

## **Guildhall Works Report**

### **Annual Finance Meeting – 19<sup>th</sup> January 2026**

#### Proposal to Accept Daniel Martin's Quotation

It has come to our attention that the Minutes of the Town Council meeting dated 14<sup>th</sup> July 2025 are inaccurate, where Minute 112 refers to a recommendation for works to the Pump House, the recommendation agreed at the meeting was for Daniel Martin's proposal for works to the Guildhall, which was the recommendation by the HBCC:

Minute 112: Members received the quote from Daniel Martin to oversee and administer the external repair of the Guildhall (Paper 2).

*It was proposed by Cllr P Cook, seconded by Cllr J Rowlands and on being put to the meeting it was RECOMMENDED to commission Daniel Martin to carry out the work as detailed.*

The recording has been checked and concurs with this. Should Members wish to listen, the recording can be made available. Listening to the recording at 37:00 it is the *Recommendation* for Daniel Martin to carry out work on Guildhall that is proposed by Cllr T Martin and seconded by BJ Martin and not the Old Pump House, as recorded in the Town Council Minutes dated 14<sup>th</sup> July 2025. The Old Pump House item was a Resolution and not discussed at town council:

Minute 433: Heritage, Buildings and Committee

It was proposed by Cllr T Martin, seconded by Cllr BJ Martin, and on being put to the meeting it was RESOLVED to commission Daniel Martin to undertake an inspection and provide a report on the Old Pump House.

A discussion on early discussions with an organisation with the skills for the Old Town Warehouse project and were looking to work voluntarily took place and Cllr Crayford expressed his view that if the project was looking at sponsorship, then the process needed to be open and transparent.

It was proposed by Cllr T Martin, seconded by Cllr BJ Martin, and on being put to the meeting it was RESOLVED to accept the Minutes of the Heritage, Buildings and Creek Committee dated 2nd July 2025.

Therefore, to ensure accuracy and transparency, as the minutes of 14<sup>th</sup> July 2025 have already been agreed, we are asking the Town Council to retrospectively confirm agreement to accept Daniel Martin's proposal in the sum of £27,750 so it can be noted as a public record.

#### Guildhall Scope of Works

Members are asked to consider Daniel Martin's report, which is confidential due to commercially sensitive information within. However, he has proposed three levels of work based on cost:

Option A: Full Scope of Work – in excess of £400,000

Option B: Reduced Scope of Work – around £300,000-£350,000

Option C: Minimum Scope of Work – up to £200,000

Having been informed in the first instance that works were expected to be in the region of £100,000-£200,000, we have carried out community consultation to borrow £200,000. This is a requirement for a PWL.

Should Members wish to agree Options A or B and borrow more than £200,000 it is recommended that that we go out to further consultation. This will have an impact on the start date for the works, which has been carefully planned around weddings and other events. Detailed below are the potential loan costs:

<b>Loan Amount</b>	<b>15 years</b>	<b>20 years</b>	<b>30 years</b>
600,000	59,000	50,000	44,000
450,000	43,000	37,000	32,200
350,000	33,500	29,000	25,000
200,000	20,000	16,500	14,500

Option C will have the minimum impact on the local businesses and market, and will maintain the building in its current state, with works to include spot repairs to the roof tiles, rather than a full replacement, repairs and repainting of windows and painting of the external building in the existing green. Further works should then be scheduled when the loan period has expired.

#### Recommendation

To agree the following:

1. To resolve to confirm agreement of the proposal from Daniel Martin in the sum of £27,750 for works to the Guildhall, as recommended by the HBCC on 2<sup>nd</sup> July 2025.
2. To agree to proceed with Option C and the minimum scope of works.

Louise Bareham  
14<sup>th</sup> January 2026