

## **POLICY, GOVERNANCE & FINANCE COMMITTEE**

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**Date:** Monday, 22 November 2021

**Title:** Town Hall Window Repairs & External Building Decoration

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

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### **Background**

At the meeting of this Committee on 27<sup>th</sup> September 2021, a resolution was passed asking the Operations and Estates Advisor to provide further information on the quotes received for works to the Town Hall windows to allow councillors to make a fair comparison.

### **Current Situation**

The Operations and Estates Advisor has produced a clearer cost comparison for these works. However, the Operations and Estates Advisor met with the Conservation Officer from West Oxfordshire District Council on 4<sup>th</sup> October to discuss the works being recommended by the contractors. The Conservation Officer is not willing to accept any new sashes and requested that all repairs would need to conserve as much of the original timber as possible.

The Operations and Estates Advisor has therefore drawn up a specification of how the windows must be repaired and circulated this to all contractors and requested they requote, talking into account the Conservation Officer's recommendations. Two further contractors have also been requested to quote for the repairs.

The Operations and Estates Advisor is also contacting separate contractors for quotes to carry out the external decoration of the building.

Many of the recognised sash window companies do not carry out repairs to shop fronts, doors, or other types of windows, therefore the Operations and Estates Advisor will be approaching local tradesmen to carry out the required works in these areas. Separate quotes will be available for these when they are returned.

### **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.

By repairing existing windows, the Council will lessen its carbon footprint in comparison to commissioning new windows. Once the windows are repaired this will reduce energy loss from the building in terms of heat.

**Risk**

If repairs are carried out, it will prevent the windows from becoming increasingly unsafe.

**Financial implications**

Financial implications are as attached in the appendix to this report.

**Recommendations**

That the report be noted and that final consideration on this matter be deferred until the next Committee meeting on 31 January 2022 when all quotations should be available.