

**To receive a report on the Guildhall internal and external repairs and redecoration work and consider any actions and associated expenditure**

**Report to:** Property Maintenance Sub Committee

**Date of Report:** 17.06.25

**Officer Writing the Report:** Town Clerk

**Pursuant to:** Property Maintenance 20 February 2025. Minute Number 24/24/25.  
Services 13 February 2025 Minute Number 106/24/25.

**Officers Recommendations**

1. To note the report.
2. To note the Services Committee approved delegated authority to the Town Clerk to sign off future spend, as necessary, to resolve the fixing of the Guildhall downpipe, working within budget updating the Chairman of both the Services Committee and Property Maintenance Sub Committee.

**Report Summary**

1. Interior and exterior redecoration work:

The Guildhall interior (hallway and windows) and exterior redecoration of the building is now completed including snagging work and signed off by Barron Surveying.

The building works were undertaken by Jones Building Group, managed by Barron Surveying.

Jones left the remaining paint for Saltash TC to use elsewhere in the building. The paint is a custom colour by Crown Decorating Centre, they have called it Guildhall Grey/BI.

## 2. Exterior downpipe rear of building:

Aquarod were appointed to undertake urgent and essential work to the rear section of the Guildhall building due to internal water ingress. Aquarod applied for a street licence to allow the work to be undertaken safely (12 week turnaround). Due to Aquarod experiencing sickness absence, the work has been delayed for a significant period. We have now received a date for the work to commence - Thursday 19 and Friday 20 June.

Following the site visit on Thursday 19 June Aquarod identified that the cause of the blocked drainpipe was due to a previously installed swan neck pipe positioned uphill and below ground level. This improper installation led to a complete blockage of the pipe and stack serving the Guildhall.

Aquarod resolved the issue by removing the incorrectly installed section and refitting the appropriate pipework, restoring free flow to the manhole. They also cleared the debris that had been causing water damage.

An additional charge of £280 + VAT was incurred for these remedial works, which was authorised by the Town Clerk under delegated authority and within budget 6470 Guildhall Maintenance. This matter is now resolved.

The internal walls remain damp and will require internal redecoration upon the results of the camera work being rectified and the walls dried out. This work can be undertaken in-house.

## 3. Flagpole:

Service Delivery Manager has confirmed that the new flagpole and lanyard was supplied by Hampshire Flag Company at a cost of £324.75. The brackets were fabricated and repainted by Westcountry Fabrications at a cost of £530. The product is fiberglass with a lifespan of between 20 and 30 years.

Service Delivery Manager has confirmed that the new flagpole is to be dispatched to Saltash Town Council on 20 June. The brackets have been adjusted to house the new pole. The install has been scheduled to be fitted W/C 23 June with the assistance of a cherry picker at a cost of £250.

## Budget Overview

<u>Item Description</u>	<u>Total Net Cost</u>
Interior work:	£3,486.40
Exterior work:	£78,519
Downpipe:	£2,183
Flagpole, bracket, cherry picker:	£1,104.75
<b><u>Total</u></b>	<b><u>£85,293.15</u></b>

Associated cost were allocated to budget code 6470 Guildhall Maintenance during the year 2024-25. Any work after this time is to be allocated to the same budget code in the year 2025-26.

## Budget

**Budget Code:** 6470 EMF Guildhall Maintenance

**Budget Availability:** £26,862

**Signature of Officer:**

Town Clerk