

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 31 January 2022

Title: Town Hall Window Repairs and External Building Decoration.

Contact Officer: Operations & Estates Advisor - John Hickman

Background

At the meeting of this committee on 27th September 2021, it was requested that, the Operations and Estates Advisor provide further information on the quotes received to allow councillors to make a fair comparison on this procurement. Unfortunately, the quotes received had to be re-submitted to take into account the conservation officers' guidance.

Current Situation

Town Hall Window Repairs/Draught Proofing.

The Operations and Estates Advisor requested all companies that had already quoted revised their quotes and contacted an additional two companies to tender. These quotes have now been drawn up into a cost comparison for councillor's consideration and are provided as an appendix to this report.

Two companies have not requoted, one due to their order book now being full, and the other as they were only interested in replacing all the windows and not draft-proof repairing the existing. Many of the recognised sash window companies do not carry out repairs to shop fronts, doors, or other types of windows.

Town Hall Fire Doors and Shop Windowsill repairs

The Operations and Estates Advisor requested separate quotes from companies that carry out these types of works, quotes have been returned from two companies and are provided as an appendix to this report for councillor's consideration. Only two companies have provided quotes, the Operations and Estates Advisor can approach other companies for quotes should councillors so wish.

Town Hall External Decoration.

Quotes have been sought from eight local decorating companies to carry out external decoration of the Town Hall on completion of the window repairs including shop fronts with the exception off Lily's Attic. The Operations and Estates Officer has held site meetings with several of these companies, however only one company has responded by providing a quote

which is provided as an appendix to this report for councillor's consideration. The Operations and Estates Advisor can approach other companies for quotes should councillors so wish.

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

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.

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

Financial implications

- There is an EMR (a/c 321) for Town Hall Maintenance, totalling £71,799.
- Financial implications are as attached in the appendix to this report.

Recommendations

Members are invited to note the report and consider the following:

1. The quotes for repair/draught proofing of the Town Hall windows.
2. The repairs to the Town Hall Fire Doors and rear shop windowsill.
3. The external decoration of the Town Hall.