

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting						
MEETING DATE AND TIME	12th March 2026	LOCATION	Congleton Town Hall				
REPORT FROM	Town Hall Manager – Mark Worthington						
AGENDA ITEM REPORT TITLE	8 Installation of Double Glazing to 2nd Floor Windows						
Background	Double and secondary glazing to the ground-floor windows of the Information Centre and Brasserie have now been completed with the help of funds from the Improved, Greener, Communities Facilities Fund Grant scheme. Original quotes for improvements to windows on the front elevation of the Town Hall also included the 1 st and 2 nd floor windows; however, grant funding was insufficient to include improvements to these areas.						
Update	<p>The Information Centre and Brasserie have both seen a considerable reduction in external noise interference and an improvement in the temperature of the rooms since the installation of double and secondary glazing. These improvements to the windows could be replicated throughout the Town Hall, as identified in previous decarbonisation reports and funded through the ongoing maintenance programme budget. Details below highlight costs for improvements to 2nd floor.</p> <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: center;">Second Floor</td></tr><tr><td style="text-align: center;">(Chief Officers' and Finance Offices)</td></tr><tr><td style="text-align: center;">6 x windows to have single glazing removed and replaced with double glazing.</td></tr><tr><td style="text-align: center;">£12,000.00 + VAT</td></tr></table> <p>All works form part of the Town Hall Maintenance Plan and fall within the budgets agreed to support the Maintenance Plan. Secondary glazing to the arched windows on the 2nd floor landing (between Chief Officer's Office and Finance Office) has already been completed as part of the Improved, Greener, Communities Facilities Fund Grant. Installing double glazing to the windows on the 2nd floor, Chief Officer's Office and Finance Office would mean all windows on the 2nd floor would</p>			Second Floor	(Chief Officers' and Finance Offices)	6 x windows to have single glazing removed and replaced with double glazing.	£12,000.00 + VAT
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	<p>feature either double glazing or secondary glazing where applicable. This would reduce external noise interference and improve temperature control for staff working in these areas, as well as removing the need for de-humidifiers in these offices.</p> <p>Town Hall, Assets and Services Committee members considered this item at their meeting on 12 February 2026. Under item 12, First and Second Floor Secondary/Double Glazing, THAS/40/2526 resolved to research ongoing grant funding to support improvements to the first and second floor windows. THAS Committee to recommend to Council the request to install new double glazing to the 6 x second-floor windows at a cost of £12,000.00 + VAT.</p> <p>Cheshire East has been contacted regarding potential additional grant funding; no response has been received to date.</p>
Financial	To be in accordance with allocated budgets and financial regulations. These figures originally formed part of the Salix Decarbonisation project, and therefore, additional quotes were built into the overall costs.
Environmental	To assess, via the procurement process, the environmental impact and benefits. To improve the work environment for staff with reduced noise interference and improved temperature control.
Equality	Where applicable in the procurement of services, this is taken into consideration.
Decision Request	<p>For Council to approve the installation of double glazing to the six second-floor windows at a cost of £12,000 + VAT, with a 50% deposit required.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Approve the installation of double glazing to the six second-floor windows only, at a total cost of £12,000 + VAT.