

This report will be made  
Public on 19<sup>th</sup> May 2022

# Hythe Town Council

[www.Hythe-tc.gov.uk](http://www.Hythe-tc.gov.uk)

Report number **F&GP/03/22**

To Hythe Town Council  
Date 17 May 2022  
Status **Non-Exempt**  
Responsible officer **Town Clerk**

Subject **PAVILION MAINTENANCE REPORT F&GP/03/22**

**SUMMARY:** This report gives an update on the ongoing maintenance required at the Pavilion, South Road and recommends that the Committee reviews in accordance with good practice.

## **REASON FOR RECOMMENDATION:**

The Committee is asked to agree the recommendations set out below because; -

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

## **RECOMMENDATIONS:**

1. To receive and note the report F&GP/03/22
2. To recommend to full council to award Contractor A, B or C with the contract.

## **INTRODUCTION**

In February 2020, the Chartered Building Surveyor, Collier Stevens, produced a maintenance and repair schedule for work that would be required at the Pavilion, South Road. (Appendix attached).

Over the past two years, the smaller tasks have been undertaken by the caretaker.

As per the report highlights in yellow the decorations at the Pavilion are wearing and are in need of a redecoration.

A specification was created from the report and sent out to the Council's regular Contractors

## **Re: South Rd Sports Pavilion – Internal Redecoration/External Repairs**

### **Specification**

#### **Main Entrance/Staircase/Landing Redecorations**

- ☐ To fill and make good all ceilings and walls.
- ☐ Apply two coats white vinyl matt emulsion to ceilings.
- ☐ Apply two coats vinyl matt emulsion to walls (colours to match existing).
- ☐ Rub down woodwork, including skirting boards and architraves, fill and make good, prime where necessary and apply two coats white satinwood finish.
- ☐ Includes all necessary protection and removal of debris upon completion.

#### **Fire Escape Staircase Redecorations**

- ☐ To fill and make good walls.
- ☐ Apply two coats vinyl matt emulsion to walls (colours to match existing).
- ☐ Rub down woodwork, including doors, skirting boards, and architraves, fill and make good, prime where necessary and apply two coats white satinwood finish.
- ☐ Includes all necessary protection and removal of debris upon completion.

#### **Front Elevation - Render Redecorations**

- ☐ To erect mobile scaffold tower for safe working access.
- ☐ To fill and make good all cracks in existing render.
- ☐ Apply two coats white masonry paint to all previously painted render.
- ☐ Includes all necessary protection and removal of debris upon completion.

#### **External Light Cages and Flue Brackets**

- ☐ To remove 10no corroded light cages and replace with 10no new 350x550x150mm heavy-duty white coated steel wire cages.
- ☐ To remove 2no corroded flue brackets and replace with new.
- ☐ Includes all necessary protection and removal of debris upon completion.

Three quotes have been received for the proposed works as follows.

#### **Main Entrance/Staircase/Landing Redecorations**

**(Collier Stevens suggested budget £1,500)**

**Contractor A** £4,570

**Contractor B** £2,289.50

**Contractor C** £4,333

#### **Fire Escape Staircase Redecorations**

**(Collier Stevens suggested budget £500)**

**Contractor A** £2,780

**Contractor B** £1,220

**Contractor C** (included in price above £4,333)

#### **Front Elevation - Render Redecorations**

**(Collier Stevens suggested budget £2,400)**

**Contractor A** £980

**Contractor B** £1,102.62

**Contractor C** (included in price above £4,333)

#### **External Light Cages and Flue Brackets**

**(Collier Stevens suggested budget 2,100)**

**Contractor A** £858

**Contractor B** £691.01

**Contractor C** £642.62

**Totals for all works**  
**(Collier Stevens suggested budget £6,500)**  
**Contractor A** £9,188  
**Contractor B** £5,303.13  
**Contractor C** £4,975.82

Reserves of £10,000 were vired in 2021/22 to Building Repair and Renewal Reserves to cover maintenance on the Pavilion and Town Hall, with a further 24K recommended to be vired on Report F&GP/01/22 from unallocated reserves.

## **SUMMARY**

The committee is asked to recommend to full council a contractor to complete the works.

## **RISK MANAGEMENT**

A summary of the perceived risk follows.

**Perceived Risk** Council does not refurbish the Pavilion at South Road and the building becomes tired.

**Risk** High

**Likelihood** Low

**Preventative Action** To award the contract so that the refurbishment can commence.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk and the Responsible Financial Officer of the Council

Tel: 01303 266152 or email [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) prior to the meeting.