

REPORT TO ASSETS AND OPERATIONS COMMITTEE

COUNCIL OFFICE WINDOW REPAIR



Report Reference A-25-10
Meeting Date 23rd February 2026
Agenda Item 8
Prepared by Town Clerk

1.0 BACKGROUND

In 2025, an unused office was renovated to be put into use for council use. The room has two windows; one is difficult to access due to the position of desks and a second is in a poor state of repair and not openable.

It is necessary for the second window to be openable to provide a comfortable working environment for staff with adequate ventilation.

The cost of the works to repair the window are £2,015. This involves removal of a casement, supply and fitting of a new hardwood sill and splicing in new hardwood to the jams of the existing frames along with new casement to match original supply and fit of suitable glass and new staff, parting bead and seal. The works would be undertaken by specialist window repair contractors. Cheshire East Council has approved the methodology for works and confirmed a listed building consent application would not be required.

Since the commitment of expenditure would exceed the committee's designated budget, the item is tabled for committee approval. The projected expenditure for this work in the current year was included as part of the approval of the council budget for 2027/28.

2.0 RECOMMENDATION

It is recommended that the committee approve the works to repair the window.