

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 16th JANUARY, 2024
BRIEFING NOTE**

PROPERTY MAINTENANCE - VIREMENT

1. INTRODUCTION

- 1.1 Members will be recall at Full Council on 19th December, 2023 the General Manager advising it was the intention to temporarily transfer funds into the Property Maintenance budget 4036 from an unspent line in the Rolling Capital Programme (RCP) (Toilet Refurbishment) so as to be in a position to continue with emergency property works within the last quarter of the 2023/24 financial year. Members noted the Budget Monitoring Report, dated 30th November 23, issued for Full Council showed the Property Maintenance Budget of £68,750 with spent/committed expenditure at 100.90%.
- 1.2 It was explained that a short briefing note for the next Budget and Policy Committee would follow, outlining the detail of the above and Members noted and acknowledged the suggested approach.

2. UPDATE

- 2.1 Providing some detailed explanation regarding the challenges with property maintenance spend for this financial year, it is worth noting the budget value was actually less than outlined in 1.2 due to a significant committed project (Town Hall rear fire escape remedials £12,430.68) from 22/23 financial year that had been delayed and the project rolling over into this financial year. Other challenges have included significant cumulative expenditure pertaining to insurance re-tender obligations relating to lettable properties EICR electrical testing remedials, unplanned emergency repairs to the Town Hall heating system circa £10,000, as well as a scheduled project for window repairs to a unit in the Pannier Market Surround valuing £7,980.
- 2.2 Considering 2.1 and 2.2, alongside the routine yearly property commitment and small works expenditure has meant that the budget as of December 23 is fully committed. With that in mind, to ensure that the Council can continue with its ongoing property maintenance obligations in the last quarter, as mentioned at Full Council, there is proposed to be a temporary virement of £15,000 from the RCP 109 4846 (Guildhall toilet refurbishment – overall budget of £40,000), with the budget being replenished in the next financial year to ensure that project is not prejudiced in due course.

- 2.3 The agreement of the Committee and Council to the foregoing virement, in order to facilitate necessary property maintenance, is requested.

**WAYNE SOUTHALL
GENERAL MANAGER
TAVISTOCK TOWN COUNCIL
January 2024**