

AGENDA ITEM 8i**General Manager's Overview**
MONTHLY REPORT NOV/DEC 23
Council Project based Summary***Guildhall Refurbishment***

Project update:

- Capital programme completion agreed for the end February 24 due to the need to review the specified products for the internal automatic door furniture.
- The interim operating arrangements took effect on 6th October with the Council taking over the management of the interpretation centre. One of the main changes in approach is that subject to capacity it is now intended to keep the interpretation centre open in the first quarter of 2024. The centre will be closed from 23rd December 23, week commencing 1st January 24 will be utilised to undertake essential maintenance and a deep clean and the Gateway Centre will reopen to the public on Tuesday 9th January 24.
- The Council has also held further positive meetings with the World Heritage Site Lead and the Stakeholder Engagement Officer around the interim operating arrangements, future initiatives and training opportunities and a more co-ordinated promotional strategy has been implemented on the Guildhall Facebook (FB) page.
- Following the theme above, meetings have been scheduled week commencing 11th December with Tavistock Subscription Library, Tavistock Museum and Museum of Policing in Devon and Cornwall, to discuss how best each respective organisation can work with the Council and vice versa, regarding promoting heritage within the Guildhall Heritage Quarter.
- Specific to a Big Draw Project grant application to be applied for West Devon Arts Workshop, to support the grant application, it has been agreed that the Robing Room can be utilised from 22nd to 25th October 2024 for themed art workshops (aligned with topics within the Guildhall interpretation), as well as using the courtroom by WDAW and Discovery team on 12th and 19th October 2024 for free interactive sessions.
- The Council has commissioned a contract to install a further 4 CCTV cameras throughout the interpretation centre to assist with the monitoring and management of the facility. The installation is scheduled for January 2024 with the ability to view via an app on multiple devices.
- A tapestry has been installed in the Robing Room by the works department.

Guildhall toilets provision

Project update:

- Your Officers have again touched base with WDBC regarding discussing potential shared refurbishment costs and arrangements specific to the management of the cleaning contract which will form the basis for negotiations in relation to potential asset transfer.
- Discussions are ongoing with RM Builders regarding rectifying resin degradation in Guildhall car-park on 5 bays (aligned with the pay and display machine) which are covered under a 10-year warranty.

Town Hall external works

Project update:

- The contract is running to programme and slightly under budget (refer to museum section) as per the revisions agreed at the Special Meeting of Council on 29th August.
- All the works to the tower have now been completed and the scaffolding removed.
- Roofing works to the Mayors Parlour (including internal structural timber repairs) will be completed by 15th December.
- The aim is to then drop the remainder of the scaffolding on 18th December and to complete the remainder of the repointing works on the gable end facing the museum from 19th to 22nd December, including installing one remaining downpipe and cleaning the site.
- Any snagging works identified at practical completion will be undertaken in early January to mid-January along with repairing the main entrance doors to the Town Hall.
- All the benches have been repaired/redecorated in-house and re-installed adjacent to the front elevation and the depot team will redecorate the remaining front elevation lower level timber works (North entrance doors and central double doors) in January, weather permitting.

Bannawell play provision

Project update:

- Refer to Works Manager Report.
- Note: With the reported programme delay, works most likely to start March 24, Offers are taking the opportunity to look at revenue budgets to ascertain if any projected underspend can be released and repurposed to assist with installing wet pour on key pieces of equipment, rather than grass matting, knowing the site challenges regarding drainage.

Museum Structural Works

Project update:

- The additional spend authorised at the Special Meeting of Council on 29th August, have been completed. The

re-decoration works funded by the museum will be completed by 15th December.

- Regarding the healthy building guide and ventilation strategy The Council are currently investigating the existing ceiling ventilation and where this terminates, with consideration being given to installing some slate vents within the main roof along with commissioning some work to ease windows and install window furniture to assist the museum with their building management obligations.
- Investigations are also being undertaken regarding structural movement within and above the Court Gate Arch, including ascertaining why some lath and plaster ceiling has failed within the museum display room above the archway.
- With anticipated project savings from the Town Hall contract, your Officers are looking to repurpose those funds towards repointing the front elevation of the museum in lime pointing, utilising the specialist contractor on the Town Hall, with the schedule of rates agreed on that contract, along with repointing some of the crenulations.

Operational Update

- Regarding Tavistock Abbey Group Project the Guildhall was utilised by THT on 30th November to provide an overview to volunteers and interested stakeholders. The Council should hear shortly whether the submitted grant to Historic England for IRO of 30K to carry out vegetation removal, masonry stabilisation and to update the 2017 schedule of works for Betsy Grimbals Tower and the Still House has been approved. The Guildhall Courtroom was also recently used by University of Plymouth to carry out some training for police and crime students.
- A review of the Councils Health and Safety Policy is being carried out, with amendments being undertaken to the 'statement of intent' and 'responsibilities' sections being carried out in-house, with quotes being sought for the drafting of a new 'arrangements' section. On completion of the drafting of the new document, a partial external audit will be commissioned covering key generic health and safety aspects of the Councils' business operations, e.g. COSHH/fire arrangements.
- The organisational training matrix is also being reviewed as well in respect to essential health and safety training, with the aim of delivering a blended approach of in-house and external training.

Nov/Dec 23

General Manager

- A Whitchurch Down Management Plan Consultation Workshop has been scheduled for 31st January 2024, with the agreed outcomes being incorporated into the final revision of the new document.

Yours Sincerely



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