



West Horsley Parish Council

WEST HORSLEY VILLAGE HALL – REPLACEMENT OF WINDOWS

Introduction

The windows in the Village Hall need to be replaced. Not only do they provide poor energy efficiency, but several panes have blown, and many of them no longer lock, resulting in a potential breach of the Village Hall's insurance policy. The Parish Council has been planning this project for many years, pending funding. The following funding is now available:

- £80,000 from S106 (Manor Farm) 'to improve the village hall'
- £30,000 held in the Parish Council's EMR for WHVH Improvements

It is proposed that the Council gives a green light to this project and that the following early stages are actioned:

1. Establish a Working Party, consisting of the Clerk, a Parish Councillor, a member of the Village Hall Management Committee, and an independent project manager.
2. Working Party to be asked to prepare a technical specification and a short-list of suppliers. These to be approved by Full Council before proceeding.
3. Potential suppliers to be asked to provide a breakdown of costs as follows:
 - All Main Hall windows, including the kitchen, toilets, stage and backstage area
 - All Rubin Room windows
 - All Cedar Room windows including the kitchen and toilets
4. Working Party to obtain at least three formal tenders for the above. The correct procurement procedures must be followed (see WHPC [Standing Orders and Financial regulations](#)).
5. All invitations to tender to be issued by the Clerk. All tenders to be addressed to the Clerk.
6. Working Party to prepare a detailed briefing note for Full Council's approval, this to include the following information for each supplier:
 - Product specifications, including U-value, frame materials, safety glass standards, ventilation
 - Breakdown of costs including percentages for deposits, interim and final payments
 - Company locality/reputation, (including a verified reference from a recent customer)
 - Availability, lead times and installation times, and
 - The Working Party's preferred contractor, with reasons, and an estimated timeline for completion of the work

Project Management

It is proposed that a fee is paid to the independent project manager, this matter to be discussed at agenda item 26/180 Staffing Matters.