

**MELKSHAM TOWN COUNCIL**  
**MEETING OF FULL COUNCIL**  
**09/ August/ 2021**

*Future of the Assembly Hall*

**Report of the Head of Communications**

**1. Purpose of the report**

- 1.1. To update members on the background and current situation at the Assembly Hall (AH) after 18 months of disruption during the Covid-19 pandemic. It aims to update councillors on the recent history and current financial situation in relation to the AH. It will outline options that Melksham Town Council (MTC) could adopt.

**2. Background**

- 2.1. Prior to the outbreak of COVID-19, the AH was typically open for over 300 days per year, delivering a mixed programme of events, including live music, comedy and specialist acts booked and arranged by MTC directly. In addition, the AH was utilised via private hire on a weekly, monthly and/or bespoke basis by a number of groups of varying size and regularity (ranging from one-off events such as weddings to the regular West Wilts Model Car Club).
- 2.2. The AH, along with all MTC properties, was closed in March 2020 as part of a nationwide lockdown to curtail the spread of COVID-19.
- 2.3. The closure of the AH has had a severe impact on revenue for the council, as all but a handful of events have been cancelled or postponed ever since.
- 2.4. On 13 January, 2021, MTC councillors passed a resolution to take advantage of the Job Retention (or 'furlough') scheme, which has been utilised ever since, on a flexible basis.
- 2.5. MTC has received £13,026.54 through the Job Retention Scheme as of June end, 2021.
- 2.6. All COVID-19 restrictions were lifted on July 19, allowing the AH to legally reopen and operate like it did before the rules were enforced in March 2020. Nevertheless, the impact of COVID-19 on costs and on operations will continue as certain guidelines remain in place.

**3. Current Situation**

- 3.1. The AH is now open and accepting bookings for events until the end of September 2021. In-house events are currently on-sale via the AH website. A breakdown of the numbers of tickets sold for each event at the time of writing is show in APPENDIX 1

#### 4. Financial implications

##### Income/Expenditure: 2019 to 2022

- 4.1. 2019/20 is the most recent example of the AH accounts before any impact from COVID-19 (when a full calendar of events took place). In that year, the AH's expenditure exceeded its income (in other words, it experienced a 'loss') by £91,537. This shortfall can be seen by looking at 'Movement to (from) Gen Reserve' in Table 1 below.
- 4.2. In 2020/21 the AH was closed for the majority of the year, leading to an overall loss of £158,791 (the figure shown in Table 1 shows an earlier projection and can be ignored).
- 4.3. For 2021/22 a very reduced income of £40,500 has been forecast in the budget, as shown below. If this is achieved, the AH will incur a loss of £117,500.
- 4.4. Over the past two and half years and based on projections for the remainder of the 21/22 financial year, the AH is projected to lose £367,828 from April 2019-to April 2022. The funds which make up this shortfall come from General Reserves.

**TABLE 1**

	<u>Budget 2019/2020</u>		<u>Budget 2020/2021</u>				<u>Budget 2021/2022</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	38,000	33,159	29,000	(1,506)	(898)		10,000		
<b>Assembly Hall - Income</b>	188,000	183,250	176,000	4,687	4,018	0	40,500	0	0
<b>Expenditure</b>	306,400	274,787	294,900	134,254	181,116	0	158,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(118,400)	(91,537)	(118,900)	(129,567)	(177,098)		(117,500)		
<b>Total Budget Income</b>	1,115,440	1,132,772	1,146,702	953,710	958,525	0	1,034,286	0	0
<b>Expenditure</b>	1,115,440	907,899	1,191,702	692,221	937,479	0	1,075,950	0	0
<b>Movement to/(from) Gen Reserve</b>	0	224,874	(45,000)	261,489	21,046		(41,664)		

- 4.5. Calculations from the Facilities Manager indicate that the **hourly cost\*** to run the AH is as follows:

Excluding all staff costs:	£22.20
<b>Tier 1:</b> Including reduced 'small-event' crew:	(up to) £46.77
<b>Tier 2:</b> Including all AH staff costs:	£75.41
<b>Tier 3:</b> Including all AH and full casual bar/security staff costs:	£123.25

\*This was calculated on a 365 days per year basis, assuming a 40% utilisation of the AH between the hours of 8 AM and 12 Midnight. This translates as 6.4 hours of bookings every day.

**For full breakdown, please see APPENDIX 2**

- 4.6. **Table 2** below outlines numbers for all live shows produced in-house which were held during the 2019/2020 financial year. Please note that these figures track the costs vs revenue of each event (including casual bar and security staff). However, operating costs are not taken into account, so must be considered, using the hourly guide above. These have been calculated based on workings shown in **4.7** and added at the base of **Table 2**.

**TABLE 2: Live Events 2019-2020 – Income/Expenditure**

Show	Date	Profit/Loss after ticket sales (excluding bar income and central costs)	Bar Profit	Overall Profit/Loss after bar income/excluding central costs)
Fast Love	05 April 2019	-£716.54	£664.23	-£52.31
Derek Acorah	11 April 2019	£55.09	£226.40	£281.49
Bon Jovi Forever	13 April 2019	£18.29	£738.65	£756.95
Big Band Concert	30 April 2019	£271.20	£323.90	£595.10
Jethro	03 May 2019	£907.70	£1,184.88	£2,092.58
Kast Off Kinks	09 May 2019	-£19.43	£253.45	£234.02
Mark Steel	10 May 2019	£32.90	£523.50	£556.40
Committed to the Blues Brothers	18 May 2019	-£161.08	£523.50	£362.42
Strawbs	08 June 2019	-£506.00	£190.70	-£315.30
ELO Beatles Beyond	15 June 2019	-£126.42	£274.90	£148.48
Nikki Kitt	28 June 2019	£202.61	£94.88	£297.49
New Jersey Boys	05 July 2019	£573.47	£525.50	£1,098.97
Simon Goodall & The BAS	14 September 2019	£235.22	£129.05	£364.27
Blake	11 October 2019	£793.59	£293.70	£1,087.29
DS:UK	12 October 2019	£235.55	£422.80	£658.35
Andy Fairweather Low	01 November 2019	-£20.34	£349.85	£329.51
Rock For Heroes	14 November 2019	£173.31	£462.80	£636.11
John Lennon:UK	22 November 2019	-£19.60	£157.90	£138.30
Champions of Rock	29 November 2019	£600.89	£967.15	£1,568.04
Christmas Memories	17 December 2019	£179.69	£168.90	£348.59
Pantomime	19 December 2019	£579.17	£404.15	£983.32
Big Band Dance	30 December 2019	£374.70	£748.90	£1,123.60
Floyd In The Flesh	18 January 2020	£67.10	£563.60	£630.70
Rock'n'Roll Paradise	07 February 2020	-£105.61	£210.15	£104.54
Monsters of Rock	08 February 2020	£171.43	£751.40	£922.83
California Dreaming	21 February 2020	-£944.40	£184.05	-£760.35
Buddy Holly	06 March 2020	£240.10	£419.10	£659.20
Oasis/Roses	07 March 2020	-£1,016.73	£900.50	-£116.23
Powerhouse Gospel Choir	14 March 2020	-£568.51	£146.60	-£421.91
<b>Totals</b>	<b>Totals (before operating costs)</b>	<b>£1,507.37</b>	<b>£12,805.08</b>	<b>£14,312.44</b>
	<b>Total (estimated) Operating Costs</b>	<b>£64,513.26</b>		
	<b>Total (estimated) loss</b>	<b>-£50,200.82</b>		

4.7. Each event requires varying levels of staff-time in terms of planning, preparation and execution. The Facilities Manager has outlined a very rough average breakdown of the time commitments of the core staff as follows:

- Initial enquiry 1 hr
- Exchange contracts 0.5 hr
- Arrange marketing/emails 1.5 hrs
- Distribution of advertising 1.5 hrs
- Design poster/social media ad 2 hrs
- Marketing reports with agent 1 hr
- Book security/casual staff 1 hr
- Liaise with lighting/sound team 2 hrs
- Ticket selling 3 hrs
- Social media 2 hrs

- Clean backstage/auditorium 1 hr
- Arrange auditorium 3 hrs
- The event 8 hrs
- Settlement 2 hrs

**TOTAL** **29.5 Hours**  
X£75.41(core staff cost)  
**=£2224.60 per tier 2/3 show**

4.8. It is important to emphasise the fact that the calculations above are unavoidably crude and represent very broad estimates. It is impossible to ascertain an exact ££ figure for salaried staff involvement in individual events, which are hugely impacted by circumstance. A sell-out show involving a high-profile act will require much more staff attention than a poorly attended, lower profile gig, for example.

4.9. Based on these numbers, we can estimate the proportion of core staff time (aka – costs) spent on ticketed, in-house productions as follows:

4.9.1. Of the 29 shows listed in table 1, all but two are categorised as a tier 3 event, meaning they required full core staff involvement, as well as casual/security staff (which are taken into account separately). The other two events were tier 2 events.

Events: 29 x £2224.60 = **2019/20 LIVE EVENTS OPERATING COSTS: £64,513 (Est)**

4.10. Aside from Tier 2/3 events, the AH is the host venue for a number of events which fall into Tier 1. These are usually run by charitable organisations, community groups, youth sports clubs and independent hirers. These are organised by the groups in question with the support and assistance of AH staff, but require far less in terms of core staff time.

4.11. Total income from these Tier 1 Assembly Hall bookings over the same 2019/20 period was **£44,306** (excluding grants in the form of venue hires) but this was generated with considerably less staff hours.

#### General Reserves

4.12. In considering the financial implications of the plans for the AH, councillors must consider the funds available in our general reserves. As of 30 June 2021, the figure stood at £359,836 – meaning that the significant annual ‘losses’ of recent years will quickly become unsustainable. The onset of COVID-19 and the devastating impact it has had on all events spaces in the UK has brought this concern into stark focus. The financial shortfall of over £150k in 2020/21 makes this clear.

### **5. Risk assessment**

5.1. Several areas of risk are outlined in Section 9 below under Recommendations, attributed to each of the different ‘options.’ However, there are other two significant risks to consider, which apply to the AH independently of its future. These are:

#### 5.1.1. The future of the Blue Pool site

Melksham Campus is scheduled for completion in 2022. There is uncertainty surrounding the future of the Blue Pool leisure centre, which currently adjoins the AH.

### 5.1.2. Outstanding works outlined in the building inspection report – Jan 2020

Members should consider the work outlined in the building inspection report for the AH which was conducted in January 2020.

The required works, which are significant (although not predominantly urgent), are outlined in APPENDIX 3

The total estimated cost of all outstanding High and Medium works (these were recommended for completion by the end of 2021) is **£109,500**

### 6. **Crime and disorder implications**

A closed building could attract unwanted attention by vandals/squatters.

### 7. **Environmental considerations**

The AH is an environmentally 'inefficient' building even by the standards of 1960s/70s construction, due to its metal roof. Heat escapes through the roof in the winter and offers no protection in the summer.

### 8. **Safeguarding**

None

### 9. **Recommendations**

9.1 A 'retain the status quo' option has not been explored in this report. The acuteness of risk this would place on MTC in light of COVID-19-impacted losses and the impact this has had on the General Reserves is simply too great for taxpayers to bear.

#### 9.2. **OPTION 1: 'Moth ball' the AH**

This option would see the AH 'temporarily closed.' It is the surest and most immediate way to protect MTC from financial risk. Given the uncertainty over the future of the Blue Pool site after the completion of the Melksham Campus, this option does allow for more nimble planning when the position on the future of the site is clearer, in the next 18 months or so. However, it also comes with substantial risks:

1) It is easy to shut an events space, but once shut, it becomes increasingly challenging and complicated to reopen as time goes on.

2) Full temporary closure of the AH would effectively necessitate making the current AH staff redundant. Apart from the obvious disruption this would cause the individuals concerned, MTC would also lose the skills and experience of said staff members.

3) The space would be – temporarily at least – lost to the community, from which many different groups and organisations have long utilised the AH as a venue to host events. Depending on the cost and availability suitable and alternative local venues, MTC could mitigate the impact of this by funding/subsidising third-party providers. However, the absence of such a large and central council-run facility would be felt by a community who has become accustomed to its presence.

4) Even a closed AH would cost money to maintain. A rough estimate from the Facilities Manager to maintain a closed hall would be £10k per year.

#### 9.3. **OPTION 2: 'Village Hall' format**

As has been outlined in Section 4, the most onerous and time-consuming area of work for AH staff is the planning, preparation and execution of live events. It is also the most financially burdensome to MTC as it

requires the skills and experience of a full-time event manager and significant support from his or her deputies. Moreover, as the event organisers, MTC assumes most of the financial risk for such events.

If members were to opt to axe the bulk of these live events, it would 'release' approximately £64k in staffing and other central costs. (based on 2020/2021 figures, as explained in Section 4)

In the 'village hall' scenario, the AH would turn its focus away from event organisation and more towards running a community hall for hire. This could be achieved with a further reduced staff quota – although exact needs would be dependent on the demand for utilising the space.

A caretaker plus part-time assistance from members of the Town Hall and Amenities teams could combine to deliver this, which would allow the community to use and enjoy the facility. However, there are risks:

- 1) As with option 1 it is easy to shut an events space, but once shut, it becomes increasingly challenging and complicated to reopen it as time goes on. If the building is still being used as a space for hire – this will protect MTC from some of the risks, but not all.
- 2) The capacity of the AH to generate income will be reduced.
- 3) This model would effectively necessitate making the current AH staff roles redundant. Apart from the obvious disruption this would cause the individuals concerned, MTC would also lose the skills and experience of said staff members. There would be a possibility to retain/transfer staff into the caretaker role.
- 4) Time pressure on remaining staff. It would not be financially viable to employ a full-time caretaker during the working week, as community use of the amenity is, by nature, sporadic and difficult to predict over the long term. For the AH to function as a 365 days a year venue, this would inevitably fall to Town Hall officers and the amenity team, which could impact existing work.

#### 9.4. **OPTION 3: Operate as a 'Hosting Venue'**

A third option is to take bookings from outside promoters, private hirers and community organisations but not promote or book these events independently – unless agreed as part of the agreement, at a price. This would necessitate retaining 1.5 members of the AH staff (1 x FT Deputy Facilities Manager 1 x PT Deputy Facilities Manager) to help with basic venue preparation and to help facilitate events.

This option would have the added benefit of flexibility (two members of staff allows for day, evening and holiday cover) and retaining in-house specialisation (AH staff's skills and experience relevant to events and knowledge of the infrastructure of the hall). This would mitigate the risk laid out above in Risk 3 of Option 2.

As with Option 1 and 2 this scenario would involve axing in-house produced live events, thereby 'releasing' approximately £64k in staffing and other central costs. (based on 2020/2021 figures, as explained in Section 4)

##### **Risk:**

- 1) Operating as a hosting venue will involve higher central costs than options 1 or 2, and therefore the risk of financial loss is higher if the AH is unable to attract sufficient outside promoters and/or private hirers. The potential for income generation is also higher, of course.

9.5. **OPTION 4:** Greater focus on Cinema + Option(s) 2 and/or 3

The hall is proud to own a cinematic standard projector and screen – in a town with no commercial cinema. Other than an annual service and the occasional bulb replacement the running costs are low. New release films can be sourced from national distributors and shown on a split deal (normally 55/45 of door in their favour) or licences to show DVD's of classics can be obtained at around £100 per showing. Cinema offers a cheap form of entertainment to the community at a relatively low cost. With a licensed bar, and large adaptable hall, there is potential opportunity to increase interest in regular film showings.

This is not so much a standalone option, but one that is worth greater consideration in conjunction with Option(s) 2 or 3.

Risk:

- 1) Need to broaden customer-base, which would involve some investment into the roll-out of cinema nights (examples include: update snack and drink offerings and rethinking advertising/marketing)
- 2) Poor attendance.

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## APPENDIX 1

			Sales
<b>July</b>			
19	Melksham Seniors	Film	
20	Good News Church	Meeting	
24	Melksham Rock'n'Roll	Hire	
25	4-Star Dance	Rehearsal and Show	
26	West Wilts Model Car Club	Hire	
<b>August</b>			
2/9/16/23	West Wilts Model Car Club	Hire	
19	Bringing Back the Good Times	Show	(30)
21	Melksham Rock'n'Roll	Hire	
<b>September</b>			
3	Unravelling Wilburys	Show	(40)
4	Floyd In The Flesh	Show	(11)
5	Melksham Community Meals	Hire	
6/13/20/27	West Wilts Model Car Club	Hire	
8/15/22/29	Taekwondo	Hire (tbc)	
12	Melksham Gardening Society	Hire	
16	Historic Association	Hire	
18	ELO/Beatles	Show	(6)
22	Area Board	Hire	
24	Private Booking	Hire	
25	Melksham Rock'n'Roll	Hire	



## APPENDIX 2

			<b>Per shift</b>	<b>Hour</b>
<b>STAFF costs</b>				
Venue Manager			£123.73	£16.72
Deputy Manager			£80.36	£10.86
P/T Duty Manager			£46.98	£10.44
Cleaner			£40.79	£9.27
Casual Staff (Normally two required)			£65.68	£8.21 x 2
Security (when required)			£60.00	£15.00
<b>OTHER costs</b>	<b>Annum</b>	<b>Month</b>	<b>Day</b>	<b>Hour*</b>
Electricity	£13,180.00	£1,098.33	£36.11	£5.64
Gas	£335.00	£27.92	£0.92	£0.14
Water	£3,000.00	£250.00	£8.22	£1.28
Licences (PRS, PPL, etc)	£3,478.00	£289.83	£9.53	£1.49
Cleaning Materials	£1,366.00	£113.83	£3.74	£0.58
Stationary/Printing/Postage	£277.00	£23.08	£0.76	£0.19
Rates	£8,480.00	£706.67	£23.23	£3.63
Service Contracts	£8,244.00	£687.00	£22.59	£3.53
Publicity & Marketing	£9,415.00	£784.58	£25.79	£4.03
Data Coms/Phone/Card Mac/Alarms	£3,278.00	£273.17	£8.98	£1.40
Stocktaking	£800.00	£66.67	£2.19	£0.34
<b>Total</b>	<b>£51,853.00</b>	<b>£4,321.08</b>	<b>£142.06</b>	<b>£22.20</b>

**\*Hourly rate is based on a 40% utilisation of the AH between the hours of 0800-Midnight, every day, 365 days per year (6.4 hours per day)**

## Building Inspection Report – January 2020

### Legend:

<b>Low</b>	WORKS REQUIRED IN YEARS 3-10
<b>Medium</b>	WORKS REQUIRED IN YEARS 1-2
<b>High</b>	IMMEDIATE ACTION FOR HEALTH & SAFETY REASONS

<b>ASSEMBLY HALL</b>		
<b>Item</b>	<b>Task</b>	<b>Risk</b>
<b>Roof – Pitched and Clad, Metal trapezoidal clad pitched and hipped mansard roof with steel fink roof trusses over the main hall area.</b>	External finish appears adequate. The internal face of the cladding is exhibiting surface corrosion from trapped condensation and failing internal rigid insulation board fixings. This cladding system is close to the end of its economic life and roof refurbishment must be considered and budgeted for over the next 5-8 years.  Redevelopment of the Assembly Hall should be considered.	Low £35K
<b>Roof – Flat Roofs. Timber decked and covered in torched on bituminous felt and gravel UV protection; lead flashings with masonry upstands and copings atop</b>	Roof noted to be ponding rainwater. Copings and brick cappings loose in isolation. Flat roofs offer no gradient across them to outlets. Roof lights to the rooms below in poor, leaking repair. Regrade to form flat roof slope; cleanse all moss off. Reset loose copings/cappings; (H&S risk)	Medium £25K  <b>High</b> <b>£1.2K</b>
<b>Roof - Slate roof to older Georgian 3 storey section of the building. Roof covering appears to have been refurbished in a synthetic slate along with new guttering and downpipes.</b>	No immediate roof issues noted but access to inspect poor. No access. Allow provisional sum	Low £2.5K
<b>Roof Flashings - Flashing to particular lengths of the flat roofs</b>	Flashings not dressed up the wall effectively. Assess and reseal upstands as inspected.	Medium £1.5K

<b>Chimneys - Extract ventilation chimney cowl serving the clad pitched roof.</b>	Leaking around roof penetrations. Access and reseal.	Medium	£1.2K
<b>Chimneys - Older Georgian 3 storey section of the building</b>	Stone chimneys above roof level appear to have been removed. Access minimal. Evidence of rainwater penetration around the large modern flue pipe that ascends up through the older uninhabited parts of the building from the plant room. Allow Provisional sum for access and works to seal the leak.	Medium	£1.0K
<b>Guttering - Proprietary channel guttering to the perimeter of the clad pitched roof</b>	Silted and partially blocked to lengths ; lack of regular cleansing; shrubby growth; moss blockages; coping stone friable into the guttering; minimal gradient to the guttering channel. Cleanse in the short term. Cost included for new clad pitched covering and gutters in roof maintenance		
<b>Guttering &amp; Downpipes - Cast iron downpipes, lead outlets and hopper-heads to the flat roof areas.</b>	Working but in very tired decorative repair. Access and redecorate	Medium	£1.2K
<b>Elevations - Brickwork cavity wall to the frontage with tiled drip course and brick capping.</b>  <b>Rubble stonework 'brought to course' with ribbon pointing to the left side elevation.</b>	Vertical brick hairline cracks due to lack of expansion joints - thermal expansion.  Satisfactory condition; repointing in next 8 years. Side exit door heads prone to rainwater tracking in.  Copings are loose in lengths of the parapet upstand.  Disk cut expansion joint (specialist works);  Repoint ribbon pointing piece meal.	Medium	£6.5K
<b>Elevations - Natural ashlar stone and quoins to the old Georgian structure.</b>	Difficult to access to fully inspect; Consideration of the future of the Assembly Hall and redundant	Low	£8.0K

	<p>caretakers/storage rooms needs to be considered. No access. Allow provisional sum Note - The swimming pool utilises large water tanks within this demise.</p>		
<p><b>Windows UPVC - Double glazed set within reinforced reconstituted stone protruding frames.</b></p>	<p>UPVC units in satisfactory condition.</p> <p>The reconstituted stone surrounds noted to be fractured and spalling at their connections and corrosion of rebar damaging stone. Consider the future of the Assembly Hall.</p> <p>50% of the reconstituted stone surrounds require assessment, loose stone removing and new 'plastic' stone repairs. Treat corroded exposed rebar prior to repair.</p>	Medium	£8.9K
<p><b>Windows - Painted timber (old section); Windows - Painted metal Crittal (old section) Single glazed units fitted in the older Georgian redundant areas of the building.</b></p>	<p>Painted and Crittal - all very tired, rotten, warped and corroding due to lack of maintenance. Consider future of the Assembly Hall and moth balling older sections. Costed here for all new UPVC window units Provisional.</p>	Medium	£12.0K
<p><b>Windows - Roof Lights Set within the flat roofs. Polycarbonate x 3 domed roof lights. Basic flat Georgian wired glass rooflights. Velux pine rooflights.</b></p>	<p>Upstands to all roof lights are in questionable; Georgian wired glass failing and unsuitable to boiler rooms. Upstands to all roof lights are in questionable; Georgian wired glass failing and unsuitable to boiler rooms.</p> <p>Allow for roof lighting specialists to assess and reseal all upstands.</p>	Medium	£4.5K
<p><b>Doors – External Powder coated entrance doors.  Side fire escape painted timber doors.</b></p>	<p>No issues with powder coated doors.</p> <p>All single and double painted fire exit doors are in poor decorative condition and areas of wet rot exhibited to lower</p>	Medium	£7.0K

	frames and lower door sections. Replace all the timber doors with more robust door/frame units; allow for new signage, ironmongery/push bar and alarm reconnections.	
<b>Floor Structure - Solid loadbearing concrete slab to main ground floor areas.</b>		No issues
<b>Floor Structure - Timber suspended joists to old redundant areas.</b>	Areas of wood boring insect noted to the first-floor timber deck and joists in the care takers redundant dwelling. Elsewhere all timber floors dated and/or overlaid with MDF sheet. Open-up floorboards and spray preservative to exposed joists.  Consider moth balling areas.	Medium £1.5K
<b>Floor Finishes – Main Hall (Gym style sprung boards)</b>  <b>PVC Tiles</b>  <b>Carpet/Carpet Tiles</b>  <b>Altro/Vinyls</b>	Hall floor is scuffed and faded. Prepare and reseal the Hall floor in approved system.  PVC tiles can have asbestos content and require identifying. Ensure PVC tiles are tested and recorded in the asbestos register.  Carpets generally acceptable.  Altro and vinyls satisfactory.	<b>Work already completed in August 2020</b>
<b>Internal Walls/Partitions - Predominantly solid and loadbearing occasional stud work and IPS cubicles.</b>	No structural issues noted internally.  Damp is penetrating through to lower areas of the older sections of Dressing room, boiler room and dressing room toilets. Consider moth balling areas; cost estimate for drilling damp proof course and internal tanking to selected areas only.	Medium £4.5K
<b>Staircase - Timber stair to the old section of the Assembly Hall.</b>	Ascends Ground to first and first to second. Reason repair but uncovered bare wood generally.	

	Suitable for redundant area. No works.  Stair to back of house Dressing Room.		
<b>Wall/Ceiling Decorations - Emulsion paint finishes generally. Older sections allow for wallpaper.</b>	Full redecoration must be budgeted for. Consideration of the older sections to possibly moth ball. Allow for full redecoration of walls and ceilings - cyclical 8-year programme.	Low	£19K
<b>Ceilings - Main Hall - Mineral tile 600 x 600 grid</b>	All in place. Dated and discoloured. Question fire rating of the tile insert to contain fire spread? Roof void above does allow for Rockwool fire break mid-way along the void but question whether fire door set in the barrier is actually fire containing? Costed to replace / upgrade 600 x 600 tile inlay from tower scaffold.	Medium	£3.5K
<b>Ceilings - Ancillary rooms Mineral tile inserts Lath plaster ceilings to old sections</b>	Boarded ceiling finishes with skim and emulsion are satisfactory but redecorate costed. Mineral tile grids in modern toilet areas in good repair. Lath and plaster ceilings to old store sections are dilapidated and mouldy. Old ceilings to redundant sections require assessment to whether redevelopment is more cost effective. Redecorate boarded finishes. Not costed.		
<b>Kitchen Provision - Stainless steel units</b>	Not included. Note - cooker extremely worn and dirty. Overhaul/replace cooker/hob. Gas supply failure warrants replacement of pipework.	<b>Deep clean of the ovens undertaken in July 2020</b>  Medium	£4.0K
<b>Internal Doors - Generally timber plain faced and / or upper Georgian wired. Steel handles; smoke seals, self-closers</b>	Dated. Questionable fire containments qualities. Redecoration cost included. Consider upgrading all internal doors following fire risk assessment.	<b>Fire risk completed in Feb 2020 recommended the replacement of fire doors.</b>  Medium	£22.0K
<b>Timber Skirtings – Painted timber</b>	Generally acceptable but included in redecoration costing. Redecorate included.		

<b>Sanitary Accommodation – Toilet to Dressing Room</b>	Dated and worn repair. Renovate toilet and sink	Medium	£0.8K
<b>Sanitary Accommodation – Male/female and Disabled provision</b>	Generally refurbished in recent years	No issues	
<b>Old Section of Core - Upper floors once used for caretaker. Kitchen and bathroom, walls, ceilings, and mechanical all beyond repair.</b>	Dilapidated and redundant. Provisionally allow for a complete refurbishment of this area	Low	£65K
<b>Heating – Air Handling Units throughout. Plug in electric convectors noted elsewhere.</b>	<i>(error on report as copy and pasted from Melksham News office report)</i>	<b>AHU inspected in September 2020</b> <b>Three units in need of repair/replacement</b>	Medium £2.0K
<b>Alarms – Fire, detection, and intruder</b>	Not tested. Testing regime and certification.		
<b>Electrical – Reasonably modern installation with fuses, consumer unit and metering arrangement.</b>	Not tested. Instantaneous water heaters to toilets are not acceptable in their current condition. Appear adequate. Allow for servicing / testing. 3 x Water heater replacements in 1 year.	Medium	£1.2K
<b>Asbestos Register</b>	The Asbestos Register for the building should be found in the reception area of the building. Situation needs to be clarified. Clarify the situation. ACMs maybe present in the PVC tiles and older sections of the store areas.	Arrange for the register to be made available onsite	
<b>Fire Risk Assessment/fire precautions and means of escape – Fire and Heat Detection</b>	None noted at the premises. Testing regime to be ensured.	<b>High - Fire risk assessment was completed in June 2020</b>	
<b>DDA – Access Ramp</b>	Level access provided.	No issues	
<b>DDA - Lift</b>	Not required as all one level. An 'Access statement' is required reflecting the Nature of the building and the offset between the building losing character and accessibility.	No issues	
<b>DDA - Toilets</b>	An accessible toilet facility was noted off the Foyer	No issues	
<b>Safety Glazing - Various areas of glazing are within 'at risk' zones and it is unclear as to whether these areas comply with the glazing regulations.</b>	Not deemed applicable in this scenario.	No issues	

<b>Building Regulations – Operation and maintenance documentation</b>	Full as built documentation should be available at the site. Compile documentation.	See notes
<b>General – Maintenance Records</b>	Only electrical and gas testing information was seen on site. Compile maintenance records.	Electrical inspection carried out in June 2020
<b>Tree Proximity</b>	N/A	No issues
<b>Vermin</b>	No issues were noted.	No issues
<b>Invasive Vegetation</b>	No immediate issues were noted but this should be kept under review.	No issues