



Grounds Team Workshop

Update for Full Council Monday 18 December 2023

Wroughton Parish Council Grounds Team are now slowly moving into the new business park, Unit 1, Wroughton Business Park, location SN4 9BH.

The parish council completed the lease with the landlord on 21 November 2023 and the land registry application was submitted on 24th November 2023.

The two 40ft shipping containers that were in position at the Maunsell Way Pavilion site have been moved on by owner Ed Gosling, the parish councils 20ft new workshop shipping container has now been moved to the car parking bays at the business park.

All vehicles and mowers have been moved over to the business unit however the remaining tools, equipment and supplies are still to be moved over. Currently the team are in the process of building internal walls to create both a kitchen area and workshop room inside.

The Fuel tank has been moved to the parking bays at the business unit and is currently full, this should last the remainder of the financial year.

As Clerk I am in contact with Castle Water and British Gas to ensure that meter readings have been received and new accounts are set up. Meter readings were taken on the 22 November 2023.

All payments associated with legal fees such as solicitors and HMRC / land registry will be paid via the December payment schedule and rent will be payable on 25 March, 24 June, 29 September and 25 December. First payment of £2,654.79 due on 25 December 2023.

Payment breakdown:

Pay date Dec 2023	Land Registry Fee	£45.00	
Pay date Dec 2023	Solicitor Fee (Bevirs Law)	£1506 + VAT	
	Stamp Duty Land Tax (SDLT)	£495 + VAT	✓ Done
	Statutory Declaration form (Awdry Law)	£10	✓ Done
Pay date Dec 2023	1 st installment of rent	£2654.79 + VAT	Pay Dec - Done
Pay date March 2024	2 nd installment of rent	£5,000 + VAT	

All received and filed;

- ✓ Signed lease with outline map
- ✓ Gas safety certificate
- ✓ Electrical Installation report
- ✓ Electrical remedial works certification
- ✓ EPC Certificate
- ✓ SDT Certificate
- ✓ Landlords Insurance Policy
- ✓ Parish council's insurance policy
- ✓ Water meter reading
- ✓ Gas & Electric meter reading

Contracts changed over to reflect new location;

- ✓ Trade waste bin contract – done
- ✓ Bristol Fire, fire extinguishers – change over on 18th Dec
- ✓ Parish Councils contents insurance policy – amended

Current year budgets / purchases

As listed above the team are making alterations to the business unit, over the next few weeks Richard will arrange a time for councilors to pop in and take a look.

As agreed on 07 November at the Community Assets Committee Meeting (CA/29), the remaining budget for this project of Est £12,245 is now being spent and or allocated.

A) Items already purchased / works complete:

	Supplier	Due Date	Cost
WPC signage for parking spaces	ASF Signage	End of Dec	£65 + VAT
WPC signage for workshop frontage	ASF Signage	End of Dec	£390 + VAT
Removal of shipping container from Maunsell Way	Budget shipping containers	Done 24 Nov	£625 + VAT
Disconnect electrical supply from Maunsell Way Pavilion to shipping container	Hickman's Electrical	Done 23 Nov	TBC – invoice still due <i>est</i> £150
Materials to build internal kitchen area, wood, materials, new door.	B&Q (Trade UK) And Grounds Team labour	Ongoing	TBC – invoice still due <i>est</i> £800
Materials to build internal kitchen area, wood, fixings.	Screw Fix (Trade UK) and Grounds Team labour.	Ongoing	TBC – invoice still due <i>est</i> £600
Ikea Order (See attached order). Shelving, boot stand, tables	Ikea online order	12 Dec	£319.17 + VAT
Fridge freezer	Curry's online order	Done	£134.99 + VAT
Kettle	Amazon online order	Done	£20 + VAT
Stationery, white boards, chair, wall planners	Viking online order	Done	£385.51 + VAT

Remaining budget after fees / rent: £12,245

Minus costs at A) (£3,491)

Est Total budget remaining: £8,754

B) Works booked or / due to booked in at the new workshop:

Item	Reason	Job	Supplier	Date	Cost £
Heater	No heater in the workshop in main work space or office room.	Supply and install 1.2kw panel heater to the office space. Under office window.	Hickman's Electrical	TBC (Asap)	200 + VAT
New Kitchen Area Light	New kitchen room has no lighting available	Supply and installation of 1G light Switch located to the right of the entrance door this will be wired back to the local fuse board Supply and installation of 5FT Batten fitting located in the middle of the kitchen.	Hickman's Electrical	TBC (Asap)	220 + VAT
Shipping Container Electric hook up	Currently no electrical supply to the shipping container in the workshop car park	Supply and installation of S.W.A cable clipped direct along the outside wall to supply the green container Installation and relocation of 20w flood light on the side of the green container to the opposite side facing Unit 1	Hickman's Electrical	TBC (Asap)	495 + VAT
Metal Green secure fencing	Secure in the fuel tank and trade waste bins	Install high metal fencing – secure to floor, walls and shipping container	TBC – Kudos Fencing	TBC	Est £3,000 + VAT
Internal Workshop partition	Room divide required to keep dust / materials separate from main work space	Grounds team to build and install new walls, ceiling and doorway.	Grounds Team	TBC	£2,000
Staircase to upper level	Allows for more storage space above the current workshop office space	Grounds team to build staircase, railings and secure top per miter with scaffold poles.	Grounds Team	TBC	£1,000

Remaining budget after fees / rent: £12,245

Minus costs expected at A) (£3,491)

Est Total budget remaining: £8,754

Minus costs expected at B) £6,915

Budget Remaining £1,839