Full Council

John Moulton Hall – Replacement Kitchen

Wards Affected: Penhill Ward
Priorities: To provide high-quality, safe and accessible services and facilities
Report Author: Andrew Briggs - Head of Operations
Date: 25th November 2026

1. Purpose

1.1 To consider three quotations for the kitchen refurbishment at John Moulton Hall and approve the appointment of Bidder A.

2. Background

2.1 The kitchen at John Moulton Hall is used to prepare and serve meals for the lunch club and community Christmas dinners. Hirers also use it for private functions and other events at the Community Centre. The existing kitchen has been in situ long before the Parish Council took over leasehold responsibilities from the Borough Council in 2018.

2.2 This year the Parish Council has installed air source heat pumps, redecorated the hall and replaced the cooker with a new electric model (removal of gas from site).
Solar panels are planned for 2027 (subject to Council approval).

2.3 The kitchen refurbishment is the next stage of the wider improvements to the hall. Replacement units, worktops and sinks would improve the facilities available for preparing and serving meals and washing up afterwards. Renewing the floor while the kitchen is stripped out would allow the works to take place during one closure, limiting disruption to the lunch club and other hirers.

3. Quotation Comparison

3.1 The proposed works include removal and disposal of the existing fitted kitchen, installation of commercial stainless-steel units and worktops, a servery sink and drainer, a separate handwash basin, a cooker splash back and hygienic wall cladding.

The project also includes a commercial hot water boiler and renewal of the kitchen safety flooring. The recently installed electric cooker and existing extraction canopy will be retained.

3.2 The table presents the figures used to compare the three options against the Council's requirements. All figures exclude VAT.

Bidder	Comparison figure
A	£32,000
B	£40,550
C	£46,190

3.3 Bidder A's kitchen quotation specifies removal of the existing installation, waste disposal, manufacture and fitting of stainless-steel base and wall units, the servery sink and drainer, handwash basin, splashback and wall cladding.

3.4 Bidder B's quotation covers strip-out, stainless-steel units and equipment, flooring, plumbing and electrical alterations, making good and redecoration. Bidder B submitted a lump sum of £44,750. Its comparison figure of £40,550 assumes a £4,200 cooker credit to ensure comparability.

Bidder C's fit-out includes stainless-steel units, sinks, wall cladding, safety flooring, an undercounter refrigerator and a wall-mounted water boiler.

3.5 Bidder A offers the lowest-cost option for the proposed works. Its project budget is £7,550 below the next comparison figure.

4. Financial Implications

4.1 The proposed project budget is up to £32,000. A contribution of £642.94 from earmarked reserve (EMR) 349 would leave up to £31,357.06 to be funded from the PWLB-funded buildings capital Programme.

The Councils original PWLB estimate for the project was £25,000. So the potential actual cost has returned slightly above the estimate.

4.2 Officers will obtain written confirmation of the final scope and price before placing the order. Any expenditure above the approved project budget will require further approval before commitment.

5. Delivery

5.1 Bidder A has allowed five working days for the kitchen installation. Officers will confirm the overall closure period, including floor preparation and installation, and agree dates around lunch club sessions and existing bookings wherever practicable. Affected hirers will be notified in advance.

6. Recommendations

The Committee is asked to

1. **APPROVE** Bidder A as the preferred contractor for the John Moulton Hall kitchen refurbishment and approve a total project budget of up to £32,000 for the works described in paragraph 3.1.

2. **APPLY** £642.94 from EMR 349 and fund the remaining balance of up to £32,357.06 from the PWLB-funded buildings capital Programme.

3. **AUTHORISE** the Clerk, in consultation with the Head of Operations, to place the order once the contractor has confirmed in writing the final scope, including the necessary service reconnections, the installation Programme and a total price within the approved budget.

Appendix A – Photographs of the Kitchen



Kitchen layout



Base units included in the proposed replacement.



Wall cupboards included in the proposed replacement.