

## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 27 September 2021

**Title:** Town Hall Window Repairs

**Contact Officer:** Operations & Estates Advisor - John Hickman

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### Background

The Council leases the Town Hall building from the Town Hall Charity under a full repairing lease.

Members will be aware of the situation relating to the structural issues recently uncovered from previous Officer reports. These works are scheduled to take place w/c 27 September.

It has been many years since the external decoration and any window maintenance of the Town Hall has taken place. The windows are currently in a very poor state of repair and require substantial repair, maintenance, and decoration & draft proofing. Internal secondary glazing is in poor condition, poorly fitting and in some areas dangerous.

### Current Situation

The Operations and Estates Advisor has approached several companies about carrying out these repairs and maintenance, 3 companies have attended the Town Hall and provide associated quotes as to works that they can provide. Only one company is willing to replace the rotten windowsill to the rear ground floor office window. Only one of the companies is willing to carry out the decoration of the windows when repaired. A further company is viewing the works this week it is hoped that they will be willing to quote for all the works required including the external decoration of the building and repairs to the fire escape doors from the Town Hall.

The Operations and Estates Officer is meeting with a further company at the time of writing this report who will also hopefully provide a 4<sup>th</sup> quote for council however this may not be available for this meeting. Therefore, the Operation and Estates Officer would ask that any recommendation made by council should be made subject to the fourth quote when it is provided.

The WODC Conservation Officer has been contacted to seek the necessary permissions before works can commence because of the Town Hall's grade 2\*listed status.

Contractor 1 requires no scaffold, and all works will be carried out from inside the building.

Contractor 2 are requesting scaffolding outside the building.

Contractor 3 has requested a scaffold outside the council Chamber windows and a tower scaffold inside to carry out the work.

Contractor 2 has quoted to replace the secondary glazing, neither of the other contractors have quoted for secondary glazing works.

Contractor 2 has also quoted to decorate all windows once reinstalled.

Contractor 3 has also quoted to replace the rear shop windowsill.

Once the Sash windows are repaired and draft proofed the additional benefit from the secondary glazing will be sound reduction rather than insulation. Without the secondary glazing the traffic noise from outside would be very intrusive making telephone calls etc. difficult.

Once a contractor quote has been accepted by council the Operations and Estates Officer will source quotes for any other items that have not been covered within that quote and bring to council for recommendation at a later date.

Officers would recommend that the colour scheme remains the same because of it being in a conservation area and listed building .

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Repairing the windows would improve the building insulation, reducing the requirement for heating and therefore the carbon footprint of the building

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Repairing the windows would reduce the risk to staff and members of the public from injury due to badly maintained windows.

The Council also has obligations under its lease to carry out these repairs in a timely manner.

### **Financial implications**

Associated costs would need to be taken from budget line 800/4975 Capital Projects Town hall Works.

There is £30,000 set aside for these works, as it was budgeted in the previous financial year.

There is also an earmarked reserve (321) which currently stands at £31,799 – although this will be funding the structural repairs to make up any shortfall after submitting an account to

the Council's Landlord. There was also extensive works carried out earlier in the year to turn the ground floor into the public office.

**Recommendations**

Members are invited to note the report and consider which of the quotes to accept – subject to receipt of the additional quote the Operations & Estates Officer is currently waiting on.