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| **Finance & General Purposes Committee Meeting** |    Market Drayton Town Council |
| **Agenda Item: 7.FG – Chamber Alterations** |
| **Date: 24 March 2022** |
| **Appendix : FG117** |

At a previous meeting of the Finance & General Purposes Committee held on 18 November 2021, members discussed reducing the height of the Chamber ceiling and insulating it to improve the acoustics and to reduce utility bills.

 It was **RESOLVED:**

**To get quotes on the Chamber ceiling, installing an insulated suspended ceiling.**

A quote has been received; the options and costs are:

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| **Suspended Ceiling** | To supply a 2”x1” batten to all perimeter walls then supply and fix 600x600 tiles in a white grid system | £3,464 Plus Vat |

**Insulation Options:** (Specifications are attached).

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| Option 1 | Overlay ceiling with 200mm thick insulation loft roll | £747 Plus Vat |
| Option 2 | Standard 200mm loft roll in a fire-retardant bag | £934 Plus Vat |

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| **Electrical Works** | Carry out alterations, put new LED module panels in, alterations to emergency lighting. Note existing electrics assumed to be up to current standards; no allowance made for upgrading any existing items | £2,950 Plus Vat |

**Additional Works:**

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| **Fire Door** | Supply and fit white UPVC door withy panic bar release and side panel |  |
| **Noticeboard Window** | Supply and fit UPVC window with no openers |  |
| **Window (bottom of the stairs leading to Clerks offices)** | Supply and fit UPVC window with one opener | Total Cost:£2,454 Plus Vat |

**Total Estimated Costs:**

To include suspended ceiling, insulation, new fire door and two new windows.

Please note this does not include, decoration, flooring, removing, installing the projector and screen as per quote.

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| Option 1 | £9,615 Plus Vat |
| Option 2 | £9,802 Plus Vat |

There is approximately £7,000 remaining in the Town Hall maintenance budget this financial year; this could be transferred to Town Hall Earmarked Reserves at the end of the financial year to go towards funding the works.

There is currently £16,335 in Town Hall Earmarked reserves to date.

**For Consideration**

To consider going ahead with the suspended ceiling within the Chamber deciding on the insulations option.

To consider renewing the fire door and two windows.

To decide the allocation of funds.