

**Policy & Resources Committee**

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<b>Date:</b>	<b>16 February 2016</b>
<b>Title:</b>	<b>Town Hall Secondary Glazing</b>
<b>Contact Officer:</b>	<b>Janine Howells, Asset Manager</b>

**Purpose of the Report**

1. To consider the installation of secondary glazing units to the Meeting Room and Information Centre windows.

**Background**

2. In 2015 an energy performance audit and advisory report was undertaken on the Town Hall in accordance with the requirements of The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.
3. A number of recommendations were made within the report and this was noted at the Policy and Resources Committee meeting held on 21 July 2015. The Council where possible, will take these recommendations on board when considering any remedial or improvement works to the building to improve the energy performance of the Town Hall.
4. A recommendation with a potential high impact on energy performance is the fitting of secondary glazing to the windows within the Information Centre and Meeting Room.
5. The Information Centre and Meeting Room windows are not currently secondary glazed and during the winter months staff working in the Information Centre have to supplement the heating with portable electric heaters.

**Resource Appraisals**

6. The cost to install vertically sliding secondary glazing units to the Meeting Room and Information Centre windows would be approx. £2,800.

**Risk Assessment**

7. Secondary glazing will reduce noise pollution and assist with eliminating drafts thereby improving staff comfort.
8. Secondary glazing will reduce heat loss from the building thereby improving the energy performance of the building and reducing energy costs.

**Legal Powers:** Local Government Act 1972 s 133

**Recommendation:**

- i) Recommend to Full Council, if supported that £2,800 be released from the Capital Rolling Fund to install the secondary glazing as detailed within the report.***