

Report No. 2

Report to Town Hall and Facilities Committee 11th October 2017

Notice Boards

1. Purpose of the report

- 1.1 To seek the committee's instructions on the purchase of a replacement notice board for the front of the Town hall

2. Background

- 2.1 The committee has previously authorised expenditure on a replacement notice board for the front of the Town Hall.
- 2.2 The specification provided was for a replacement to be of the same size as the existing board, made of either timber or metal, contain the Town shield and be provided with two side hung access doors.

3. Proposal

- 3.1 The office team has researched with a number of suppliers and found only one company who would be prepared to supply a board of dimensions very close to the existing one and with side hung doors. This would need to be bespoke order as the size is outside of current ranges offered.
- 3.2 The cost of providing the board varied from £1,300 to £1,500 including delivery.
- 3.3 Boards the same size as the existing are not readily available and will contain more than 30 sheets of A4 size paper far more than that required for Town Council purposes. The highest number of sheets displayed at any one time for Town Council business would be 12 sheets of A4 size, and then at only a few times of the year
- 3.4 Notice boards large enough to contain 12 sheets of A4 are available from a number of stockists and vary from £500 to £700 plus the cost of a headed logo board which would be subject to special order.
- 3.5 It should be noted that quotations have been sought from a range of stockists and those able to supply provide only a basic aluminium frame which is powder coated with a limited colour choice.

4. Financial implications and risks

- 4.1 The costs associated with the provision of a new notice board are contained within the report.

5. Recommendations

- 5.1 Members are requested to note the report and advise the Town Clerk of the action to be taken

Jeff Penfold
Town Clerk
2nd October 2017