

To receive a report on the redesign of the Guildhall reception and consider any actions and associated expenditure

The entrance to the Guildhall Reception foyer is dark and unwelcoming. Members are asked to consider the potential redesign of the Reception office to bring a welcoming feeling when visiting Saltash Town Council.

The proposal will require Barron Surveyors assessment and may not be possible due to supporting walls. Estimated cost to be obtained.

1. Block up the reception door:



2. Extend the glass area from one end of the wall to the other removing the existing glass and consider installing perspex after completion of works:



3. Install a shutter for evening security.
4. Install a large 'Welcome to Saltash Town Council Reception' sign above the new opening.

5. Install film to the reception office window to allow blinds to be open creating natural light.



Face to face enquiries during the year 2023.

2023 Totals

At Desk										
	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00 -16:00	16:00 - 17:00	Total	Average
Monday	7	32	32	13	3	21	9	12	129	25.8
Tuesday	5	37	41	16	2	36	21	3	161	32.2
Wednesday	6	24	18	19	3	20	7	3	100	20
Thursday	2	34	45	25	1	16	11	2	136	27.2
Friday	2	23	26	17	2	23	12	0	105	21
Average	4.4	30	32.4	18	2.2	23.2	12	4		
Total	22	150	162	90	11	116	60	20		

**End of Report
Town Clerk/RFO**