To receive the following reports and consider any actions and associated expenditure:

Five-year repair and maintenance plan

Building condition report

Report to: Extraordinary Services Committee

Date of Report: 06.11.26

Officer Writing the Report: Town Clerk / RFO

Purpose of Report: To provide Members with an update on the Town Council's buildings and assets, together with a review of the current five-year repair and maintenance programme for budget setting.

Officers Recommendations

Members are recommended to:

1. Retire the existing five-year repair and maintenance plan avoiding in duplication of work, the potential for inconsistencies between documents, and increase the risk of errors in financial planning and asset management. Adopting a single, professionally prepared condition-based approach will provide a more accurate and efficient framework for future maintenance programming and budget setting.
2. Appoint the Town Council's Building Surveyor to undertake three-yearly condition reports and prepare associated maintenance schedules and budget forecasts over five-years.
3. Note that all other maintenance requirements, such as, electrical testing, is incorporated within the Services Committee budgets and forms part of the statutory checks.
4. Approve the building condition report and budget forecasts dated October 2026 (as attached).

5. Delegate to the Town Clerk to ensure the work required over the five-year period is managed accordingly within budget.
6. Note that there may be urgent repair or maintenance works required that are not identified within the building condition report. The Town Clerk is delegated authority to manage and commission such works within the approved budget, in consultation with the Chair and Vice-Chair of the Services Committee, to ensure assets remain safe, compliant, and fit for purpose.

Report Summary

Historically, the Town Council's Building Surveyor undertook inspections of the Council's buildings and assets and, based on those findings, prepared condition reports and associated maintenance schedules similar to those used today.

The five-year repair and maintenance plan was subsequently introduced, and this dual-reporting approach has remained in place for a number of years. However, it is considered that there is now little benefit in maintaining both systems, particularly following the closure of the Property Maintenance Sub Committee.

The information contained within the five-year plan largely replicates that provided through professional condition surveys and the Services Committee budget process. Maintaining multiple documents covering the same assets creates unnecessary administration, increases the risk of discrepancies, and can lead to confusion.

Moving forward, a single condition-based approach, supported by periodic surveys undertaken by the Town Council's Building Surveyor, will ensure that maintenance requirements are identified, prioritised and costed in a consistent and proportionate manner, providing Members with reliable information to support effective asset management and financial planning.

Once budgets have been approved, the office will ensure that the works identified by the Building Surveyor for the relevant year are progressed and delivered in accordance with the Town Council's Financial Regulations.

This approach will ensure that maintenance priorities identified through the condition surveys are implemented in a timely manner, while maintaining appropriate financial oversight and governance arrangements.

Signature of Officer:

Town Clerk / RFO