

To receive a report on the use of Isambard House extension and store room and consider any actions and associated expenditure

Summary:

The Station Property Sub Committee held 18 April agreed to:

Delegate to the Service Delivery Manager working with the Chairman and Vice Chairman to further develop the extension kitchen and purchase of cupboards, work surfaces, fridges and any other items to make it a usable kitchen to serve the main space working within budget code 6473 EMF Station Building (Purchase & Capital Works).

Since then, it has become apparent that the extension kitchen is not a safe working kitchen for our staff, cllrs and hirers due to lack of practical space. The Town Clerk instructed the Service Delivery Manager to remove the Urn from the area on the grounds of health and safety in the workplace.

Members consideration:

The Town Council receive many booking enquiries for the main space and a kitchen area to support the booking requirements. Trackside Café has received a catering booking, however, there are many hirers that wish to provide their own refreshments and need space to accommodate this.

On 24 June, I met with Howdens to design a potential kitchen for Isambard House. The current small storage room is the proposed space for this kitchen.

Attached is the quote and design.

The quote includes the dishwasher but not the larder fridge as they only offer integrated ones. The quote also mentions grey doors and shelving; this can be changed to white at the same cost.

To ensure Isambard House remains appealing to hirers, the current space must be better utilised and managed by the Town Council Office.

Next Steps:

1. Turn the current store room into a practical working kitchen as per the attached design and associated purchase cost;
2. Turn the extension room into a usable storage space to include racking and label system connecting to the Town Council's asset register;
3. Service Delivery to install Howden's kitchen;
4. Delegate to the Service Delivery Manager to manage points 1 to 3;

5. Delegate to the Finance Officer to work with the Service Delivery Manager to ensure a robust storage system is in place.

Budget:

Budget Code:6473 EMF Station Building (Purchase and Capital Works)

Available Budget: £57,536

**End of Report**

**Cllr Rachel Bullock**