

To receive the Five-Year Repair and Maintenance plan and consider any actions and associated expenditure.

Report to:

To receive the Five-Year Repair and Maintenance plan and consider any actions and associated expenditure.

Date of Report:

5 June 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To present the Five-Year Repair and Maintenance Plan and outline its purpose, governance, and current position for Member awareness.

Officer's Recommendations

To note.

Report Summary

The Five Year Repair and Maintenance Plan, as attached, ensures that assets are maintained in good condition, costs are managed effectively, and future works can be planned and budgeted for in advance.

Following the disbandment of the Property Maintenance Sub Committee, as agreed at Full Town Council on 9 April 2026 (Minute No. 19/26/27), responsibility for reviewing the plan and setting budgets for repair and maintenance now falls within the remit of the Services Committee.

The plan is informed by the Town Council's Building Surveyor's Building Condition Report and Schedule (attached as Appendix A), which provides professional guidance on required works and associated priorities over defined timescales.

The repair and maintenance schedule would ordinarily be led and progressed annually by the Operations Manager. However, this has not yet been undertaken.

In the absence of an Operations Manager, it is therefore important that the Town Clerk meets with the Chairman and Vice Chairman of the Services Committee to ensure that required works are identified, incorporated into the plan, and progressed as necessary.

The Services Committee will oversee the plan on an ongoing basis, with particular focus during the annual budget-setting process later in the year.

Signature of Officer:

Office Manager / Assistant to the Town Clerk