

Culture Leisure and Recreation Committee

Date:	19 March 2013
Title:	Museum Annual Inspection
Purpose of the Report:	To report the findings of the annual inspection
Contact Officer:	Rob Goss, Project Officer
Background	

The Museum Trust leases the Old Court House facility from the Town Council Building. The lease runs from 2007 to 2032 and within the lease, the Museum Trust as tenant is required to fulfil certain obligations relating to the upkeep of the building and grounds.

These include keeping the building in good repair and to redecorate the building both internally and externally every 7rd year; it is also required to inform the council of any alterations or additions to the building.

Annual inspections are required as part of the lease but have not been undertaken in a formal way before. The reasons for implementing a new formal approach with any asset leased to another organisation are:

- i) Good landlord practice as inspections are part of the lease conditions.
- ii) It ensures that any issues are picked up early. This protects the Council should the lease end for some reason and the asset is not in a fit state of repair. The Council could be left with a large financial outlay to bring it back into use.
- iii) It helps identify any repairs that are the responsibility of the Council and informs future budget requirements.

An inspection of the building was carried out on 20 February 2013 with Councillor's Bretherton and Dodds who are trustees of the museum. The table attached as an appendix to this report summarises the findings.

Risk Assessment

<i>Risks</i>	<i>Controls</i>
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.

Resource Appraisals

The inspection highlighted some long standing issues that have previously not been addressed.

Legal Powers: Local Government Act 1972 Schedule 14 Para 27; Open Spaces Act 1906 section 9 and 10.

Recommendation:

- i) That the actions in the report be implemented by the responsible organisation.***