

**AGENDA ITEM 8i****General Manager's Overview**

MONTHLY REPORT NOV 24

Council Project based Summary

***Guildhall Refurbishment***

Project update:

- No progress has been made with regards to actioning the completion of the main build capital programme, re: internal door furniture, flood defence aspects. A meeting is scheduled with the principal contractor W/C 25<sup>th</sup> Nov to agree next steps to close out the contract.
- Officers and Cllrs continue to attend Heritage Alliance meetings, with the venue and minuting resource being provided by the Council with the latest meeting held on 13<sup>th</sup> November. A Heritage Quarter meeting has also been scheduled for 26<sup>th</sup> Nov, primarily to agree a common approach in relation to branding between the partners.
- A meeting has been arranged with WHS representatives on 9<sup>th</sup> Dec at the Guildhall.
- The Museum of Policing in Devon and Cornwall held an exhibition in the Robing Room until 23<sup>rd</sup> September, theme 'Women in Policing'. Due to its success they have agreed to hold another exhibition in the first quarter of 2025.
- Following the recent resignation of the Guildhall Duty Officer, temporary arrangements have been implemented within the existing staffing framework, including administrative cover from the newly appointed Support Officer (General Manager). Consideration over the next few weeks will be given to what is required from a staffing perspective, depending on short to medium term levels of operational practice implemented.
- The facility will be closed from 21<sup>st</sup> Dec, reopening on 14<sup>th</sup> January, consistent with last years approach, and this will afford the team the opportunity to carry out a deep clean throughout the building and undertake minor property maintenance and interpretation display repairs.

***Guildhall toilets provision***

Project update:

- Officers will arrange a meeting with partners in the first quarter of 2025 on receipt of information requested in mid-2024 relating to data pertaining to the management and maintenance of the asset.

## ***Museum Structural Works***

Project update:

- 8 slate roof vents have been installed above the old masonic hall room to assist with ventilation and the challenges with managing the relative humidity. A meeting has been scheduled with GY Architects, landlord and tenant on 20<sup>th</sup> Nov to discuss some localised building management challenges pertaining to damp, settlement and lathe and plaster ceiling repairs.
- Several positive meetings have been held with the Museum Manager to discuss operational matters ranging from compliance to building management.

## ***Operational Update***

- The Council are working closely with the Abbey Remains Project team. The Historic England grant works relating to compilation of an up to date condition survey and removal of vegetation and soft capping/pointing repairs to Betsy Grimbal's Tower was completed in September and signed off by Historic England. Officers have held several meetings recently with the project team regarding next steps, including agreeing the format/content for the submission of a grant application to NLHF (IRO 200K). This potentially would mean there is a requirement with TTC as applicant, to produce a partnership agreement, and to discuss such aspects as governance if the Council were to consider being accountable body for any grant scheme award. The final draft application will be completed by early Dec 2024, with a further application for a similar amount intended to be submitted to Historic England in the new year.
- A meeting was held on 7<sup>th</sup> November with representatives of Taviskate/Youth Café to discuss next steps with the procurement of the multi-use wheeled sports facility. An approach has been agreed with regards to the tender documentation and assessment criteria, along with agreement on partners respective roles. One key milestone is that the Council has agreed to advertise the tenders in January 2025, return date March 2025, to facilitate the design and build process. It is worth noting that the project costs are anticipated to be IRO 300K and that about 1/5<sup>th</sup> of the process costs will be the approved contractor working 'at risk' until full project costs and permissions are secured.

- As previously explained and outlined within this years' service plan there has been a focus on developing further compliance documents. The Council has now completed a full review of the Service and reformatted the Pot Hole Register (inspections carried out 6 monthly), has amended the recording and reporting procedure relating to Play Park Inspections, is in the process of reviewing the asbestos registers and relabelling suspected ACM and are drafting NOPS/EAPs for the Guildhall. The Councils Health and Safety Policy Statement of Intent and Roles and Responsibilities section is also currently being reviewed by an external consultant, with the arrangements section to be completed. Two members of staff have recently completed RoSPA play park inspectors course.
- The Council is regularly liaising with Tavistock BID on such aspects as Dickensian Evening, Christmas lights and how best to assist with supporting the town centre as a positive visitor/shopping experience.
- The certificate for practical completion for Market Road retaining wall contract was signed off on 2<sup>nd</sup> Nov. Following on from this there was the unfortunate incident where 4 linear metres of the retaining wall was damaged on 11<sup>th</sup> Nov. On Saturday and Sunday of that week, after liaising with the Environment Agency, emergency works were carried out with the stonework from the damaged wall being recovered from the River Tavy, and a temporary flood defence barrier installed, prior to arrangements being agreed for the rebuilding of the wall.

Yours Sincerely



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