Background information for items from the Buildings Sub-Committee (BSC) for the full Council agenda 15th October 2014

Item 2 – Expenditure of the awards for all grant

This is the resolution to enable the clerk to purchase equipment which will enhance the facilities offered by the town hall. There are no budget implications as all finance has been won via the external application.

Item 3 – Longer term window repairs

This resolution proposes a second stage of window repair after the 'holding' repairs approved at the last Council meeting. Inspection of the windows has suggested that the existing timber windows are capable of being repaired. Repair and overhaul is required urgently particularly to areas of the ground floor sills to the WCs and some other areas.

In undertaken this work now the Council will prolong the life of the windows and their security. Funding is available in the 14/15 funding allocation and the preliminary estimate for the work is £2,500. It may be difficult to secure competitive quotations for work where the extent cannot be determined until full opening up has been undertaken and the BSC will give thought to this at a subsequent meeting and report back to Council.

Item 4 – redecoration and refurbishment to the main entrance hall

With the enhancement of equipment under item 2 improving the condition and appearance of the rest of the grade 2* listed building is all the more important if hiring is to be widened and improved. The entrance hall is shabby and damp and this offers a poor first impression to visitors and potential users.

The work is proposed by the BSC to consider storage facilities for the display unit, a new cupboard layout with possibly some additional storage located in the WC lobby, damp proofing, joinery repair including new concealed door closers and complete cleaning and redecoration.

Advice will be needed on consents required and this will be undertaken in conjunction with the ETHIC as will all works in this agenda.

There is sufficient provision in the 14/15 financial allocation to cover this work.

Item 5 – procurement of a term maintenance contract

The BSC unanimously agreed that the piece-meal process of seeking to maintain the town hall via a series of individual quotations for each piece of work is flawed. Not only has it sometimes been difficult to secure three quotes from the local market it is also a burden on local businesses to keep providing, often unsuccessful, quotes. It also means that potentially several contractors can undertake work to building elements complication responsibilities and warranties

Thus the BSC recommend the procurement of a term maintenance contract in competition to reputable companies where pre-tendered rates are offered for labour across trades for a two year period with an option for the Council to extend this.

The tender document for this would be drawn up via the BSC with the clerk and the proposed tender list and recommendation presented to full Council.

The summary paper reviewed by the BSC at its meeting on 2nd October is attached for reference.

Item 6 – maintenance of heating and electrical works

The heating in the town hall requires a maintenance package to deliver its expected life span and maintain its functioning efficiency. In order to maintain warranties and take advantage of the installers knowledge it is proposed that a maintenance package be sought with Mark Joy Plumbing and Heating to span two years. This will align it with the building maintenance contract in item 5

The same arrangement is proposed with Scole Electrical for electrical maintenance.

Again proposals would be placed before full Council for endorsement