

**SHREWSBURY TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
17 APRIL 2023**

Officer: Helen Ball – Town Clerk

ST JOHN'S HILL

Purpose of Report

- (i) To Update the Committee on the move to St Johns Hill

Introduction

Council purchased the freehold of 7 St John's Hill and subsequently proceeded with a schedule of works to develop office accommodation, a Reception area, Councillor Resource Centre and Meeting Room.

Works

The works commenced in early December and completed on 22nd March; this work was overseen by Base Architects and the Projects Manager. A snagging list has been prepared of initial works to be completed and it has been agreed that the contractor would return for any final snagging as a result of early occupancy before any final retained balances are handed over. Works were finished to time and budget.

Move from Riggs Hall began on 23rd March and was completed on 24th March. Staff worked on the Saturday to ensure boxes were unpacked and officers could begin to operate.

Shropshire Council IT have completed the necessary hook up to the network and syncing with printers.

The Building has been formally registered as Livesey House as part of the mailing address.

Work outstanding includes:

- Furniture installation into the Council Chamber – This will be completed by 21 March
- IT infrastructure to allow remote meetings
- Installation of Mayoral Photos on the stairwells
- Installation of Honours Boards in the ground floor corridor once new boards have been manufactured (these are being manufactured by Shrewsbury College as part of a Carpentry Assignment – the original boards were made by SCAT)
- Discussion on window frosting with elected members

Future Meetings Dates

At this stage Committee meetings have been booked elsewhere from St Johns Hill until IT infrastructure has been installed. Full Council meetings will remain elsewhere as greater provision is needed to accommodate the public.

Thanks

Particular thanks should be given to the Projects Manager who has overseen the schedule of works, the Office Manager who has organised the move, Head of Resources who has overseen the IT & Communications and Committee Clerk & Mayor's Secretary who worked tirelessly in packing and unpacking boxes. The work of the Office Working Group involving Councillors Dartnall, Dean, Moseley & Vasmer should be acknowledged; all have provided valuable input into the design process and have taken an active interest in both build and move.

RECOMMENDATIONS:

- (i) That the report be noted