**Finished works**

**Recommendation:**

To acknowledge the technical specifications and works were carried out by our competent inhouse staff with help from Wayne Everitt from Wilby and Burnett and to note works were carried out with a substantial cost saving from using external contractors, if any were even available to tender or do the works.

Having worked with Abbotts Scaffolding before on the Town Hall and having a good working relationship and by offering a quick payment term this cost was greatly reduced to £2500.

The costs for materials totalled £1000.

Staffing costs are circa £4000.

(Staffing costs are offset by temporarily redeploying other Operational staff to cover those staff used on this project and moving other works to later dates)

Total costs come in at £7500

Town Council Staff who worked on this project were Terry Frostick, Dave Pledger, Keith Churchward, Carl Foster and Charles Courtney