

Current Status	Officer/Staff member delegated	Observation	Date added/Reported	Reported by	Recommendation	Urgency	Date last maintained	Date due	Completed or Reoccurring	Notes	Anticipated Budget Cost 2023/24	Quote Requested	Quote Requested	Quote Requested	Expenditure authorisation - Town Clerk (TC) - delegated authority upto £2000 (if funds available within budget) or FGP £2,000 upto £5,000 or Full Council (FC) over £5,000 (as per Financial Regulations)
Building Maintenance Schedule - Town Hall - Myths Town Council												Contractor 1	Contractor 2	Contractor 3	
Outstanding Maintenance															
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Gloss work to external joinery	HIGH - within 12 months		04.11.23		Decorations aging and beginning to deteriorate. Marked deterioration due to "wear" at ground floor. Full external decoration allocated in 12 months.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens		HIGH - within 12 months				Peeling paint finishes and failing putty to all first-floor windows including all new.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens						Decorative deterioration and binding to fire exit door on eastern elevation.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens		Low - not urgent				Weatherboarding to bunks at left and right require redecoration.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS					Low - not urgent				Knocked walls and soffits required redecoration.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS	Fire Door	04.10.22	Collier Stevens	Repair or replace door and ironmongery.	High				Binding in opening, timber decay to frame and door.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS	Fire Exit	04.10.22	Collier Stevens	Prepare and redecorate	High				Metal escape stair - Rusting and in decorative disorder. Contrast rooming to be reinstated.					cost will determine delegated authorisation
In action	Town Sergeant - Sourcing		04.10.22	Collier Stevens	Overhaul ground floor door from old "NailWest" external area.										cost will determine delegated authorisation
In action	Town Sergeant - Sourcing	Masonry walls. Solid brick finished with render externally.	04.10.22	Collier Stevens	Generally sound order where inspected. Decorations wearing.	Low - not urgent				Consider detailed inspection if and when scaffold is raised for decorative works. But decorative repair should be undertaken when works for.					cost will determine delegated authorisation
In action	Town Sergeant - Sourcing		04.10.22	Collier Stevens	Edges of treads to steps worn.	Low - not urgent				No immediate action considered necessary. Resolve in 24 months.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS	Kent rag stone work with brick detailing.	04.10.22	Collier Stevens	Localised deterioration of scowles.	Low - not urgent				Within acceptable limits and typical to age and type of property. No immediate action considered necessary. Resolves in 24 months.					cost will determine delegated authorisation
In action	Town Sergeant - Sourcing		04.10.22	Collier Stevens						Understate detailed inspection when safe high level access is made with scaffold.					cost will determine delegated authorisation
In action	Town Sergeant - Sourcing	Parly Wall to White Hart public house.	04.10.22	Collier Stevens											cost will determine delegated authorisation
In action	Town Sergeant - Sourcing	Brick construction and rag stone construction	04.10.22	Collier Stevens	Localised deterioration of pointing and plant growth at high level.	High				Within acceptable limits and typical to age and type of property. Removal of plant growth urgent.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS	Main Council Chamber	04.10.22	Collier Stevens	Decorations ageing	Low				Prepare and decorate, make good when ceiling and wall surfaces damaged.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens						Prepare joinery and redecorate.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Heating arrangements out of date and require review and provision of modern efficient alternative.	Low				Investigate and install alternate heating solution.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Front right hand corner, slight differential movement. Flank wall in this area is of stud construction facing original outer wall.	Low				Not structurally significant. At next decoration, fit and decorate.					cost will determine delegated authorisation
Completed?	KS to check with FHDG		04.10.22	Collier Stevens	Carpet - wearing but serviceable.	Low				Replace carpet - budget in 5 years?					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Decorations aging	Low				Prepare and decorate walls & ceilings. Prepare joinery and redecorate.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Decorations aging	Low				Prepare and decorate walls & ceilings. Prepare joinery and redecorate.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Replace heater	High				Replace heater with oil filled or equivalent electric radiator.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Review fire exit signage location and performance	Low				Arrange for fire risk assessment to be undertaken.					cost will determine delegated authorisation
	Town Sergeant - Sourcing		04.10.22	Collier Stevens	Is generally adequate condition, slight historic deterioration to boarding at ridge beneath slate and one point of daylight. No immediate action considered necessary and re-roofed in year 2.	Low									cost will determine delegated authorisation
Obtaining Quotes	Admin - KS	Slate covering with three projecting hips to rear and box gutter to front.	04.10.22	Collier Stevens	Is generally sound condition, three slipped slates below ridge and broken slate to front roof pitch.	Low				No urgent works identified, consider slate repairs in 36 months.					cost will determine delegated authorisation
Obtaining Quotes	Admin - KS		04.10.22	Collier Stevens	Plant growth at rear west box gutter	High				Clear plant growth.					cost will determine delegated authorisation