

COUNCIL

WEDNESDAY 9TH SEPTEMBER 2020

TOURIST INFORMATION CENTRE FIT OUT

1. PURPOSE OF THE REPORT

- 1.1 To approve a request for financial support for the fit out the Tourist Information Centre (TIC) space in the Town Hall

2. BACKGROUND

- 2.1 Since the move from the Tithe Barn, the TIC has been lodging in various locations in the Town Hall with a view to a sharing a permanent space with the Box Office.
- 2.2 The Town Council contributes £10,000 a year for staffing. In 2020/21 the contribution will be reduced by approximately 50% as a result of the closure of the TIC and redeployment or furloughing of TIC staff. The exact reduction is dependent on discussions regarding any outstanding rent owed to MCC following the TIC move into the Town Hall.

3. PROPOSAL

- 3.1 The cost of providing shelving, a counter, installation and Covid-19 adaptations for the Tourist Information Centre element totals £5685. BBNPA can contribute £2000 and ADTA £1200 leaving a shortfall of £2485. MCC, through RDP funds has sourced 3 large TV screens for this area and iPads for the Box Office and TIC staff to use.
- 3.2 The style of the fixture and fittings is rustic wood and images are set out below:

Wall Fixtures £1970.50



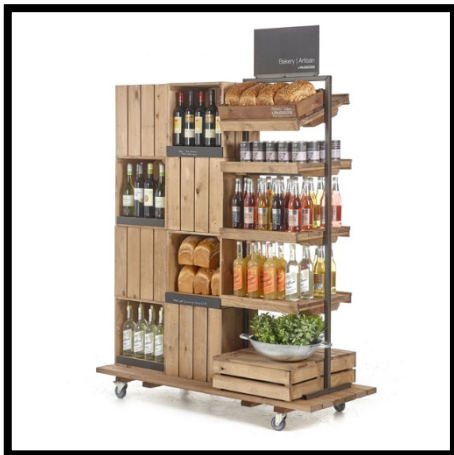
5 metres of wall fixtures to run along the back wall in stained rustic wood finish

Counter £1237.00



2000 x 860 Counter with customer facing shelving and user side storage

Mobile Floor Unit £728.20



Mobile floor unit to be shared, and to fit into lift.

COVID 19 Mitigation Measures £700

To ensure the whole operation is COVID 19 safe, as per regulations. This will involve hand sanitising stations, screens for the tills and social distancing signage etc.

Installation £1000

Installation of the fixtures and fittings, electrical works and the COVID 19 measures.

- 3.3 The cost of fitting out the Box Office will be additional to this proposal. It is likely that in due course, a request for financial assistance from the Town Council for Box Office furniture will be made.

4. RECOMMENDATIONS

- 4.1 To agree financial support up to £2485 for TIC fit out.