

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>								
<b>MEETING DATE AND TIME</b>	<b>9<sup>th</sup> April 2026 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>						
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>								
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Museum Door Repair</b>								
<b>Background</b>	<p>Following incidents of damage to the doors at the main entrance to the Museum, Officers were tasked with sourcing quotes to replace/repair the doors. At the entrance to the Museum are wooden, double doors connected to the alarm system, with a metal roller shutter door behind these doors. There is also a wooden and glass fan light located above the wooden doors, which does not appear to be connected to the doors themselves or the surrounding frame. Damage was sustained to the wooden, double doors and locks only. Committee members agreed on the resolution below at the Town Hall, Assets and Services Committee on 12.02.26:</p> <p><b>15. <u>Museum Update</u></b></p> <p><b>THAS/43/2526</b> resolved to work with our insurance company to resolve this issue and for them to decide on the course of action to be taken regarding the replacement/repair of the Museum doors.</p>								
<b>Update</b>	<p>Quotes have been obtained for the options available to improve/repair the Museum doors. These include quotes to replace the wooden, double doors only, as well as a quote to replace the wooden, double doors and the fan light above the doors. There is also a quote to remove the existing doors, repair/paint and install a three – way lock before re-installing.</p> <table border="1" data-bbox="453 1594 1385 2011"> <thead> <tr> <th align="center">Job Description</th> <th align="center">Cost</th> </tr> </thead> <tbody> <tr> <td>Replace existing wooden, double doors with new hardwood double doors, <b>fan light</b> and associated handles/letterbox. Paint and finish.</td> <td align="center">£7,437.77 Ex VAT £8,925.32 Inc VAT</td> </tr> <tr> <td>Replace existing wooden, double doors with new hardwood</td> <td align="center">£4,562.00 Ex VAT</td> </tr> </tbody> </table>			Job Description	Cost	Replace existing wooden, double doors with new hardwood double doors, <b>fan light</b> and associated handles/letterbox. Paint and finish.	£7,437.77 Ex VAT £8,925.32 Inc VAT	Replace existing wooden, double doors with new hardwood	£4,562.00 Ex VAT
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	double doors and associated handles/letterbox. Paint and finish.	£5,474.40 Inc VAT
	Replace existing wooden, double doors with new hardwood double doors and associated handles/letterbox. Paint and finish.	£5,587.00 Ex VAT £6,704.40 Inc VAT
	Remove existing double wooden doors to the workshop. Install a 3-way lock and associated adjustments to doors. Paint, finish and reinstall.	£1,685.00 Ex VAT £2,022.00 Inc VAT
	<p>Due to the ongoing Police investigation into damage caused to the Museum doors, there has been no further update as to who will be responsible for the cost of repairing the doors. In the meantime, it is recommended to repair the doors through the insurance policy of the Museum or the Town Hall, or from the Town Hall budgets.</p>	
<b>Financial</b>	To be in accordance with allocated budgets and financial regulations. Officers to recommend option 3 - remove existing doors and install a three-way locking system. Re-install. Funds to be used from the Town Hall maintenance budget. Options 1 & 2 would require agreement by Council due to limited funds remaining in the maintenance budget.	
<b>Environmental</b>	To assess via the procurement process the environmental impact and benefits.	
<b>Equality</b>	Where applicable in the procurement of services, this is taken into consideration.	
<b>Decision Request</b>	<p>For Committee members to agree on which insurance policy to claim against for damage to the Museum doors, the Museum insurance policy or Town Hall insurance policy, or the Town Hall budgets. To agree to option 3 to repair the existing Museum wooden doors and install a 3 – way lock at a cost of £1,685.00 + VAT, or recommend options 1 or 2 to Council:</p> <ol style="list-style-type: none"> <li>1 - Replacement wooden, double doors and fan light (£7,437.77 Ex VAT)</li> <li>2 - Replacement wooden, double doors only (£5,587.00 Ex VAT)</li> <li>3 - Remove existing doors and install a three-way locking system. Re-install (£1,685.00 Ex VAT)</li> </ol>	