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| **Meeting Type**: Full Council | **Agenda Item:** 12 |
| **Date of Meeting:** 9th April 2025 |  |
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| **OAKHAM TOWN COUNCIL** |
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| **Report Author:** Cllr Paul Ainsley | **Subject:** Victoria Hall |
| **Title:** Relocation to Victoria Hall |
| **Details:**At the 12th February meeting, it was agreed to return to Victoria Hall for a 5-year term, provided a suitable lease agreement was secured. This condition has now been met. See Heads of Terms agenda item 12.1To better serve the entire community, we propose the creation of a new meeting facility by merging Unit 39a with the existing meeting room. This upgraded space will feature:* Installation of a modern projection system to support presentations and events.
* Integration of a hearing loop system to cater to those with hearing impairments.
* Enhanced accessibility for individuals of all abilities.

Additionally, the room will be designed to accommodate use twice monthly as a council chamber, ensuring functionality for official proceedings while retaining flexibility for broader community use. To progress the proposal a budget has been proposed as follows:

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|  | Budget | Amount |
| Creation of a new meeting facility (unit 39a) | CIL | £6500 |
| Configuration of the office at VH (unit 39b), including redecoration where appropriate.  | Reserves | £2800 |
| Relocation and moving expenses | Reserves | £2000 |

It should be noted that in the first year alone, there will be an approximate saving of £4880 per annum. |
| **Proposal:**Subject to a satisfactory report from the surveyor, notice will be issued to vacate ROL House and relocate to Victoria Hall. The following provisions will be made:1. £6,500 of CIL funds will be allocated to create a new meeting facility. This facility will serve as a council chamber for twice-monthly meetings, ensuring it meets the requirements for official use while maintaining flexibility for broader community activities.
2. A budget of £4,800 will be set aside to cover the costs of relocation. This includes removal expenses, remedial works at ROL House, IT relocation (including VOIP), and redecorating unit 39b where necessary.
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For completion by the office

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| *Budget Header:* |  |
| *Proposed Expenditure* |  | *Initial Budget* |  | *Unbilled Expenditure* |  |
| *Budget Remaining* |  | *Time Sensitive (Y/N)* |  | *Expiry Date* |  |