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| **Report No.** **Appendix:** **Agenda Item: 2022-36** | **Council: Full Council****Date of Meeting: 11 January** |
| **OAKHAM TOWN COUNCIL** |
| **Report Author: Cllr Ainsley** | **Title: Councillor** |
| **Title: Office Maintenance** |
| **Applicable Strategy:** To ensure employees are working in a safe environment |

Background:

The present situation where we have the fridge and kettle sitting on the sink draining area in the Assistant clerk’s office is dangerous and a potential electrocution hazard. Both items should be moved to a safe location.

Proposal:

* The existing electrical socket should be moved from over the drainer and made available immediately to the right of the bookcase and above a newly purchased cupboard.
* Installation and assembly of a new kitchen-type cupboard.

Estimate costs £500 to £1000