

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 15TH OCTOBER, 2019**

**BRIEFING NOTE
PROPERTY MAINTENANCE BUDGET**

1. INTRODUCTION

- 1.1 The Committee will be aware that the Property Maintenance Budget is agreed annually to provide routine and non-major maintenance and repair to properties owned by the Council. The budget in 2018/19 was £73,750 (of which £35,169 was expended).
- 1.2 The residue, as at year end, was then rolled over into the general balances of the Council to variously either support areas of overspend and/or contribute to reserves.

2. THE CURRENT POSITION

- 2.1 The current year budget for property maintenance is £73,935, of which £65,081 has been expended to date, alongside future commitments of £2,697 (totalling £67,778).
- 2.2 The significant spend in the current year (vis-a-vis last year) arises principally from two factors. Namely:-
 - Spend of £12,621 in connection with works to the Council Chamber Bay Window – the invoice for which was received in the current financial year, notwithstanding works undertaken in the last;
 - The introduction of additional works associated with the Pannier Market Surround (i.e. resin bonding at the entrance off Bedford Square) in the sum of £13,000. In normal circumstances this would have formed part of a capital scheme. However, it only became evident that the works were achievable during the conduct of the Pannier Market Surround, and to call contractors back to undertake the works separately would have incurred additional cost.

- 2.3 As such the latter represents exceptional spend, and in the circumstances it is requested that the Committee consider recommending to the Council that £13,000 be vired to the Property Maintenance Budget (comprising £6,500 from grounds maintenance (4037) and £6,500 from the reserve established in connection with the resurfacing of the Guildhall Car Park Public Realm).
- 2.4 This will enable the Works Department to responsibly anticipate delivering its routine obligations prior to financial year end and (over the course of the two financial years) continues to keep spend within normal parameters.

3. RECOMMENDATION

- 3.1 The instructions of the Committee and Council are sought.

**CARL HEARN
TOWN CLERK
TAVISTOCK TOWN COUNCIL
OCTOBER 2019**