

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE	Town Hall, Assets and Services Committee Meeting														
MEETING DATE AND TIME	28th September 2023 7:00pm	LOCATION	Congleton Town Hall												
REPORT FROM	Town Hall Manager – Mark Worthington														
AGENDA ITEM REPORT TITLE	Agenda Item 12: Town Hall Emergency Lighting Repairs														
Background	<p>The emergency lighting units are located in each room of the Town Hall, along the emergency evacuation routes and above each door to highlight the quickest route of escaping from the building. The emergency lighting units are usually identifiable from a normal light unit by a small green light within the unit. Emergency light units feature a built in battery which will continue to power the emergency light unit if there were to be an electrical power cut due to an emergency. The battery backup should power the emergency lighting for 3 hours. The emergency lighting is tested monthly to establish they are working, however, a full 3 hour test is required annually.</p>														
Update	<p>Following the annual 3 hour test of the emergency lighting it has been found that 25 of the 77 emergency lights around the Town Hall are no longer holding battery charge for the full 3 hours. For this reason quotes have been received to replace these emergency lights.</p> <p align="center">Quotes and details below.</p> <table border="1"> <thead> <tr> <th></th> <th>Light Unit Replacement</th> <th>Lead Time</th> </tr> </thead> <tbody> <tr> <td>Company A</td> <td>£3,288 + VAT</td> <td>W/C 11/09/23</td> </tr> <tr> <td>Company B</td> <td>£2,447.47 + VAT</td> <td>End of October</td> </tr> <tr> <td>Company C</td> <td>£4,643.07 (+ VAT)</td> <td></td> </tr> </tbody> </table> <p>Due to the need for these works to be carried out as soon as possible, and the costs involved, the Chairs of the Town Hall, Assets & Services Committee, Finance Committee and Mayor were informed to discuss a way forward. It was agreed for the work to be carried out by Company A as they have ongoing experience of working at the Town Hall and could schedule the work within two weeks.</p> <p>Work was carried out to replace the emergency lighting, where required, on the 11th & 12th September 2023.</p>				Light Unit Replacement	Lead Time	Company A	£3,288 + VAT	W/C 11/09/23	Company B	£2,447.47 + VAT	End of October	Company C	£4,643.07 (+ VAT)	
	Light Unit Replacement	Lead Time													
Company A	£3,288 + VAT	W/C 11/09/23													
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Company C	£4,643.07 (+ VAT)														
Financial	To be in accordance with allocated budgets and financial regulations														
Environmental	To assess via the procurement process environmental impact and benefits														
Equality	Where applicable in the procurement of services this is taken into consideration														
Proposal	To receive the report relating to Town Hall Emergency Lighting.														

