

LISKEARD TOWN COUNCIL

Tel: 01579 345407
Office hours 9am to 1pm
Email. townclerk@liskeard.gov.uk
Website. www.liskeard.gov.uk



Mr S Vinson
Town Clerk
3-5 West Street
Liskeard
PL14 6BW

24 July 2025

Dear Sir or Madam,

Re. External Repairs to The Guildhall, Liskeard, PL14 3JE

Liskeard Town Council is inviting tenders from suitably qualified and experienced contractors to undertake repairs to rainwater goods and joinery on the north (Pike Street) elevation of the Grade 2* listed Guildhall. Accordingly, I enclose the following drawings and documents:

- North elevation plan
- West elevation plan
- Prelims
- Schedule of work
- Photographs
- Form of Tender

Please complete and return the enclosed 'Form of Tender' in an envelope clearly marked on the outside 'Guildhall Tender' to Mr S Vinson, Town Clerk, Liskeard Town Council, 3-5 West Street, Liskeard, Cornwall, PL14 6BW. The deadline for receipt of tenders is **1pm Friday 29 August 2025**.

Site visits can be arranged by contacting Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or call 01579 345407 / 07926 571882. Please give a minimum of 24 hours notice. You must inspect the property and read the documents in conjunction with the drawings before finalising your price.

If you require any clarification of the enclosed or any additional information, please contact Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or call 01579 345407 / 07926 571882 and I will distribute the questions and answers to all tenders, so all tender the same information.

Your sincerely,

Jacqui Orange
Facilities Manager
cc. Steve Vinson, Town Clerk