

Date of Meeting: 22nd July 2021

Budget Payment Approvals

1. Purpose of Report

To consider costs for budgeted work at the Civic Hall as detailed within the Planned Maintenance Programme.

2. Introduction

The Town Council approved the current Planned Maintenance Programme during the budget setting process, but due to the on-going impact of the pandemic the Clerk has agreed to bring back proposals for works contained within the programme before incurring expenditure.

3. Background

Moving Spot head lights and Fixed LED lights – The lighting in the Civic Hall is used for the delivery of staged shows. The existing provision of both the moving and fixed lighting are circa 15+ years old, with suppliers advising that light bulbs (non LED) are no longer available to fit the existing equipment.

Kitchen warming cupboards – The existing warming cupboards were installed pre 1998 and were at the time reconditioned units. The warming cupboards are gas, with one of the cupboards no longer in working order, and the other temperamental which blows out when the kitchen doors are open.

4. Consideration

The estimated costs on the Planned Maintenance Programme associated with the replacement of the moving spotlights is £15,000 with spend coming from Capital reserves. The estimated cost on the planned maintenance programme for the fixed lighting is £3,500 and has been set in the revenue budget for 2021 under cost code 4214 (Fixtures & Fittings), which holds a totally yearly budget of £35,000. The estimated cost of replacement warming cupboards on the planned maintenance programme is £10,000 which has been set in the revenue budget for 2021 also under cost code 4214 (Fixtures & Fittings).

When the original budget of £35,000 was set for 2021 it was for the purchase of LED curtain, LED fixed lighting, fire doors, office heater, kitchen warming cupboards and coffee machines. However, the planned maintenance programme is currently being reviewed by officers before consideration by council and there will be recommended amendments to the programme which would result in not purchasing the LED curtain and delaying the purchase of new coffee machines until 2022. If this is supported, then it will allow the purchase of the moving and fixed LED spotlights from the revenue budget of £35,000.

As required by the Financial Regulations the Facilities Manager and Assistant Facilities Manager have obtained 3 quotes for both sets of lighting and the warming cupboards. The best quotes provided are:

Moving Spot head lights - £14,716 + VAT

Fixed LED lights - £2,872 + VAT

Warming Cupboards - £4,707 +VAT

Total cost = £22,295 + VAT

4. Recommendations

4.1 That members considered the proposals and recommend approval by Full Council

5. Financial Implications

The cost of all purchases could be funded from the revenue budget of £35K previously approved by Council. This would leave a further £12,705 within the budget for the purchase of the replacement fire doors (health & safety requirement).

6. Equalities Impact

There would be no equalities impact as a result of this report.

7. Personnel Implications

There would be no personnel implications as a result of this policy.

8. Environmental implications

The purchase of the new equipment for the moving and fixed lighting would allow for LED light bulbs.

9. Consultation

n/a