

**To consider Risk Management Reports as may be received – The Guildhall  
Building**

**Report to:** Services Committee

**Date of Report:** 12.02.25

**Officer Writing the Report:** Town Clerk

**Officers Recommendations**

**URGENT Essential Work**

To ratify the Town Clerk's, spend of £2,183 + VAT for the appointment of Aquarod to undertake urgent and essential work to the Guildhall and give delegated authority for the Town Clerk to sign off future spend, as necessary, to resolve the matter, reporting back to either a future Property Maintenance Sub Committee or Services Committee meeting.

The Town Clerk has sole delegated authority to exercise overall responsibility for Health and safety **(Standing Orders Section C 1.1)**

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Town Council or a duly delegated committee acting within its Terms of Reference, except in an emergency. In cases of serious risk to the delivery of Town Council services or to public safety on Town Council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk/RFO shall report such action to the Chairman as soon as possible and to the Town Council as soon as practicable thereafter **(Financial Regs Section 5.17)**.

All aspects of health and safety that fall within the remit of the committee **(Terms of Reference point 5)**

To maintain the exterior and structural fabric of all Town Council buildings/structures **(Terms of Reference point 14)**

### **Report Summary**

Advice has been sought from the Town Council Building Surveyor (Barrons) who recommends STC instructs Aquarod for the work to be undertaken which will hopefully clear all blockages and repair pipes at the foot of the drainage pipe.

The pipe will be CCTV surveyed from bottom up and should find the cracks in the pipe higher up, if there are any. If the pipe is cracked, it might be possible to line it from inside without having to break it apart, firstly we need see what the repair and survey work finds. If the pipe is badly damaged (and leaking into the wall as we suspect) it may need breaking out if beyond a lining repair, but time will tell.

I instructed the Service Delivery Manager to appoint Aquarod under urgent and essential works. A report is to be received at the next Property and Maintenance Sub Committee meeting (future reports as required) where the work will be monitored on behalf of the Services Committee.

We recently purchased a dehumidifier for the adjacent office to help with the damp as it has got worse over time. Works will be required to the internal walls once we know the pipe issue has been rectified and the walls have dried out.

### **Budgets**

**Budget Availability:** £2,683

**Budget Codes:** 6470 GH EMF Guildhall Maintenance

**Committed Spend:** None.

**Signature of Officer:**

**Town Clerk**