



**AGENDA FOR THE OPERATIONS COMMITTEE
MONDAY 19th MARCH 2018 AT THE GUILDHALL TOTNES**

You are hereby summoned to attend the Operations Committee Meeting, which is to be held in the Guildhall, Totnes on **Monday 19th March 2018 at 3pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	
	<i>The Committee will adjourn for the following item:</i>	
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	
	<i>The Committee will convene to consider the following items:</i>	
2	To discuss any matters arising from the minutes of the last meeting (already agreed through Full Council).	Enclosure
3	To consider the budget monitor and any virements needed	Enclosure
4	To note an update on the Civic Hall office space refurbishment	Verbal update from the Town Clerk
5	To consider an application to SHDC for Section 106 monies for Market Square improvements	Verbal update from the Town Clerk
6	To note the external decoration of the Eastgate	Enclosure
7	To review any NP expenditure proposed	
8	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	Verbal update from the Town Clerk
9	To note the date of the next meeting: Monday 23 RD April 2018 at 3pm	
	<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>	
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	Enclosure
11	To consider a confidential matter (confidential as could become a legal dispute)	CLlr M Adams

Committee members:

CLlr M Adams (Chair)
CLlr R Adams
CLlr E Price
CLlr J Westacott
CLlr J Sweett
CLlr P Paine

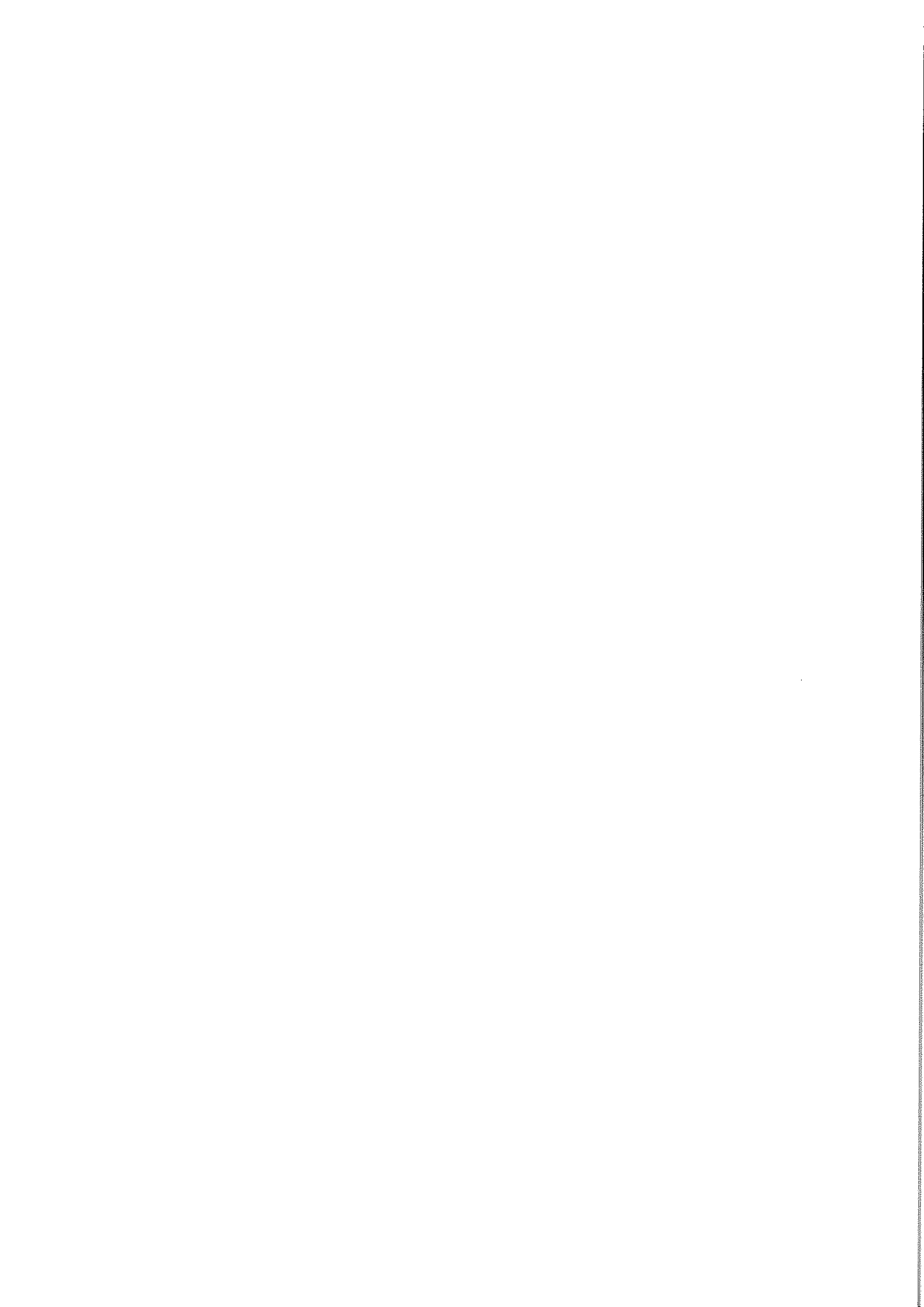
Future meetings agenda items:

- To approve the Insurance Renewal package
- Update Standing Orders

- Update Statement of Internal Control
- April - Review Earmarked Reserves
- To consider the reviewed Financial Regulations for recommendation to Full Council.
- To consider the Annual Return for recommendation to Full Council.
- To consider the Internal Audit report
- To review a summary of the required actions resulting from the Risk Assessment programme

Catherine Marlton

Town Clerk





MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 19th FEBRUARY 2018 AT THE GUILDHALL TOTNES

Present: Councillor M Adams (Chairman), Paine, Westacott MBE, R Adams and Sweett.

Apologies: None.


In Attendance: Catherine Marlton (Town Clerk), 6 members of the public, 1 member of the press.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	<p>A member of the Fair Trade group expressed their disappointment at the charging policy for the Civic Hall railings. The Town Clerk explained that demand for the space is high and hirers of the Civic Hall always have first refusal on display space.</p> <p>Councillors were clear that although any exemption of fee would be a matter for the Paige Adams Trust, they do need to be fair to all groups asking, particularly those that are non-profit and based locally.</p> <p>It was suggested to the Fair Trade group that they could apply to the Paige Adams Trust for a grant to cover some of their ongoing project costs such as the entry signage to the town.</p> <p>A member of the St Mary's Heritage Project outlined that the consultation on the proposals would be taking place between 22nd February and 3rd March and encouraged Councillors to get involved and attend the events. The outcome of that consultation process will be sent to Councillors prior to a decision being taken on the War Memorial location at April Full Council.</p> <p>A member of the Central Totnes Campaign expressed their support for the consultation programmes being discussed later in the agenda. They felt community involvement is vital given the importance of the Civic Square to the whole town.</p>
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	None.
3	To consider the budget monitor and any virements needed: a) Tourism Community Budgeting – Tourism core budget £5560 b) Mayoral budget - Councillor Training £300	<p>Councillors reviewed the budget monitor. The following virements were agreed:</p> <p>a) Tourism Community Budgeting – Tourism core budget £5560 b) Mayoral budget - Councillor Training £300 c) Neighbourhood Planning – Staff costs £275 d) Guildhall Maintenance – Professional Fees £4500</p>

	c) Neighbourhood Planning – Staff costs £275	<p>It was AGREED that the defibrillator training must go ahead and be funded from the Community Outreach budget despite that budget line being overspent.</p> <p>It was noted that the staff training and travel would be overspent but Councillors asked the Clerk to ensure staff still claimed mileage for meetings and conferences attended.</p> <p>It was noted that the photocopier contract would be updated to add a 'collate and staple' function – this would be within budget allocation.</p> <p>It was noted that the Elections line will be overspent depending on the date of the second by-election.</p>
4	To consider the Civic Square improvement project and proposed consultation process	<p>It was RECOMMENDED to Full Council that the attached consultation programme be agreed.</p> <p>It was AGREED that an initial allocation of £1,000 from the 18/19 budget be spent on design fees as outlined by the Town Clerk. This would be from the £10,400 outlined for environmental improvements in the 18/19 precept setting meeting.</p> <p>It was AGREED that an initial allocation of up to £400 from the 18/19 community outreach budget be spent on consultation as required.</p>
5	To note the deadline for the Councillor Allowances claims for 2017/18 of 28 th February 2018	Noted. Councillors were clear that no late claims would be accepted. The Town Clerk was asked to speak to new Councillors to explain the process.
6	To consider an update on the Council Venue Working Group meeting	<p>The Town Clerk verbally updated.</p> <p>It was AGREED that the Civic Hall 'tabs' should be taken down given their poor state of repair.</p> <p>It was AGREED that the Town Clerk should investigate possible casual technician contractors locally for use during events.</p> <p>It was noted that the cleaning specification of the Civic Hall would be changed over the coming months. The Town Clerk will update with a detailed specification in due course.</p>
7	To consider the January 22nd 2018 NP Task and Finish Group and any actions/expenditure required.	Noted. No actions requiring authorisation.
8	To review the NP budget and approve any expenditure proposed.	It was noted that internal staff time would not be used beyond 28 th February to save resources for later in the project timeline.

9	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	It was AGREED that up to £3,000 should be spent on improved security measures for the Guildhall and offices, funded from the general reserve if required.
10	To note the date of the next meeting: Monday 19 th March 2018 at 3pm	Noted.
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	PLEASE SEE PART 2 MINUTES
12	To consider quotes for the conversion of the Elizabethan Store and agree a budget allocation (confidential as contains commercially sensitive information)	PLEASE SEE PART 2 MINUTES

Catherine Marlton



Town Clerk

ITEM 4 – Civic Square improvements

Monday 19th Feb Operations Committee - to consider the options on the square design works and to consider funds and staff time to be spent on the consultation process. This meeting will be open to the public.

Monday 5th March Full Council will consider the Ops recommendations/actions and note any details/comments made by Councillors and members of the community. Again this is open to the public.

from Wednesday 7th March - Town Council promotes community engagement process and invites comments and ideas.

Tuesday 20th March from 7pm - 8pm - drop in session hosted by the Town Council in the Guildhall/Civic Hall for members of the public to express their views on surface options, street furniture, functionality, water fountain. Also sending out e-survey outlining the same questions. Closing date for comments 2nd April 2018.

Monday 2nd April – Town Council collate feedback.

Tuesday 3rd April – Town Council and SHDC to meet to review feedback and agree specification design work. Architects are then instructed that week. Deadline given of 30th April.

30th April - detailed designs received and are circulated to all members and the community who are asked for feedback by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. Deadline for comment of 21st June 2018

Monday 21st May - Operations Committee receive the designs and express their views.

Thursday 31st May 2018 - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up

Thursday 21st June 2018 - Town Council collate consultation responses on the design options.

Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information and votes on the preferred design.

from Tuesday 3rd July - SHDC Tender process and ordering of surface materials (some with 12-15 week lead time). Town Council gets quotes based on the agreed design for works not covered by the SHDC budget. If required submit an application to the S106 fund for improvements to amenity space or consider other funding sources.

Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.

Monday 3rd September 2018 - Town Clerk asks the Town Council to agree the detailed costings for the Market Square improvements.

Winter 2018 – works are completed

12/03/2018

Totnes Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/03/2018

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 ADMINISTRATION							
1190 Events & Venues Income	6	0	0	0			0.0%
6283 Car Park Permits	0	833	0	(833)			0.0%
6284 Green Sacks Sales	0	13	0	(13)			0.0%
ADMINISTRATION :- Income	<u>6</u>	<u>845</u>	<u>0</u>	<u>(845)</u>			
1101 Salaries and Pensions	30,747	124,001	133,925	9,924	9,924	92.6%	
1103 Staff Training and Travel	653	2,806	2,500	(306)	(306)	112.2%	
1105 Staff Eye Tests	174	99	380	281	281	26.2%	
1106 Staff Recruitment	1,463	470	500	30	30	94.0%	
1108 CLLR EXPENSES	45	0	0	0	0	0.0%	
1110 Utilities	2,060	1,977	2,750	773	773	71.9%	
1111 Office Supplies	2,042	768	2,000	1,232	1,232	38.4%	
1123 Photocopier	1,310	1,176	2,000	824	824	58.8%	
1156 Insurance	5,951	5,487	6,500	1,013	1,013	84.4%	
1160 Office Equipment	537	536	1,000	464	464	53.6%	
1167 Events & Venues Expenditure	603	1,216	500	(716)	(716)	243.2%	
1169 Car Park Permits	0	1,608	0	(1,608)	(1,608)	0.0%	
ADMINISTRATION :- Indirect Expenditure	<u>45,584</u>	<u>140,143</u>	<u>152,055</u>	<u>11,912</u>	<u>0</u>	<u>11,912</u>	<u>92.2%</u>
Movement to/(from) Gen Reserve	<u>(45,578)</u>	<u>(139,298)</u>					
102 CIVIC AND DEMOCRATIC							
1277 Civic Events	332	1,322	0	(1,322)			0.0%
CIVIC AND DEMOCRATIC :- Income	<u>332</u>	<u>1,322</u>	<u>0</u>	<u>(1,322)</u>			
1201 Salaries and Pensions	73,606	0	0	0	0	0.0%	
1202 Mayoral Allowance	0	305	3,250	2,945	2,945	9.4%	
1205 Civic Events	4,796	4,265	3,250	(1,015)	(1,015)	131.2%	
1225 Civic Regalia	399	109	400	291	291	27.1%	
1230 Town Sergeant	1,279	685	1,000	315	315	68.5%	
1231 Mayoral Travel	0	91	0	(91)	(91)	0.0%	
1234 Councillor Allowable Expenses	174	0	0	0	0	0.0%	
1235 Councillor Training and Travel	843	900	2,000	1,100	1,100	45.0%	
1236 Professional Fees	3,470	3,149	5,400	2,251	2,251	58.3%	
1237 Elections	6,900	0	6,000	6,000	6,000	0.0%	
1238 Subscriptions	1,930	1,868	1,950	82	82	95.8%	
1240 Community Outreach	1,771	6,924	5,750	(1,174)	(1,174)	120.4%	
1241 Website and IT	1,645	892	1,000	108	108	89.2%	
1242 Councillor Allowances	3,375	(375)	5,542	5,917	5,917	(6.8%)	
CIVIC AND DEMOCRATIC :- Indirect Expenditure	<u>100,189</u>	<u>18,812</u>	<u>35,542</u>	<u>16,730</u>	<u>0</u>	<u>16,730</u>	<u>52.9%</u>
Movement to/(from) Gen Reserve	<u>(99,856)</u>	<u>(17,490)</u>					

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Detailed Income & Expenditure by Budget Heading 01/03/2018

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 TOURISM</u>							
2181 Retail Sales	2,274	0	0	0			0.0%
2182 Totnes Guide and Website	21,861	20,445	25,000	4,555			81.8%
2183 Advertising	600	21	0	(21)			0.0%
2184 Accommodation Bookings	13	0	0	0			0.0%
2185 Miscellaneous Retail Sales	519	34	0	(34)			0.0%
2186 Car Park Permits	725	0	0	0			0.0%
2187 Community Group Tickets	964	0	0	0			0.0%
2193 Princess Theatre Tickets	1,452	0	0	0			0.0%
2194 National Express Tickets	2,991	0	0	0			0.0%
TOURISM :- Income	31,400	20,500	25,000	4,500			82.0%
2100 Retail Sales	456	0	0	0		0	0.0%
2101 Salaries and Pensions	33,590	12,636	13,000	364		364	97.2%
2103 Destination Management	7,056	8,858	11,700	2,842		2,842	75.7%
2106 Marketing	0	1,270	1,000	(270)		(270)	127.0%
2113 Water	86	(16)	0	16		16	0.0%
2114 Utilities	1,041	(82)	0	82		82	0.0%
2115 Post and Telephone	472	43	0	(43)		(43)	0.0%
2116 Stationery	135	0	0	0		0	0.0%
2117 Mill Rent	1,470	(563)	0	563		563	0.0%
2122 Office Equipment and Supplies	17,417	0	0	0		0	0.0%
2123 Information Boards	297	0	0	0		0	0.0%
2161 Bank Charges	303	60	0	(60)		(60)	0.0%
2173 National Express Tickets	2,694	0	0	0		0	0.0%
2174 Community Group Tickets	1,217	0	0	0		0	0.0%
2175 Princess Theatre Tickets	1,491	0	0	0		0	0.0%
2177 Totnes Guide and Website	18,775	18,873	20,000	1,127		1,127	94.4%
TOURISM :- Indirect Expenditure	86,502	41,079	45,700	4,621	0	4,621	89.9%
Movement to/(from) Gen Reserve	(55,102)	(20,579)					
<u>301 GUILDHALL</u>							
3181 Admissions	4,634	5,210	4,000	(1,210)			130.2%
3182 Retail Sales	139	79	0	(79)			0.0%
3183 Hire Charges	3,575	3,912	4,000	88			97.8%
GUILDHALL :- Income	8,349	9,201	8,000	(1,201)			115.0%
3101 Cleaning	1,418	2,257	2,000	(257)		(257)	112.8%
3103 Building Maintenance	19,731	1,835	11,000	9,165		9,165	16.7%
3112 Business Rates	5,324	5,702	5,485	(217)		(217)	104.0%
3113 Water	106	116	200	84		84	57.9%

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Detailed Income & Expenditure by Budget Heading 01/03/2018

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3114 Utilities	522	508	3,000	2,492		2,492	16.9%
3115 Staff Costs	6,955	1,638	5,365	3,727		3,727	30.5%
3122 Equipment Maintenance	359	1,208	1,000	(208)		(208)	120.8%
3125 Marketing and Licences	27	0	0	0		0	0.0%
GUILDHALL :- Indirect Expenditure	34,441	13,264	28,050	14,786	0	14,786	47.3%
Movement to/(from) Gen Reserve	(26,093)	(4,062)					
302 CIVIC HALL							
3279 Feed in Tariff	6,151	2,650	5,800	3,150			45.7%
CIVIC HALL :- Income	6,151	2,650	5,800	3,150			45.7%
3201 Caretaking	12,160	11,955	16,000	4,045		4,045	74.7%
3202 Feed in Tariff	1,900	1,620	2,400	780		780	67.5%
3203 Salaries and Pensions	12,037	0	0	0		0	0.0%
3213 Water	1,382	1,216	2,500	1,284		1,284	48.6%
3214 Utilities	4,142	3,502	4,000	498		498	87.6%
3220 Caretaking Supplies	1,685	979	2,000	1,021		1,021	49.0%
3222 Building Maintenance	11,560	(13,344)	10,000	23,344		23,344	(133.4%)
3250 Licences	884	964	2,500	1,536		1,536	38.6%
3251 Miscellaneous Expenditure	151	176	0	(176)		(176)	0.0%
3252 Equipment Maintenance	5,493	5,838	1,500	(4,338)		(4,338)	389.2%
CIVIC HALL :- Indirect Expenditure	51,395	12,907	40,900	27,993	0	27,993	31.6%
Movement to/(from) Gen Reserve	(45,244)	(10,257)					
303 PROPERTY MAINTENANCE							
3381 Museum Rent	0	1	1	0			100.0%
3382 Guildhall Cottage Income	10,200	8,500	9,350	850			90.9%
3383 Garage Rental Income	0	330	0	(330)			0.0%
3384 Eastgate Clock Rental Income	0	3	1	(2)			300.0%
3385 Flat 5A Rental Income	8,798	8,495	8,200	(295)			103.6%
PROPERTY MAINTENANCE :- Income	18,998	17,329	17,552	223			98.7%
3303 Guildhall Cottage Maintenance	5,237	667	6,000	5,333		5,333	11.1%
3305 Eastgate Clock Rent	600	600	850	250		250	70.6%
3306 Eastgate Clock Utilities	187	155	180	25		25	85.9%
3307 Eastgate Clock Alarm	225	0	500	500		500	0.0%
3308 Eastgate Clock Maintenance	512	120	100	(20)		(20)	120.0%
3309 St John's Clock Maintenance	145	145	100	(45)		(45)	145.0%
3310 St Mary's Clock Maintenance	165	945	200	(745)		(745)	472.5%
3311 Flat 5A Loan Repayment	9,148	9,148	9,148	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 01/03/2018

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3312 Flat 5A Maintenance	559	767	1,000	233		233	76.7%
3314 Guildhall Office Maintenance	129	501	500	(1)		(1)	100.2%
3321 Museum Maintenance	7,800	945	12,000	11,055		11,055	7.9%
PROPERTY MAINTENANCE :- Indirect Expenditure	<u>24,707</u>	<u>13,993</u>	<u>30,578</u>	<u>16,585</u>	<u>0</u>	<u>16,585</u>	<u>45.8%</u>
Movement to/(from) Gen Reserve	<u>(5,709)</u>	<u>3,336</u>					
401 CEMETERY							
4181 Interment Fees	5,337	4,427	3,000	(1,427)			147.6%
4182 Memorials	1,982	753	2,500	1,747			30.1%
4184 Grant of Rights	4,514	975	2,000	1,025			48.8%
CEMETERY :- Income	<u>11,813</u>	<u>6,155</u>	<u>7,500</u>	<u>1,345</u>			<u>82.1%</u>
4112 Business Rates	1,774	3,266	1,500	(1,766)		(1,766)	217.7%
4113 Water	144	122	90	(32)		(32)	135.6%
4121 Grounds Maintenance	6,977	20,809	28,437	7,628		7,628	73.2%
4122 Works and Maintenance	3,291	229	275	46		46	83.4%
4123 Chapel	34	66	725	659		659	9.1%
CEMETERY :- Indirect Expenditure	<u>12,219</u>	<u>24,492</u>	<u>31,027</u>	<u>6,535</u>	<u>0</u>	<u>6,535</u>	<u>78.9%</u>
Movement to/(from) Gen Reserve	<u>(406)</u>	<u>(18,337)</u>					
501 OPEN SPACES							
5180 Castle Meadow Rents	210	10	210	200			4.8%
OPEN SPACES :- Income	<u>210</u>	<u>10</u>	<u>210</u>	<u>200</u>			<u>4.8%</u>
5101 Ramparts Walk	29	599	1,500	901		901	39.9%
5102 St Mary's Churchyard	1,772	1,059	3,000	1,941		1,941	35.3%
5103 Castle Meadow Water	280	38	0	(38)		(38)	0.0%
5104 Castle Meadow Maintenance	932	0	2,000	2,000		2,000	0.0%
OPEN SPACES :- Indirect Expenditure	<u>3,012</u>	<u>1,696</u>	<u>6,500</u>	<u>4,804</u>	<u>0</u>	<u>4,804</u>	<u>26.1%</u>
Movement to/(from) Gen Reserve	<u>(2,802)</u>	<u>(1,686)</u>					
602 PRECEPT AND INCOME							
6280 Precept	300,953	344,527	344,527	0			100.0%
6281 Council Tax Grant	27,353	24,659	24,659	0			100.0%
6282 Charity of Paige Adams	0	131	0	(131)			0.0%
PRECEPT AND INCOME :- Income	<u>328,306</u>	<u>369,317</u>	<u>369,186</u>	<u>(131)</u>			<u>100.0%</u>
6202 Bank Charges	139	203	150	(53)		(53)	135.3%
PRECEPT AND INCOME :- Indirect Expenditure	<u>139</u>	<u>203</u>	<u>150</u>	<u>(53)</u>	<u>0</u>	<u>(53)</u>	<u>135.3%</u>
Movement to/(from) Gen Reserve	<u>328,167</u>	<u>369,114</u>					

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Detailed Income & Expenditure by Budget Heading 01/03/2018

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
701 COMMUNITY DEVELOPMENT							
7580 Community Projects	10,155	47	0	(47)			0.0%
7581 Neighbourhood Plan	4,338	15,000	0	(15,000)			0.0%
COMMUNITY DEVELOPMENT :- Income	<u>14,493</u>	<u>15,047</u>	<u>0</u>	<u>(15,047)</u>			
7501 Community Projects	24,966	6,759	5,601	(1,158)	(1,158)		120.7%
7502 Neighbourhood Plan	22,523	8,558	0	(8,558)	(8,558)		0.0%
7503 Arts and Culture	4,034	12,373	15,748	3,374	3,374		78.6%
7504 Local Info & Support Service	0	20,035	20,235	200	200		99.0%
7505 Tourism	0	3,984	7,670	3,686	3,686		51.9%
7506 Heritage	0	11,300	11,300	0	0		100.0%
7507 Visitor Information Officer	0	4,955	6,630	1,675	1,675		74.7%
COMMUNITY DEVELOPMENT :- Indirect Expenditure	<u>51,524</u>	<u>67,964</u>	<u>67,183</u>	<u>(781)</u>	<u>0</u>	<u>(781)</u>	<u>101.2%</u>
Movement to/(from) Gen Reserve	<u>(37,031)</u>	<u>(52,917)</u>					
Grand Totals:- Income	420,058	442,377	433,248	(9,129)			102.1%
Expenditure	409,711	334,553	437,685	103,132	0	103,132	76.4%
Net Income over Expenditure	<u>10,346</u>	<u>107,824</u>	<u>(4,437)</u>	<u>(112,261)</u>			
Movement to/(from) Gen Reserve	<u>10,346</u>	<u>107,824</u>					



Berry Pomeroy Estate - External Redecoration at The Gatehouse, Eastgate House and Clock Tower, Totnes

1 message

Mary Sturgess <mary@dukeofsomersetsestates.co.uk>

Fri, Feb 23, 2018 at 12:15 PM

To: Margie Barker <clerk@totnestowncouncil.gov.uk>, mary@dukeofsomersetsestates.co.uk

Dear Tenant

This is to inform you that the Estate is planning to carry out external redecoration and repairs to The Gatehouse, Eastgate House and the Clock Tower commencing within the next few weeks. Scaffolding will be erected by contractors, Dacol Scaffolding, starting on Tuesday, 6th March and the scaffolding erection should be completed by Friday, 16th March, with a view to it being dismantled by no later than the end of April 2018.

Our Estate Maintenance Team will be starting work on the external redecoration and repairs once the scaffolding is in place, likely to be on Wednesday, 14th March or at least by Monday, 19th March. It is hoped this work can be completed as quickly as possible and it may be done before the end of April, so the scaffolding can be removed as early as possible.

We apologise for any disruption and inconvenience this may cause our Tenants.

With kind regards,

Mary Sturgess
Estate Secretary

The Duke of Somerset's Estates
Tel. 01803 866633

ITEM 6