

## **To receive a report on the Guildhall Refurbishment and consider any actions and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 23.09.26

**Officer Writing the Report:** Town Clerk

### **Officers Recommendations**

To recommend to Full Town Council to ratify the virement of £20k from General Reserves to budget code 7122 EMF Legal and Professional Fees for professional fees associated to Bailey Partnership's appointment.

### **Report Summary**

Members resolved, by majority email vote, to appoint Bailey Partnership to undertake the internal refurbishment design work for the Guildhall. The proposed works will reconfigure a number of internal spaces to better reflect the building's current use and occupancy requirements:

- Existing ground floor council chamber to be rearranged as office space with two desk bundles leading off the west wall and with alterations to electrics, lighting and heating.
- Existing Clerk's office to be rearranged into a staff break area with alterations to electrics.
- Existing first floor 'long room' to be rearranged into a council chamber with horseshoe desk arrangement, alterations to electrics and an AV installation to include owl cameras, speakers, microphones and activation programmers and trolley mounted display screens. This whole room is to receive a new carpet floor covering with high quality acoustic underlay.
- Top floor office to become Clerk's office with alterations to desking and minor electrical alteration.
- The kitchenette facility adjacent to the accessible WC on the ground floor is not to be progressed as part of this package.

Bailey Partnership has now been formally appointed in accordance with its submitted fee quotation. Whilst the quoted fee is significant, it is anticipated that the final cost of the commission may be lower than the amount quoted.

To progress the project, Bailey Partnership has undertaken a site visit to the Guildhall to carry out detailed measurements. This work will inform the production of drawings and specifications required for the next stage of the refurbishment project.

**Signature of Officer:**

Town Clerk