

## Policy & Resources Committee

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<b>Date:</b>	<b>17 April 2018</b>
<b>Title:</b>	<b>Thame Museum Inspection</b>
<b>Contact Officer:</b>	<b>Janine Howells, Asset Manager</b>

### Purpose of Report

1. To receive an inspection report for Thame Museum.

### Background

2. Thame Museum Trust leases the Old Court House facility from the Council. The lease runs from 1 April 2007 to 31 March 2032 and within the lease, Thame Museum Trust as tenant is required to fulfil certain obligations relating to the upkeep of the building and grounds.
3. The obligations include keeping the building in good repair and to redecorate the building both internally and externally every 7<sup>th</sup> year; it is also required to inform the Council of any alterations or additions to the building.
4. Building and site inspections ensure that any issues are picked up early. This protects the Council should the lease terminate early and the asset is not in a fit state of repair. It also identifies any repairs that are the responsibility of the Council to enable suitable future budget provision.
5. An inspection of the building and site was carried out on 15 March 2018. The attached appendix summarises the findings.

### Resource Appraisal

6. The inspection highlighted a number of ongoing issues that need to be resolved, either during the future building works, or in the interim, where more urgent.

### Risk Assessment

<b>Risks</b>	<b>Controls</b>
Items are not addressed meaning the Council insurance becomes invalid.	The production of a comprehensive list to ensure that health and safety issues are addressed will ensure insurances are valid.
Items of routine maintenance are missed causing property damage and unnecessary expenditure.	Any failings in relation to maintenance be brought to the Town Clerk's attention and addressed in the relevant way.

**Legal Powers:** Local Government Act 1972 S. 144

### Recommendation:

- That the Committee note the report.*
- That the actions in the report be implemented by the responsible organisations.*