

	Meeting (No)	Market & Town Hall Committee (3)	
	Date	22 September 2026	
	Document	Ref No	
	Town Hall Front Annual Maintenance	MTH3/26	

To ensure that the front of the Town Hall now remains in good condition following the recent repairs and improvement work. The contractor, Wirral Sash Windows, has been asked to provide a quote for an annual maintenance visit.

The quote provided is as follows:

Annual Timber Window Maintenance Contract: Neston Town Hall

Scope

- One annual inspection
- Ground floor windows and doors only
- Clean and inspect all windows
- Lubricate moving parts
- Minor timber repairs
- Minor paint touch-ups
- Condition report

Exclusions

- Major timber repairs
- Replacement glazing
- Hardware replacement
- Full decorating
- Emergency call outs

Price: £650 + VAT

Additional works: Any work outside this scope will be quoted before commencement.

Optional extras: Second inspection each year +£220

Further information

The work was completed in July 2026 so the first inspection would be arranged for July 2027, payable in advance of the inspection.

For continuity it is recommended that Wirral Sash Windows, who carried out the improvement work, should be appointed for the annual contract. However, if any major issues are discovered these would be reported to committee, with all relevant quotes, for consideration.

Nicky McMahon

Market & Town Hall Manager