

Environment & Assets Committee

Title:	Thame Museum – Roof Repairs
Date:	2 July 2024
Contact Officer:	Andrea Oughton, Operations Manager

Action Required

1. To approve works, as identified in the Building Condition Survey, to Thame Museum roof.

Background

2. A Building Condition Survey carried out on 15 January 2024 was presented to the Policy & Resources Committee on 27 February 2024. Within the report immediate action was identified related to work to the roof to stop water ingress.
3. A Scope of Works & Clarifications (Appendix A) together with an extract from the 5-year PMP Report (Appendix B) for work to the roof were drawn up in conjunction with a volunteer from Thame Museum with a career background in project management within the construction industry.
4. Nine roofing companies were approached and invited to submit a quotation for the work as identified in the documents above. Two companies visited the museum and submitted quotations; a third company replied to say that due to work schedules they would not be able to submit a quotation.

Resource Appraisal

5. At the time of writing two quotations have been received and are set out below:

Company A	Company B
£6,000.00	£23,172.00
Vat: £1,200.00	Vat: £4,634.40
Total: £7,200.00	Total: £27,806.40

Legal Powers

- Local Government Act 1972 s144

Recommendation:

- To accept the quotation from Company A to carry out works to Thame Museum Roof as outlined in the Scope of Work at a cost of £6,000.00 plus VAT. Funding to be drawn down from Thame Museum Ear Marked Reserves.***