

To receive a storage requirements report for the Council and consider any actions and associated expenditure.

Storage Audit

Full review of Town Council items not in constant use to be externally stored in the right conditions. Items in use like staff chairs / tables, desk not included. Isambard café waiting room has not been included in this audit.

<u>Guildhall</u>				
Item	Amount	Suggested Remain	Removing (Storage)	Comments
Chairman/Vice Chairman/Town Clerk blue meeting chairs	3	3	0	In constant use, moved around the room depending on booking.
Wooden Civic Chairs	3	0	3	Store external in a unit that is weather/damp proof to avoid damage. Storing items in plastic bag/sheet for extra protection, but to be mindful that the items don't sweat causing damage
Blue Chairs	119	40	79	To action the suggested store amount removing chairs that are occasionally used. Storing 40 in chamber leaving long room empty
Projector Screen	1	0	1	Screen and display unit to be collected when required (rarely hired). To note; the screen is ripped
Large Tables	20	10	10	10 would cover the vast majority of meetings with the additional obtained and returned to storage when required
Low Blue Chairs (same as reception)	3	1	2	1 chair to remain in reception waiting area, remaining 2 into storage
Christmas Tree	1	0	1	Only need once a year, easier to get out of storage than loft.
Wooden Mace Stands	2	0	2	Store external in a unit that is weather/damp proof to avoid damage. Storing items in plastic bag/sheet for extra protection, but to be mindful that the items don't sweat causing damage
Lectern	1	0	1	Store external in a unit that is weather/damp proof to avoid damage. Storing items in plastic bag/sheet for extra protection, but to be mindful that the items don't sweat causing damage
Small Wooden Tables	25	25	0	Leave all on the moving trolley in chamber used often.

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<u>Isambard House</u>				
Item	Amount	Suggested Remain	Removing (Storage)	Comments
Blue Chairs	51	0	51	To action the suggested store amount removing chairs that are occasionally used. Storing 40 in chamber leaving long room empty
Large tables	10	0	10	Bring into Isambard when required or remain in the storage cupboard in Isambard House (room available)
Small tables (Not Wooden)	2	0	2	Bring into Isambard when required or remain in the storage cupboard in Isambard House (room available)
Medium Table (Not Wooden)	1	0	1	Bring into Isambard when required or remain in the storage cupboard in Isambard House (room available)
Clothes rail	2	0	2	1 Clothes rail with clothes. Store with protective sheet to prevent damp.
Metal bistro chairs	16	0	16	Currently not in use can be brought back pending tender / summer weather when in use.
Outdoor wooden tables	2	0	2	Currently not in use can be brought back pending tender / summer weather when in use.
Grey/Metal Chairs	34	34	0	Chairs used mainly for Isambard bookings.
Large wooden display screen	32	0	32	Only used for art displays etc. Very large and not aesthetically pleasing suggest to remove all to be returned when required.