OFFICE RELOCATION WORKING PARTY MEETING, HELD ON MONDAY, 13th JUNE 2022 AT Melksham Rugby Club, Oakfield's, Eastern Way, Melksham at 7.15pm

Present: Councillor Mark Harris
                    Councillor Stefano Patacchiola JP
                    Councillor Robert Shea-Simonds
                    Councillor Richard Wood

Officers: Teresa Strange, Clerk
                    Lorraine McRandle, Parish Officer
                    Marianne Rossi, Finance & Amenities Officer

Also present: Clive Merritt, Avon IT (IT Contractor)

1. **Welcome, Announcements & Housekeeping**

   The Clerk welcomed everyone to the meeting and invited nominations for the Chairman of this working party.

2. **To elect Chairman of Office Relocation Working Party**

   Councillor Wood proposed, seconded by Councillor Shea- Simonds that Councillor Patacchiola be elected as Chair of the Office Relocation Working Party.

   Resolved: The Council resolve that Councillor Patacchiola be Chair of the Office Relocation Working Party for 2022/23.

   Councillor Patacchiola took to the chair.

3. **To elect Vice Chair of Office Relocation Working Party**

   Councillor Patacchiola invited nominations for the Vice-Chair of this working party. Councillor Wood proposed, seconded by Councillor Harris that Councillor Shea- Simonds be Vice-Chair of the Office Relocation Working Party for 2022/23.

   Resolved: The Council resolve that Councillor Shea-Simonds be Vice- Chair of the Office Relocation Working Party for 2022/23.

4. **To receive Apologies and approval of reasons given**

   Apologies were received from Councillors Glover and Pafford who were on holiday. These reasons for absence were accepted.

5. **Declarations of Interest**

   a) **To receive Declarations of Interest**

   The Clerk declared an interest in agenda item 8 & 9 as her husband was on the list of items and services required for the office move and she was a director of the company.

   b) **To consider for approval any Dispensation Requests received by the Clerk and not previously considered.**

   None.

6. **To feedback from site visit (if arranged in the interim period) and consider any actions arising**

   It was noted that all members present had attended the Campus for a site visit of the office and meeting room space this afternoon.

   It was explained that during the site visit upon looking under the floor boxes there did not appear to be any data points. While on site this was queried with the project team officer who was going to look into this. The Clerk advised that when she returned back into the office, she looked at the drawings for the council's suite and there were data points scheduled to be installed in the floor boxes.

   It was explained that there had been some issues with regards to the door access. Initially the council were going to have a card swipe system on the lobby door, however further correspondence was received from the project team to say that they were having problems with installing this system into the building. The council was then asked whether a digilock system would be acceptable instead of a swipe system.

   Councillor Patacchiola had previously raised concerns with regards to this type of system, due to office security as digilocks had poor security. He explained that there were videos on YouTube of how to reveal the code and access the room within minutes if an unauthorised person really wanted to get in which could pose a risk to the council. He had queried with the project team whether the council would be able to put their own access card system onto the office door to maintain office security and data protection. The lobby and meeting

room doors could still have digilocks, but it was the security of the office which he had concerns over. He explained that with an access system, it was easy to find out who had accessed the office should any issues arise whereas with a digilock system there is no way of finding this out.

Councillor Patacchiola advised that he had spoken to the Campus team last week who explained that this would not be a suitable option as it would need to be connected with the building's fire alarm system. The Clerk also explained that she had had a conversation with a member of the project team on this issue and was told that it was now too late to change the door access system as the digilocks had already been installed onto the doors. She explained that she was confused by this response as the initial plan was to have some kind of access system on the doors, but it was the Campus team who had advised that this was now not possible due to issues with installing it into the building.

It was noted that on the meeting room drawings there was to be a CCTV camera installed in the lobby area, but this would not be operated by the parish council and there was a procedure the council would have to follow first to request access. Councillor Patacchiola had previously suggested that the parish council could purchase their own CCTV camera, so that the recordings were able to be accessed when necessary.

During the site visit this afternoon there appeared to be wiring for some kind of swipe card access system that could go onto the door. There was also a security alarm panel in the lobby area which would resolve any issues with regards to access control as different groups of people could potentially have different codes to access. This was something the project team would get clarification on. Councillor Patacchiola advised members that there did seem to be some miscommunication between what was planned to be done and what had been done.

It was noted that there was a public access part of the building where members of the public could visit the café area and library as well as the parish council office. There was also a leisure side of the building for members only to access through a controlled turnstile. It was confirmed that members of the public are able to access the parish council's office area through the main entrance door and either up the stairs on the right or in the lift.

Councillor Shea-Simonds queried whether the lobby door would be open during the office opening hours. The Clerk advised that, although she would like to, due to the fact that it was a fire door it was unable to be left open. Councillor Patacchiola advised that although this door was unable to be propped open, it could be taken off of its catch so that members of the public are able to push the door open to access the lobby area. It was noted that there would need to be some appropriate signage on the door to inform members of the public that they were need to do this to access the lobby area. It was explained that the idea was for member of the public to access the council officers via the hatch.

It was clarified that during the visit there would be adequate signage to

signpost members of the public to the parish council office area.

There had previously been discussions with the project team about locating a parish council noticeboard which displayed agenda notices outside of the office, however due to the fact that the only people going up to this area would be people attending the office this was deemed not a suitable place. During the visit it was suggested that the parish council noticeboard could go onto the wall in the main entrance lobby area, this would then enable anyone entering the Campus building to be able to view council notices. This was agreed with a member of the project team while on site that it was possible for the council to install the noticeboard in this location. It was noted that the Campus was going to also have a community noticeboard for community notices to be displayed in, adjacent to the parish council one.

7. **To consider options for the internet connection and phone line**

Councillor Patacchiola explained that by the end of 2025 the analogue network will be switched off which means that copper phone lines will be disconnected, therefore there was no point in the parish council purchasing this type of line. It was noted that the phone lines that are available now connect over the internet. He explained that the council would need an internet connection and would need to consider what type of phone system was desirable to purchase. Clive advised that the parish council were already using an IP phone system in the office so if the council wished to continue with this system, it could just be moved into the new office.

Councillor Patacchiola explained that with regards to the internet availability in the area there was a basic ADSL line which was typically like a home broadband line. This line could be on a business basis which meant that the call out response times would be much quicker should any issues arise with the line, this would be in the region of £30-£35 per month. He advised that the download speed was around 8mb and the upload speed was around 1mb for the Campus location. He explained that this area was on the list to be upgraded to fibre, but there was no date scheduled in for this.

Councillor Patacchiola explained that the council could use 4G/5G connections, however the signal coverage in the Campus was poor. He explained with this idea an external aerial would need to be purchased and put on the window cill in the office room to obtain the signal. He advised that the only other option would be dedicated fibre which would cost around £250-£300 per month for a 500mb line.

Councillor Patacchiola advised that this was a difficult decision to make as each option available had disadvantages. He explained that with the ADSL line it may mean that there is some poor phone quality and would be difficult at meetings, especially if they were live streamed.

Members queried with Councillor Patacchiola what he felt would be the best option for the council. He explained that it came down to requirement and

budget, but it was possible to put a router in the Campus that could split between the ADSL line and 4G connections to see if this option worked first. If this doesn't work, the only option to the council would be dedicated fibre until at a much larger monthly cost until Openreach upgrade their networks.

The Clerk explained that the council's preference was to not stream meetings live, to enable officers to edit out confidential items discussed and then upload the stream onto the council's YouTube channel the next day, so this wasn't so much of an issue. She explained that the only part of the meeting where members of the public participate was under public participation which was a small part in comparison to the overall meeting.

The Clerk advised that with regards to the phone calls into the office, less people were calling the phone now due to the fact that during lockdown officers were calling people back on their personal phones. She explained that people such as Wiltshire Council officers now called personal mobiles as they are able to get directly to the person they wish to speak to. The Finance & Amenities Officer advised members that there was some difficulty when taking phone calls at the pavilion as the line sometimes dropped out.

Councillor Patacchiola explained that he had checked out the 4G speed that the council could get, which this was 18mb upload and 6.5mb download speed. He advised that this would be fine, however he felt that the council would potentially need the ADSL line as well. He explained that in order to get a 4G connection the council would need to purchase a sim contract which could be up to £30 per month. The ADSL line at was also £30 per month which was a monthly total of £60, should the council choose this option. He explained that if the council were minded to go for this option a bit of thought would need to go into this as the 4G device would probably need to go in the office on the window cill and plugged in and patched back through to the comms room.

Councillor Patacchiola explained that there was also a possibility of connecting together some of the council's network with the Campus public WIFI which was called meshing. This was only a possibility at this stage, as the public WIFI at the Campus was still to be set up and until this was done it was difficult to foresee if this was possible without seeing how it worked first.

Councillor Patacchiola suggested that the council could try one of the £30 options discussed above first to see whether this was sufficient enough, if this wasn't then the other £30 option could be purchased as well. He felt that the council should budget for both options together in case both were required, but one of these options should be tried first.

Members were reminded for background information that around a year ago the council pulled out of a new contract taken out with Sirus and were currently on a monthly rolling contract. It was noted that if the council were to purchase a new phone system the current phone handsets would need to go back to Sirus as they were currently leased. It was noted that at a previous IT Working Party meeting the council wished to investigate the possibility of using the Microsoft Teams phone system. The Clerk advised that as the current handsets will be

returned to Sirus, new ones compatible with Teams would need to be purchased.

Recommendation: The parish council purchase either an ADSL line or 4G sim connection in the first instance for the Campus WIFI to see how it goes with using one option at cost of up to £30 per month. If this was deemed not sufficient enough the parish council to purchase the second £30 per month option to provide an additional provision.

8. **To note list of current assets in the Meeting Venue (Swift Way) and Office at Pavilion and recommendations of the Asset Committee (6th June) for relocation, storage, disposal and donation.**

The Clerk explained to members that the Asset Management Committee had looked at this list at their meeting on Monday 6th June, but this had been brought to this working party in case there was anything that members felt needed to be added to the items to purchase list. The Clerk explained that when compiling this list, she applied three principles depending on access control to the rooms in the pavilion building. The pavilion office which was going to go back as a room to hire out would have no control as although there will be details of who is booking the room, there will be no record of who else enters the room. The kit room as it was not an alarmed part of the building, could be used for known people such as community groups collecting litter picking kit. The switch room was an alarmed part of the building so only known contractors would be given access to this room.

The Clerk explained that there had to be a phone line at the pavilion for the fire and security alarm system and to access the CCTV. She advised that there was a phone plugged in on the wall in case of a power cut, currently located in the office room. The Clerk advised that this phone was especially handy when she is called out in the middle of the night when the alarm is going off at the pavilion. She explained that there may be times when her mobile phone is out of battery, so this would give a bit more security if she was attending the pavilion on her own. The issue with regards to it being plugged into the office was when the room is opened back up again for hire, there would be no access control as to who could use the phone, therefore someone could potentially use it to make calls. It had been recommended at the Asset Management Committee to limit the numbers that were able to be dialed to call out to a few such as 999. Members of this working party felt that the phone should be moved into the switch room to resolve this issue of hirers accessing the phone to make calls.

The Clerk explained that the large Melksham Without hanging sign was currently stored in the switch room at the pavilion. Unfortunately, it was unable to be displayed at the pavilion due to the roof line being too low and it was doubtful that the council would be granted permission to display it on the Campus building. The Asset Management Committee had recommended that this sign should stay in the switch room for the time being.

Councillor Patacchiola wondered whether the sign could be displayed on a

post near the entrance to the Campus. The Clerk advised that this was something that could be investigated with the Campus team.

It was noted that the microwave, oven with hot plates and toaster were being left in the pavilion kitchen. Councillor Patacchiola queried whether members were happy with this given that there would be heat sources left in the kitchen. He explained that ovens and toasters especially were sources of fire so this needed to be taken into account. The Clerk explained that hirers would be renting out the kitchen to be able to provide hot food through the hatch, not just teas and coffees.

Councillor Patacchiola explained that if the council was renting out this space with these appliances included there needed to be a maintenance plan put together for them. It was noted that the Caretaker would be attending the pavilion on a weekly basis so would also pick up any issues. The Clerk suggested that the oven with hot plates should be moved from its current location as it was currently under a cupboard to a more suitable place in the kitchen.

Members felt that that the oven would need to be located appropriately, with signage instructing hirers to ensure that it has been turned off before they leave the building.

It was noted that there will need to be a fire risk assessment undertaken once the office staff had moved out of the building as it was a change in circumstances.

Recommendation 1: The council investigate with the Campus team whether the large council sign could be installed somewhere near the entrance to the Campus.

Recommendation 2: The council ensure that the kitchen appliances are located in a suitable position and appropriate signage is put up instructing hirers to make sure everything has been turned off before leaving the building. The council should put together a maintenance plan for the upkeep of these items.

9. **To agree list of items required for purchase, with budget cost implications, and agree request to Full Council for delegated powers for purchase by officers/working party**

Members noted that there were funds under the following budget headings for the office relocation move and equipment purchase.

Office Relocation Reserve	£2,856.53
Equipment & Furniture	£4,500.00
Total	**£7,356.53**

Members had been provided with a list of items that were required to be purchased along with price indications. Due to the short timeframe between

now and the move decisions need to be made relatively quickly. The Clerk suggested that Full Council may need to approve delegated powers to officers and/or this working party to make purchases on the below items within an agreed budget spend.

The following items below were discussed, with recommendations to Full Council on spend limits for each listed item.

Item	Requirement	Estimated Total cost	Comments from Office Relocation Working Party 13th June 2022
Large TV Screen	There is a requirement for a large screen to be installed on the wall for members to view plans etc. We would also like to be able to stream & record meetings for greater interaction with members of the public to interact at a meeting remotely. A large screen will be required to achieve this. It could be that the meeting is recorded on zoom, edited to top and tail and remove any confidential items in closed session and upload to YouTube, this may need less broadband width if not live streaming	£1,600.00	Members felt that a 75" screen would be the most appropriate size to purchase for the Campus meeting room. It was discussed whether there needed to be a second screen located the other side of the room so that all members on both sides of the table are able to view what is being displayed on the screen. It was not felt that a screen on a stand was suitable for the Campus meeting room, but a second screen could be fitted to the wall. It was felt that both screens should be the same size as each other, therefore 2x 75" screens should be purchased. **Recommendation 1:** The Council purchase 2x 75" screens for the Campus meeting room.

TV Screen & Stand – this is to provide a second screen as not everyone will be able to see the main big screen at the same time	We do have the TV screen in the old meeting space which could be re-located, but one will need to be purchased either for Berryfield Village Hall for the smaller space or Campus. We need this for members who are facing the other side of the room of the large screen on the wall to see plans etc.	£0.00	This item was discussed above. It was noted that the TV & Stand that is currently in the old meeting room can be re-located to the small meeting room at Berryfield Village Hall. This item was missed off of the list of items to relocate at the Asset Management Committee **Recommendation 2**: Do not order a TV & stand for the Campus and relocate the one that was currently located at the old meeting space to the new Berryfield Village Hall for the smaller meeting room.
Speaker Camera Microphone	For recording and streaming meetings and for allowing zoom participants.	£800.00	Councillor Patacchiola advised that there were a number of systems on the market to purchase. He suggested to members that Jabra do an all-in-one system that has a camera, speaker and microphone. He explained that with this system the speaker is typically either installed directly above or below the screen. He advised that there was a much better view of people if it was installed below the screen as this was at head height, however it means that people would be unable to sit directly in front of the screen with their backs to it so the edge of the table would need to be kept clear. If it was installed above the screen this issue would not arise, however the camera view would be looking down onto the meeting instead of head height. The Clerk explained that the meeting table sits 16 people around it, at the most there would normally be 15 people at a Full Council meeting, however it was very rare that everyone attended. It was felt that if there was a full house at a meeting the table would be big enough to manage this.

		10	**Recommendation 3:** The council purchase a Jabra system as a solution for the speaker, microphone and camera required for meetings**.**

| To provide power and data to meeting table top | To provide power (and data?) for 16 positions on the meeting table for laptops for electronic agendas. | £320.00 | A quotation had been provided from Office Right for this provision. The Clerk explained that to enable power for meetings there would need to be 4x holes cut in the table in order to access the floor boxes to obtain the power source.

Office Right had suggested a pop-up option for this solution to include 4x main sockets, 1x wireless charger, 2x USB charger, 1x HDMI & 1X RJ46 Ethernet at £80 + VAT each.

The Clerk explained that the hope was for the council agenda packs to become paperless, therefore the council laptops would be required for the duration of the meeting. It was noted that the laptops would struggle to hold their charge for the length of some meetings, therefore there was a need to ensure there was a power source for members and officers to plug in. Councillor Patacchiola also suggested that it may be worth the council purchasing a pack of 3.15 Amp fuses as well.

Recommendation 4: The Council accept the quotation from Office Right to purchase 4x pop-up power extensions (PP107), to include cutting 4x holes in the meeting table and installing them at a total cost of £320.00 +VAT for all four extensions**.** |
| **Fridge** | Required for new office/ meeting space. | £200.00 | It was explained that the fridge would be an under counter stand-alone one.

Recommendation 5: The Council purchase a fridge for under £200. |

Dishwasher	Required for new office/ meeting space.	£500.00	The Clerk explained that although officers could wash up, it would save a lot of officer time especially following a large meeting such as Full Council where there was a large amount of washing up to do. Members agreed that a dishwasher was required. **Recommendation 6:** The Council purchase a dishwasher for under £500.
Whiteboard – double up as magnetic pin board	The plan is to leave the current whiteboards at the pavilion for hirers to use as it would cost more time and money to remove and make walls good at the pavilion. We have asked Office Right for a quote for some whiteboards and we understand that they have some second-hand ones in very good condition which they can do at a much cheaper cost.	£40.00 **Post meeting:** The Clerk suggests that more than two clearance boards will be needed. New 1200 x 900 cost £36.77	The Clerk explained that Office Right had some whiteboards on clearance so were well below cost price. For 1x Whiteboard1200x900mm and 1x 900x600mm the cost of each of them was £20. She advised members that these were useful in the office, so that items could either be pinned up on the board or a list of what was going on that week could be written on. It was noted that as per the list of retain and disposal, the current whiteboards in the pavilion office were going to be left for hirers to use. **Recommendation 7:** The parish council purchase 1x 5-star aluminium framed white board 1200x900mm and 1x Nobo Essence Melamine Whiteboard 900x600mm at £20 + VAT each from Office Right.
Crockery / Cutlery and some kitchen cleaning materials	As per the list of disposal/relocation there is some crockery and glasses for the Gompels meeting space that is being relocated to the Campus, however this may need topping up a bit. Will need to get some kitchen bits as they will be left in the Pavilion kitchen	£100.00	The Clerk explained that crockery from the old meeting room will be relocated to the Campus, however this may need topping up, so has put a budgeted figure in for this provision. **Recommendation 8**: The council purchase crockery/cutlery and kitchen supplies for the new office

			and meeting space up to a total of £100.
4x office phone handset	We will have to give our current phone handsets back, once we cancel the current phone contract and move into the Campus.	£400.00	It was noted that office phone handsets would need purchasing. Councillor Patacchiola advised that the council would need some that were compatible with the Microsoft system, he suggested that the council could purchase some refurbished ones which would be much lower in price. **Recommendation 9:** The council purchase phone handsets to be compatible with the Microsoft phone system for under £100 each.
Wi-Fi & BT Line &IT KIT- Router, CCTV Camera for Lobby	Need to arrange for these to be installed/ ordered.	£500.00	It was noted that the line and WIFI had already been discussed at this meeting under agenda item 6 and recommendations had already been made under that item. Councillor Patacchiola explained that the council may need to purchase a new router depending on the capability of the current one. Councillor Patacchiola advised that cabling would need to be put in for two access point, so that there was WIFI coverage in both the meeting room and office. He also suggested that the council had a CCTV camera in the lobby area. He explained that there was a company called Ubiquiti who could provide all of these components with a controller which was designed to monitor and manage the network and camera system.

		14	The controller was around £200 to purchase, access points around £60 and the camera around £80. He explained that the council also needed to take into consideration that there would be costs of around £100 per month for the WIFI & phone system, but this would be offset against the current phone costs. It was noted that these were around £200 per month. **Recommendation 10:** The Council purchase a router, access points for WIFI in both meeting room and office, CCTV camera and controller system**.**
Removal	Further to site visit to Pavilion on Weds 8th June quote prepared for dismantling desks, and furniture, crates etc from Pavilion office and meeting table and approx. 30 chairs to Campus and rebuild at another end	£500.00	The Clerk explained that, although she had only obtained a quotation from Office Right this was the company who moved the council to the Pavilion four years ago and also provided the office tables etc. She explained that they provided the council with a great service last time and were comparable last time with the other quotes sourced The Clerk advised that this quote had been based on the number of crates that the council used last time as it would not be any more than this. The quote for removal was £500 which included the move of the photocopier as well. **Recommendation 11**: The Council approve the quotation of £500 from Office Right for the office removal.

Rental crates	Based on the requirement when we moved into the Pavilion, so will be similar (less IT crates as laptops now)	£350.00	The Clerk explained that this was based on how many crates the council required last time. She explained that these crates would probably be required for around 3 weeks so that they arrived a week before the move, were available for the week of the move and the week after for unpacking. **Recommendation 12:** The Council order the required rental crates for the office move.
IT support	Clive to give estimate of time to disconnect IT infrastructure, assist packing, and to return to Campus at later date and reconnect (and trouble shoot)	£100.00	It was noted that Clive would be needed to provide IT support during the move. **Recommendation 13:** The Council contract Clive from Avon IT Systems to provide the council with IT support during the office relocation.
Handyman	To provide support for any heaving lifting – other than removal team – and remove things from the walls and make good; and then erect on walls etc at Campus	£600.00	The Clerk highlighted to members that she had declared an interest in this item at the beginning of the meeting as it related to her husband's company who she was also a director of. The Clerk explained that a handyman was required for heavy lifting and removal of items from walls and making them good again as well as erecting items on the walls at the Campus. The Clerk explained that the walls in the pavilion office and lobby area may need painting as well. She explained that last time the council contracted Andy Strange to provide this service as he had the necessary experience and insurance. It was noted that he was also on the list of the council's approved contractors to undertake works for the council. Member were happy for Andy Strange to provide this service again for the office move.

			Recommendation 14: To contract Andy Strange to undertake handyman jobs as necessary for the office relocation. If there was a requirement to paint the walls in the office and lobby areas at the pavilion the council to employ someone for a day to undertake this work.
Meeting Chair clean	The meeting chairs were used by the Gompels warehouse staff for their food breaks and could do with freshening up; seeking quotes but perhaps just Jen the cleaner to do on usual hourly rate and materials – once we have moved	£50.00	The Clerk explained that the meeting room chairs were currently located in the old meeting space and could do with a bit of a clean due to their dual use. She had advised that officers had tried to obtain quotes for this, but wondered whether members would be happy to ask the council's cleaner for the pavilion to do it at her hourly rate plus the cleaning materials. **Recommendation 15:** The council to ask the pavilion cleaner to clean the meeting room chairs.
Deep clean of Pavilion	A deep clean is always booked annually for the summer between the football seasons (for changing rooms etc) but to book for office, kitchen, toilet once we have moved out	£0.00	Members felt that this was part of the contract for cleaning at the pavilion, therefore no amount for this should go towards costs for this project.

Waste Clearance	We may have to have extra collections of Grist commercial waste bins.	£30.00	The Clerk explained that there may be some additional waste clearance required at the pavilion so this needed to be considered.
Confidential Waste	Office Right do a confidential waste clearance, cost is per filled bag, with confirmation of confidential shredding off site. Bags supplied and we will start to fill!		The Clerk explained that Office Right had provided officers with some confidential waste bags so that any items that are confidential can be disposed of appropriately. She hasn't obtained a quote from them yet for these so would ask them for this so this can be added to the overall costs but, they are charged per bag.
Lockable, metal filing drawers for Pavilion kit room	For storing archive paperwork at Pavilion – want lockable to be confidential and metal with closing doors so not a fire risk.	£255.00	The Clerk explained that Office Right had 3x new metal filing draws which needed clearing from their warehouse at a cost of £85 each which included delivery and taking away the old cupboards. She explained that these were lockable and the parish council,s archive could go in them as they locked. The Clerk advised that she wondered whether one of the filing units could be put in the office at the Campus for officers to store the contents of their desks in as well as laptops. Councillor Patacchiola advised that although he wouldn't be opposed to having an extra storage cupboard in the Campus, he doesn't think that it would be necessary for officers to store their laptops as the Campus was an alarmed building.
	Might be worth having one in the office space for storing the chain of office, stamps, cheque books and the laptops etc as more secure. We can get all 3 delivered to the Pavilion (they are only that cheap as they need them out the way) and we can assess as want to clear the kit room sooner rather than later and then they just move the one with the other stuff to the Campus		**Recommendation 16**: The council purchase 3x lockable metal storage filing cabinets at a cost of £85 each from Office Right, to include delivery of the new and removal of the broken cabinets.

Sundry Items	For items such as brackets for TV screens and cable ties etc.	£200.00- **Post meeting:** This figure was added in post meeting as it was missed off during the meeting.	Councillor Patacchiola advised that there also needed to be a budget for sundry type items such as brackets for TV screens etc.
Post redirect	Will need for at least 6 months after we have moved offices	£216.00- **Post meeting:** This figure was amended to reflect the recommendation of this meeting. The original figure was £321 for 6-month redirection; however, this working party have recommended that this should be reduced to 3 months.	The Clerk explained that when the council offices moved last time the council redirected their post for six months, but this was expensive. Councillor Patacchiola suggested that the council could keep their existing post box on at the pavilion and post could be collected from the post-box by the Caretaker once a week when he attends the pavilion to carry out his normal duties. The Clerk explained that the council didn't get a lot of post now either as invoices were mostly send via email. Members suggested that the redirect could be done for 3 months instead of 6. **Recommendation 17:** The council purchase post redirection for up to 3 months and keep the existing post box at the pavilion for the Caretaker to check once a week when he attends the pavilion.
	Total	***£6,761.00**	**Left in budget £595.53**

*Post meeting note: Upon checking the spreadsheet following this meeting it was discovered that a few costs for the sundry item as this was a new item identified had not been included as well as an amended cost for the post re-direction as per the recommendation. This means that the current estimated cost for this project stands at £6,761.00 with £595.53 left in the budget with the corrections made. As per the Clerk's email 16/6/22 the whiteboards were only a price per whiteboard cost, and several would be required which along with some

picture frames. Say 6 x new 1200 x 900 whiteboards at £36.77 each = £220.62 and picture frames for say another £100.

10. To consider quotations for relocation (rental crates, removal, IT support, "handyman" support (Campus & Pavilion), meeting chair clean and note additional costs for standard contractors (deep clean and additional waste clearance)

This item was discussed under agenda item 9 and was included in the above table.

11. To agree programme of dates for move

The Clerk explained that the date the Campus team had given the council to move to the office space was week commencing 25th July which was the last week the council could move in before the Campus was scheduled to open to the public. The Clerk explained that there was a Full Council meeting scheduled for Monday 25th July, so it would not be suitable to move on that date and suggested to members that Thursday 28th July was penciled in to disconnect all of the IT items and move the office furniture etc. The office staff would then be located at the Campus from the 1st August onwards, with some potential unpacking to do during that week. Councillor Patacchiola advised that the council would need to ensure that there would be access to the comms room available for that date.

It was noted that all of the items such as screens, dishwasher and fridge should be scheduled for delivery on site at the Campus between the 25th & 27th July.

The Clerk explained that in terms of meeting dates, there was only a planning meeting scheduled in for August which had already been booked to take place at the Rugby Club. She envisioned that the meetings from September onwards would be at the Campus as long as all of the equipment had been set up and was working by that time.

Recommendation: The council move all of their items into the Campus to include all IT equipment and furniture on Thursday 28th July. From the 1st August the office staff to be located at the Campus offices.

12. To review Lease for signature (if received)

The Clerk explained that no lease had been received and it was unlikely to be available to be approved in time for the Full Council meeting on 20th June. She explained to members that the Campus team had suggested that the draft lease is agreed at Full Council subject to minor changes.

The Clerk explained that it may be the case that the lease has to be signed on Monday 25th July which isn't great as this was the week the council was due to move in. It was explained that there was a possibility of calling a short Full

Council meeting before the July Planning and Highways meeting to look solely at the lease if it was received by then.

13. To consider any queries/correspondence from the Wiltshire Council project team

The Clerk explained that Councillor Patacchiola had spoken to the Campus team directly with regards to the meeting room access and it appears that there may be a solution for this.

Meeting closed at 21:25pm   Signed…………………………………
                                  Chairman, 20th June, 2022