

Policy & Resources Committee

Title:	Town Hall Secondary Glazing
Date:	7 November 2023
Contact Officer:	Andrea Oughton, Operations Manager

Purpose of the Report

1. To approve the purchase and installation of secondary glazing units to the Upper Chamber office, Upper Chamber kitchen and toilet windows within the town hall.

Background

2. The Upper Chamber office is not currently secondary glazed and during the winter months staff working in this area need to supplement the heating with portable electric heaters.
3. The installation of secondary glazing to windows in the Upper Chamber office and Upper Chamber kitchen will improve heating efficiency. A window's thermal efficiency can increase by as much as 60-70% with secondary glazing installed.
4. Secondary glazing also reduces draughts and noise pollution and will improve the workable space for staff, visitors and hirers.
5. To free up additional ground floor meeting space, some council staff will now be working in the upper office throughout the week.

Resource Appraisal

6. In line with our [Financial Regulations](#) 11.1 (i) quotations were sought from three companies who attended a site visit at the town hall. At the time of writing two quotations have been received and are set out below:

Location	Company A	Company B	Company C
Upper Chamber Office: Front window Two side windows Stair window	£5990.00 £1910.00 £965.00	£4044.00 £731.06 £1206.93	Quotes requested but not received at time of writing report
Sub-total:	£8865.00	£5981.99	
Upper Chamber Kitchen	£2600.00	£3481.18	
Ladies Toilet	£1430.00	£1221.31	
Gents Toilet	£715.00	£641.25	
Sub-total:	£4745.00	£5343.74	

Total:	£13,610.00	£11325.73	

Legal Powers

- Local Government Act 1972 s133
- Public Contracts Regulations 2015

Recommendation:

- i) To accept the quotation from Company B to supply and install secondary glazing units to windows in the Town Hall as detailed in the report at a total cost of £11325.73. Funding to be drawn down from Community Infrastructure Levy Reserves.***