

To receive an update on Isambard House extension and kitchen works and consider any actions and associated expenditure

Station Property Sub Committee agreed:

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED:**

1. To approve the existing storeroom to become the main kitchen area to service the main space at Isambard House with the extension area to become a Town Council storage space;
2. To delegate to the Service Delivery Manager to appoint Howdens to supply only kitchen cupboards, worktops and appliances contained within the detailed quote and arrange in-house installation as per Howdens design, subject to the slight amendments discussed and agreed at this evening meeting;
3. To delegate to the Service Delivery Manager to purchase a larder fridge, splash back wall protector for the kitchen and privacy film to the bottom only of the extension windows;
4. To approve a maximum budget of £5,000 for the kitchen and extension works allocated to budget code 6473 EMF Station Building (Purchase and Capital Works);
5. To delegate to the Service Delivery Manager and Finance Officer to create a bona fide storage system connected to the Town Council asset register.

The kitchen is now fully fitted and purchased within budget. Appliances tested and in working order. Crockery has been placed in the kitchen cupboards. Crockery left over will be stored in the extension and potentially used for large bookings / other sites.

The hired floor polisher is to be used on the kitchen floor (9/10 Sept) to see the potential of the machine which could then be an option for the main space and other Town Council premises. The pictures below show the extent of the scratches on the kitchen floor.

The kitchen is now available to hire with the main space.

Work to the extension has started to take place. Racking system has been constructed, storeroom setup, the privacy film has been purchased to be installed upon completion of the room. Town Council asset register to be updated upon completion.

The work to the Kitchen and extension is within budget £4,971.





End of Report

Town Clerk / RFO