

**REPORT from the clerk to Lydiard Millicent Parish Council,  
Thursday 4 July 2019.**

**Purpose of Report**

The purpose of this report is to provide quotations to members for the installation of new windows at the Jubilee Clubhouse.

**Background**

The Jubilee Clubhouse was constructed in the early 2000's using funding provided by the Football Foundation. Its primary purpose was to provide changing accommodation for local sports teams.

In recent years the Council has sought to develop this usage, promoting cricket, using a storage room to create a parish office which is open to the public, and to hire out the community room more frequently.

To facilitate these changes, prices have been sought to create a new window in the storage area used as a parish office and to make larger two windows in the community hall space. A window in the storage area has been discussed on various occasions as a necessary improvement, providing natural light for the clerk to work in.

**Security**

In other parishes where this type of scheme has been implemented, security of the premises has been enhanced successfully through the introduction of metal shutters. The clerk has been made aware of such cases through her attendance on the Community Governance course.

**Financial Implications**

*Quotations:* Four companies were approached for prices, one did not respond and one declined to quote. The other two prices for three windows were: (a) £3,580 (b) £2,624

Of these only company (b) was able to provide an additional price for supply and installation of security shutters. The added cost being £2,860.

*Budget:* The Council has a project fund of £36,000 from which this project can be funded.

## **Benefits**

When considering the windows for the community room the total cost including security shutters will be £3,708.

If the larger windows help to make the room more attractive to users and draws two additional 2 hour bookings per week, the scheme will have paid for itself in 28 months. If just three additional 2 hour bookings were enticed every two weeks, time to recover the cost would be slightly longer at 38 months. Both scenarios are well within the expected lifetime of the windows.

## **Recommendations**

It is recommended that the Council proceed with the project as above, and at the appropriate time hold an open morning to show off the community room in the hope of attracting more users in the future.

DEBORAH BOURNE  
Parish Clerk/RFO