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West Sussex BN6 9UY

## Briefing Note

# Chapel Decorating and Repairs

For Finance, Governance & Estates Committee 16 October 2025

### Introduction

On 18<sup>th</sup> September 2025 (**F25/26.051**) The Committee considered a briefing note setting out quotes to repair one door, the stained-glass windows and to decorate the interior of the Chapel and the external doors and window frames. Cllr Llewellyn suggested a minor amendment to the external decorating quotes, and it was agreed that a budget of up to £2,500 was authorised to amend the external decorating quote to one primer, two undercoats and two topcoats. Section 106 funds would be applied for initially before having to consider using Parish Council funding.

The Committee AGREED to:

- i. appoint Nick Bruce Carpentry to carry out the door repairs at a cost of £830 plus VAT;
- ii. appoint Silver-Stained Glass to supply and install cut to size and shaped poly carb sheets and install using stainless steel fixings at a cost of £2,070 plus VAT;
- iii. appoint JDP Decorating to carry out the internal decorating of the Chapel at a cost of £2,960 plus VAT;
- iv. appoint JDP Decorating to carry out the external decorating of the Chapel doors and window frames at a cost of up to £2,500 plus VAT; and
- v. apply for Section 106 funds.

It has been determined that there is presently no S106 funding available for any of the above improvement works and that planning permission will be required to carry out some of the works and that a member of staff from the MSDC planning department will be in contact to discuss what is required.

### Revised Quote for External decorating

#### External decorating

- Rub down and prepare existing doors and windows
- Fill areas with Ronseal two-part wood filler and Geocel decorator's caulk
- Apply Ronseal wet rot hardener to any areas of damp wood
- Apply and spot prime with Dulux Trade Preservative Primer to any areas of bare wood including back of doors
- Apply two coats of Dulux Trade weathershield undercoat Heritage White to doors and windows
- Apply two coats of Dulux Trade weathershield Gloss Heritage White to doors and windows

**Total £2,170.00 plus VAT**

**New total for decorating £5,130.00 plus VAT.**

**Total for all works £8,030.00 plus VAT.**

## **Recommendation**

Due to the lack of S106 funds being available it is our recommendation to use Earmarked reserves to carry out the below works, once planning permission is obtained.

**Door Repair** – To appoint Nick Bruce to carryout option 3. The door is mostly in good condition with only the lower section of the door showing rot. A cost of **£830.00 plus VAT**.

**Stained Glass Windows** – To appoint Silver-stained glass to carryout option 2 to supply and install poly carb over the Chapel windows on the southern side. A cost of **£2,070.00 plus VAT**.

**Decorating** – To appoint JDP decorating to carry out the internal and external decorating of the Chapel after the other works are completed. A cost of **£5,130.00 plus VAT**.

**A Grand Total of £8,030.00 plus VAT.**

**RECOMMENDATION:** The Committee is asked to AGREE to appoint Nick Bruce to carry out the door repairs at a cost of £830.00 plus VAT. To appoint Silver-stained glass to carry out the stained glass window repairs at a cost of £2,070.00 plus VAT and JDP Decorating to carry out the internal and external decorating of the Chapel at a cost of £5,130.00 plus VAT, using funds from the Cemetery Earmarked Reserve (320) currently holding £21,708.

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