

Report No.6

Report to Town Hall and Facilities Committee 13th February 2019

Annual Inspection of Crockery

1. Purpose of the report

- 1.1 To check all crockery held at the town hall, to ensure there is enough, should the hirer's require use of it.

2. Background

- 2.1 At its meeting on 1st June 2017, this committee discussed whether to include crockery as an option for hirers. It was agreed that a working group be set up to undertake this task and Cllr's Exton P and Doody were selected to complete the inventory and report back to the committee
- 2.2 Councillor's Exton P and Doody reported back to the meeting on 5th July that the inspection of all crockery had taken place and relocated where necessary to the kitchen, Malting Hall and Eilmer Bar, with the surplus going to racking in the Niebull Room
- 2.3 It was noted that crockery was being stored on the metal shelves in the kitchen and it was thought that this was not allowed, whilst not in use by a hirer. It was suggested the crockery in the kitchen should be stored in the bar store in racking. It was noted that there was a limited amount of half pint glasses and this may require some extra being purchased soon.

3. Proposal

- 3.1 As it has now been two years since the initial inspection of crockery, it could be possibly that the inventory is now outdated due to items being lost, broken etc.
- 3.2 Also, with our Mayor, Cllr Vandelli in the process of arranging a mayoral ball for 15th March 2019, it would be prudent to ensure we have the correct quantity of crockery, as there could be up to 120 place settings required on the night and doing the inventory now would allow plenty of time to purchase any outstanding items needed.

Financial implications and risks

- 4.1 The only risk associated with this report would be how our Mayor and Council would look should we end up putting on a significant occasion without the correct amount of crockery in place to serve all attending.
- 4.2 There will be a financial implication depending on how much extra crockery is required to ensure 120 covers can be attained.

5. Recommendations

- 5.1 Committee is requested to consider this report and implement 3.1 and 3.2 with immediate effect
- 5.2 Committee is also requested to agree for any expenditure as yet unknown, that may be needed to implement the proposals listed above.

Councillor P Exton
30th January 2019