

**Replacement window and frame in the Clerk's room**

Following the Town Hall survey in January 2022 it was noted that the windows and doors should be overhauled, repaired and redecorated every 5 years, commencing straightaway.

The wooden window frame in the Town Clerk's office has been filled and repaired on several occasions and is now in a poor state it should be replaced completely.

We are in the process of obtaining quotes and have had companies out to look at the issue; however, only one company has quoted at the time of writing. All the contractors are aware this is a Listed Building and advising accordingly. As we are replacing like for like we will not be applying for planning permission.

There is money in the Town Hall maintenance ear marked reserve which would cover the cost.

**Recommended:** Further quotes are obtained to do the work set out in the attached appendix. On receipt of those quotes, the Clerk and Chairman of Amenities be authorised to instruct a contractor.