



**New Council Offices Working Group**

**Report to Council September 2024**

**Moving to the new office by 1 October**

In August the contractor, Tracy Averies & Co Building Works Ltd, completed work to modify the East Wing of the Community Centre for use as the Parish Council's office and meeting room. These involved splitting the room into an inner office part and an outer meeting room part, lowering the ceiling, improving the insulation, installing radiators and electrical sockets etc etc. The extensive work was initiated, managed and funded by the Community Centre. It looks good and further fitting out work, organized by the council, is ongoing including installation of secondary glazing, vertical window blinds, broadband, ceiling mounted projector, signage, lockable external post box, doorbell etc. This should be completed towards the end of September with the target getting the actual move done in time to be open for business in the new location on Tuesday 1 October. There will inevitably some disruption around the move but even when the office is not accessible the Clerk team will remain contactable by phone and e-mail.

The new address will be Goring-on-Thames Parish Council, The Old School, Station Road, Goring, Reading, RG8 9HB. This is opposite the junction of Station and Croft Roads and easily reached from the High Street through the Arcade and the Community centre car park behind it. It is just up Station Road from the Library.

We submitted an article announcing the move for the September GGN (copy date 4 Sep, distribution weekend of 21/22 September) so that residents should have at least a week's notice of the move. An announcement via Genie is planned for 16 September with a reminder on 30 September.

Approval is sought for the estimated additional budget required to complete the move (as detailed in the paper for the confidential part of the meeting).

Jim Emerson (WG Chair)