

MELBOURN PARISH COUNCIL
Maintenance Committee Meeting : 21 October 2021

Item: MA101 21b) Quote for window repair at the pavilion

From: 1st Glass Services [<mailto:mail@1stglassservices.co.uk>]
Sent: 07 October 2021 13:59
To: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Subject: RE: Melbourn Pavilion broken unit

Hi Sophie,

The quote for this would be £77.50 plus VAT and this would be for toughened glass, and following the same sizes of the glass from the previous window.

Kind regards

1st Glass Services
Unit 3 Greenfield
Orchard Road Ind Est
Royston
Herts SG8 5HN

Tel: 01763 245588
Fax: 01763 245677

From: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Sent: 06 October 2021 12:49
To: 1st Glass Services <mail@1stglassservices.co.uk>
Subject: RE: Melbourn Pavilion broken unit

Good morning,

Following the window repair carried out at our Pavilion a few weeks ago, unfortunately another window has been broken at the Pavilion.

I have attached a photo of the broken window and we believe that the window is the same size as the one that was repaired recently.

Please could you provide a quote to repair the window? Also please could you advise on any measures that we could take, such as installing a new window with toughened glass, to reduce the possibility of the window being smashed?

If you wish to arrange to meet someone at the pavilion, please let me know.

Many thanks
Sophie

Sophie Marriage
Assistant to the Parish Clerk