

Agenda Item: 16

Item	Notes for context	Estimate	Ordered	Actual
Budget agreed: £10,500.00 (102 / 4009)				
Suspended Window Poster Display	12 A4 display frames for posters in office windows	£125.00		
Snap Frames	H&S / Room Usage notices	£40.00	Yes	£21.37
Leaflet Display Holder	Freestanding or fixed to a wall - to be confirmed	£300.00		
Staff/Councillor Display Boards	Using boards and Admin time (previous quote for bespoke display was £162.00)	£0.00		
Fridge Freezer (black)	Full size fridge as outgrown the mid-size - catering requirements for external hire	£350.00		
Dishwasher (black)	Current is cracked, tablet dispenser unreliable	£250.00		
External Signage	Building signage to greet visitors - possible reduction in estimate on further investigation	£300.00		
Kitchen Blind	New one is needed	£80.00		
Tub chair for visitors	Sourcing second hand / charity	£45.00		
Planters	Sourcing second hand / charity	£60.00		
New toilet signage	Modern signage required	£30.00		
Kitchen refurbishment	More cost efficient to use external see below rationale	£6,850.00		
Redecoration of meeting rooms	Parks & Projects undertaking materials only (external contractor quoted £1,100)	£100.00		
Large meeting room blinds	3 quotations received but need to investigate further (max budget available £1,000)	£1,000.00		
Meeting chairs	Badly stained seats, internally reupholstered to save budget (£2,000 was allocated)	£150.00	Yes	£146.65
CCTV cameras x 2 (side & front)	Install internally. Camera, SIM cards etc. (external sourced, monitored £4,000)	£800.00		
Replacement Rug	Rug to replace existing & have a back up when cleaning etc.	£50.00		
Total		£10,530.00		£168

Recommendations:

1. To note the budget allocation for building improvements in 2025/26.
2. To proceed kitchen refurbishment at £6,850.00 based on the following rationale:
 - a) To note internally Parks & Projects do not have the capacity or skillset to undertake.
 - b) Several other contractors were approached, came out to measure etc. but then didn't quote.
 - c) Quotation received is considered a fair estimate by Officers conducting the quotation process