



Andover Town Council

To **consider** moving the office to the adjacent office no. 107 in Incuhive.

Item No. **20**

Produced for: Full Council

By: Town Clerk

Date of Report: 13 Mar 2024

Background:

The office in Incuhive is barely large enough for 4 desks and a small round meeting table. This does not allow for all 5 officers, (nor the soon to be hired receptionist) to be in the office at the same time and work comfortably.

Some of the current desks are unnecessarily large, and none are of the same type and don't fit together well. The desks could be replaced with slightly smaller versions which fit together to save space. If space can be saved, a small reception area could be arranged for meet/greet with the public. The current office is slightly to "thin" to allow for this.

Proposer: Cllr E Reynolds

Seconder: Cllr S Hardstaff

Proposal: To **approve** that the office moves to office no. 107 next door in Incuhive.

Considerations:

- The current monthly cost is £750 + VAT, this would rise to £913 + VAT.
- The current office is Office 108 = 332 ft² which would be increased to Office 107 = 406 ft²
- Incuhive will allow a 1 week occupation of both offices to assist with a smooth move.
- The new contract could potentially start on 1st April.
- The new office will still not be perfect for public "drop in", but once the receptionist starts work, it will be a lot easier for the public to be seen by officers.
- More scanning will be required to reduce the need for the differently sized cabinets, but these are slowly being emptied anyway.

Potential layouts (not to scale.)

