

Membership as from May 2019

Councillor De'Ath - Chairman
Councillor Borda
Councillor Drummond,
Councillor Hirst
Councillor Hood,
Councillor Hulbert,
Councillor Jeffreys
Councillor Lay
Councillor Kirk



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

LEISURE SERVICES COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 3rd February 2020 at 6pm

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

1. Chair to read fire safety notice and announce that proceedings may be filmed or recorded & to ask if anyone intends to record the meeting
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members Dispensation
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm for accuracy the Minutes of the Meeting held on 6th January 2020 and any matters arising
5. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **FINANCE** – To review the Income and Expenditure for Months 9 & 10 (M9 herewith / M10 to be tabled)
7. **BOOKINGS, EVENT STAFFING AND REQUIREMENTS** – to receive a report from the Events Manager
8. **MEMORIAL GARDENS** –
 - a. Play Safety Report – To receive the Play Safety Report update
 - b. CCTV – To receive an update
9. **NEWMARKET CALENDAR** – to receive an update
10. **VE DAY** – To consider supporting town commemorations of 50th Anniversary of VE Day
11. **CHRISTMAS 2020 EVENT** – To set a date
12. **CARNIVAL 2020** – To receive an update
13. **TWINNING** – To receive an update
14. **CRICKET PITCH** – To receive an update from Cllr Jefferys
15. **CINEMA** – To discuss
16. **COUNCIL CHAMBER** – To consider quotations for the purchase of two tables
17. **MEETING START TIME** – To review
18. **CORRESPONDENCE:** - Newmarket & Neighbours letter
19. **MEMORIAL HALL ROOF** – To consider quotes for structural engineers to provide specification of works
20. **ITEMS FOR THE NEXT AGENDA:**
21. **DATE OF NEXT MEETING: Monday 3rd March 2020**

Signed

Acting Town Council Manager

DATE: 28/01/2020

Distribute to the following for information: County & District Councillors, The Press, Newmarket Town Council
Notice Boards & the Web-site

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee
Held on Monday 6th January 2020 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor J De'Ath (Chairman)
Councillor J Borda
Councillor A Drummond

Councillor P Hulbert
Councillor M Jefferys
Councillor I Kirk

Also present: Deborah Sarson – Acting TCM, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Gemma Colby – Administrator and 1 Member of the Press.

Minute		Action by
L/20/01/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety briefing and confirmed that proceedings may be filmed or recorded. A request was made to add Cllr Kirk to the list of Committee Members on the agenda.	
L/20/01/2	<u>APOLOGIES</u> Apologies were received from Cllrs Hirst, Hood and Lay.	
L/20/01/3	<u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
L/20/01/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2ND DECEMBER 2019</u> Members received the minutes of the Leisure Services Committee meeting held on 2nd December 2019 and the following was agreed: <u>L/20/01/4.01 Resolved</u> <u>That the minutes of the Leisure Services Committee meeting held on 2nd December 2019 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</u> There were no matters arising.	
L/20/01/5	<u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS</u>	

RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

L/20/01/6 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR DECEMBER 2019

This item was deferred to the next meeting.

L/20/01/7 BOOKINGS, EVENT STAFFING AND REQUIREMENTS

The Events Manager issued the feedback sheets from the tea dance and advised that Tesco had kindly donated the food and the Heath Court Hotel had provided the raffle prizes. The feedback was noted and the Events Manager would make enquires regarding costs for a dance teacher.

The Events Manager confirmed that all Saturdays in May had been booked for the Battle of the Bands competition and that both New Year's Eve parties had gone well. Newmarket Joggers had booked the Pavilion to use the changing rooms on 7th May 2020.

L/20/01/8 MEMORIAL GARDENS

- Play Safety Report – this item was deferred
- CCTV – Acting TCM advised that the mast at the Guineas and the paperwork from West Suffolk to pay the invoice were awaited.

L/20/01/9 TO RECEIVE A DEBRIEF ON A TASTE OF CHRISTMAS

The Events Manager gave a verbal debrief and presented photos of the event which despite the lack of log cabins not being available and the stalls being accommodated in the Memorial Hall, the event was well attended with over 2000 visitors. Feedback from the stall holders was issued and noted. Next year would be a much better event.

The information regarding the log cabins had been confusing and all efforts would be made to demand a refund of the money paid in advance. The following was agreed:

L/20/01/9.01 Resolved

That if a refund is not received for the log cabins that were not delivered, that a claim made to the Small Claims Court.

L/20/01/10 NEWMARKET CALENDAR

The Events Manager advised that the Calendar had been designed jointly with NTC, the BID and Discover Newmarket and was to cover all events held in Newmarket. The NTC events had been added and any known community events would also be added. A Flyer had been produced to advertise the Town Calendar on social media and a meeting was scheduled with the BID and Discover Newmarket to look at taking this initiative forward.

L/20/01/11 TO RECEIVE A RECOMMENDATION FOR THE CLEANING CONTRACT

Two quotes for the cleaning contract were considered and the following was agreed:

L/20/01/11.01 Resolved

That the quote from ACS to clean the Council premises for £492.93+VAT on a rolling monthly basis be accepted and that the option of a permanent cleaner be investigated.

L/20/01/12 TO DISCUSS THE CRICKET PITCH

An update for a hub on the George Lambton Playing Fields from West Suffolk was still awaited. Cllr Jefferys agreed to contact the clubs that had shown an interest in using the Pavilion.

L/20/01/13 TO RECEIVE AN UPDATE ON THE NEWMARKET BOMBING EXHIBITIONS

The Events Manager advised that a flyer to promote the event to be held 6th & 7th February 2020 had been produced. Sessions would be held for schools at 10:00, 12:00 and 14:00 and slots could be booked. A public session would be held at 18:00 on both days.

A request for funds was made for advertising and competition prizes and the following was agreed:

L/20/01/13.01 Resolved

That delegated power be given to the Acting TCM to spend up to £500 on advertising costs and competition prizes for the Newmarket Bombing Exhibitions.

L/20/01/14 TO RECEIVE AN UPDATE ON THE CARNIVAL 2020

The Events Manager advised that a survey had been issued to all schools asking for their input on the Carnival. A number of options were considered for a walking Carnival or floats and a theme for this year. After further discussion the following was agreed:

20/01/14.01 Resolved

That the theme of the Carnival 2020 be related to climate change and protecting the world and that it be a walking Carnival with no floats or petrol/diesel vehicles.

The Events Manager advised that the bank statement from the 2019 organisers had now been received along with confirmation that two charity donations had been made.

Acting TCM asked for more volunteers to join the working group and the following was agreed:

L/20/01/14.02 Resolved

That a Carnival 2020 Working Group comprising of the Chairman, Events Manager, Cllrs Borda, Hulbert, Jefferys, Kirk and Lay be set up.

L/20/01/15 CORRESPONDENCE

Lexington Letter of thanks for hosting their visit in September 2019 was noted.

L/20/01/16 MEMORIAL HALL ROOF REPAIRS

This item was deferred to the next meeting.

L/20/01/17 TO NOTE ANY ITEMS FOR NEXT MEETING

- Review of the start time of the meeting
- Cricket Pitch
- Carnival 2020
- Memorial Hall roof repair quotes
- Cinema
- Twinning
- Memorial Gardens

L/20/01/18 DATE OF NEXT MEETING

Monday 3rd February 2020 in the Memorial Hall

Meeting closed at 8:23pm.

Signed _____ Date _____

Detailed Income & Expenditure by Budget Heading as at 31/12/2019

Month No: 9

Committee Report for LS Month 9

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	1,934	15,364	35,000	19,636			43.9%	
1016 Refreshments Income	56	822	6,120	5,298			13.4%	
Memorial Hall :- Income	1,990	16,187	41,120	24,933			39.4%	0
4011 Rates	589	5,303	5,892	589		589	90.0%	
4012 Water Rates	0	5,797	2,700	(3,097)		(3,097)	214.7%	
4014 Electricity	466	3,755	4,000	245		245	93.9%	
4015 Gas	1,559	3,657	4,500	843		843	81.3%	
4016 Cleaning	225	1,877	0	(1,877)		(1,877)	0.0%	
4017 Fire Precautions	0	240	510	270		270	47.0%	
4036 R&M - Buildings	168	9,023	11,000	1,977		1,977	82.0%	
4038 Furniture/Fixtures/Fittings	2	394	2,500	2,106		2,106	15.8%	
4040 Trade Refuse Collections	0	1,660	1,632	(28)		(28)	101.7%	
4078 Refreshment Costs Hall Hire	140	581	1,224	643		643	47.5%	
4080 PWLB Loan Charges (CAP + INT)	44,932	89,878	88,919	(959)		(959)	101.1%	
4095 Assets Purchased	0	47	0	(47)		(47)	0.0%	
4995 Budgeted Reserve Amount	0	0	2,000	2,000		2,000	0.0%	
Memorial Hall :- Indirect Expenditure	48,080	122,212	124,877	2,665	0	2,665	97.9%	0
Net Income over Expenditure	(46,091)	(106,026)	(83,757)	22,269				
301 Arts								
1043 Income - Tea Dance	372	1,401	1,550	149			90.4%	
1101 Donations Received	0	150	0	(150)			0.0%	
Arts :- Income	372	1,551	1,550	(1)			100.1%	0
4440 Costs - Childrens' Events	0	3,250	2,690	(560)		(560)	120.8%	
4442 Costs - Pocket Money Cinema	0	0	(0)	(0)		(0)	0.0%	
4443 Costs - Tea Dance	331	1,413	1,624	211		211	87.0%	
Arts :- Indirect Expenditure	331	4,663	4,314	(349)	0	(349)	108.1%	0
Net Income over Expenditure	41	(3,112)	(2,764)	348				
302 Winter Wonderland								
1059 Income - Winter Wonderland	8	158	5,000	4,842			3.2%	
1101 Donations Received	550	1,250	0	(1,250)			0.0%	
Winter Wonderland :- Income	558	1,408	5,000	3,592			28.2%	0
4453 Cost - Winter Wonderland	1,388	7,163	11,000	3,837		3,837	65.1%	
Winter Wonderland :- Indirect Expenditure	1,388	7,163	11,000	3,837	0	3,837	65.1%	0
Net Income over Expenditure	(830)	(5,755)	(6,000)	(245)				

Detailed Income & Expenditure by Budget Heading as at 31/12/2019

Month No: 9

Committee Report for LS Month 9

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
1172 SoapBox Derby - income	0	22,619	0	(22,619)			0.0%	
Entertainments :- Income	0	22,619	0	(22,619)				0
4096 Purple Tuesday Initiative cost	0	876	0	(876)		(876)	0.0%	
4098 SoapBox Derby - costs	2,425	23,132	0	(23,132)		(23,132)	0.0%	
4179 Entertainment	0	0	4,000	4,000		4,000	0.0%	
Entertainments :- Indirect Expenditure	2,425	24,007	4,000	(20,007)	0	(20,007)	600.2%	0
Net Income over Expenditure	(2,425)	(1,388)	(4,000)	(2,612)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4320 Legends of the Turf	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
305 Carnival								
4312 Newmarket Carnival	0	5,000	5,000	0		0	100.0%	
Carnival :- Indirect Expenditure	0	5,000	5,000	0	0	0	100.0%	0
Net Expenditure	0	(5,000)	(5,000)	0				
306 Memorial Gardens								
1004 Kiosk Income	0	600	1,200	600			50.0%	
1101 Donations Received	0	810	0	(810)			0.0%	
1174 Grants Received SCC	0	650	0	(650)			0.0%	
Memorial Gardens :- Income	0	2,060	1,200	(860)			171.6%	0
4012 Water Rates	0	(808)	608	1,416		1,416	(132.9%)	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	0	1,785	2,000	215		215	89.2%	
4041 R&M - play-equipment	0	12	2,000	1,988		1,988	0.6%	
4046 Opening/Closing Costs	330	2,750	5,300	2,550		2,550	51.9%	
4069 Memorial Gdns Reg. MASTERPLAN	477	9,998	30,000	20,002		20,002	33.3%	
4095 Assets Purchased	0	1,146	0	(1,146)		(1,146)	0.0%	
4112 Water Feature	0	1,797	2,000	203		203	89.8%	
4142 Memorial Garden Kiosk	0	171	1,000	829		829	17.1%	
Memorial Gardens :- Indirect Expenditure	807	16,850	43,013	26,163	0	26,163	39.2%	0
Net Income over Expenditure	(807)	(14,791)	(41,813)	(27,022)				

Detailed Income & Expenditure by Budget Heading as at 31/12/2019

Month No: 9

Committee Report for LS Month 9

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Twinning								
4181 Twinning Expenses	(34)	0	2,500	2,500		2,500	0.0%	
4184 Lexington Link	34	2,693	1,000	(1,693)		(1,693)	269.3%	
Twining :- Indirect Expenditure	0	2,693	3,500	807	0	807	77.0%	0
Net Expenditure	0	(2,693)	(3,500)	(807)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	919	10,688	8,120	(2,568)			131.6%	
1016 Refreshments Income	83	313	0	(313)			0.0%	
The Severals Sports Facilities :- Income	1,003	11,001	8,120	(2,881)			135.5%	0
4011 Rates	233	2,099	2,332	232		232	90.0%	
4012 Water Rates	0	331	2,030	1,699		1,699	16.3%	
4014 Electricity	0	652	1,421	769		769	45.9%	
4015 Gas	0	831	1,015	184		184	81.9%	
4016 Cleaning	0	233	0	(233)		(233)	0.0%	
4017 Fire Precautions	0	71	152	82		82	46.4%	
4036 R&M - Buildings	0	1,267	550	(717)		(717)	230.4%	
4037 R&M - Grounds	0	0	550	550		550	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	0	200	200		200	0.0%	
4995 Budgeted Reserve Amount	0	0	500	500		500	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	233	5,484	9,750	4,266	0	4,266	56.2%	0
Net Income over Expenditure	770	5,517	(1,630)	(7,147)				
Leisure Services :- Income	3,923	54,825	56,990	2,165			96.2%	
Expenditure	53,265	188,073	207,454	19,381	0	19,381	90.7%	
Movement to/(from) Gen Reserve	(49,342)	(133,248)						
Grand Totals:- Income	3,923	54,825	56,990	2,165			96.2%	
Expenditure	53,265	188,073	207,454	19,381	0	19,381	90.7%	
Net Income over Expenditure	(49,342)	(133,248)	(150,464)	(17,216)				
Movement to/(from) Gen Reserve	(49,342)	(133,248)						

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Site Information

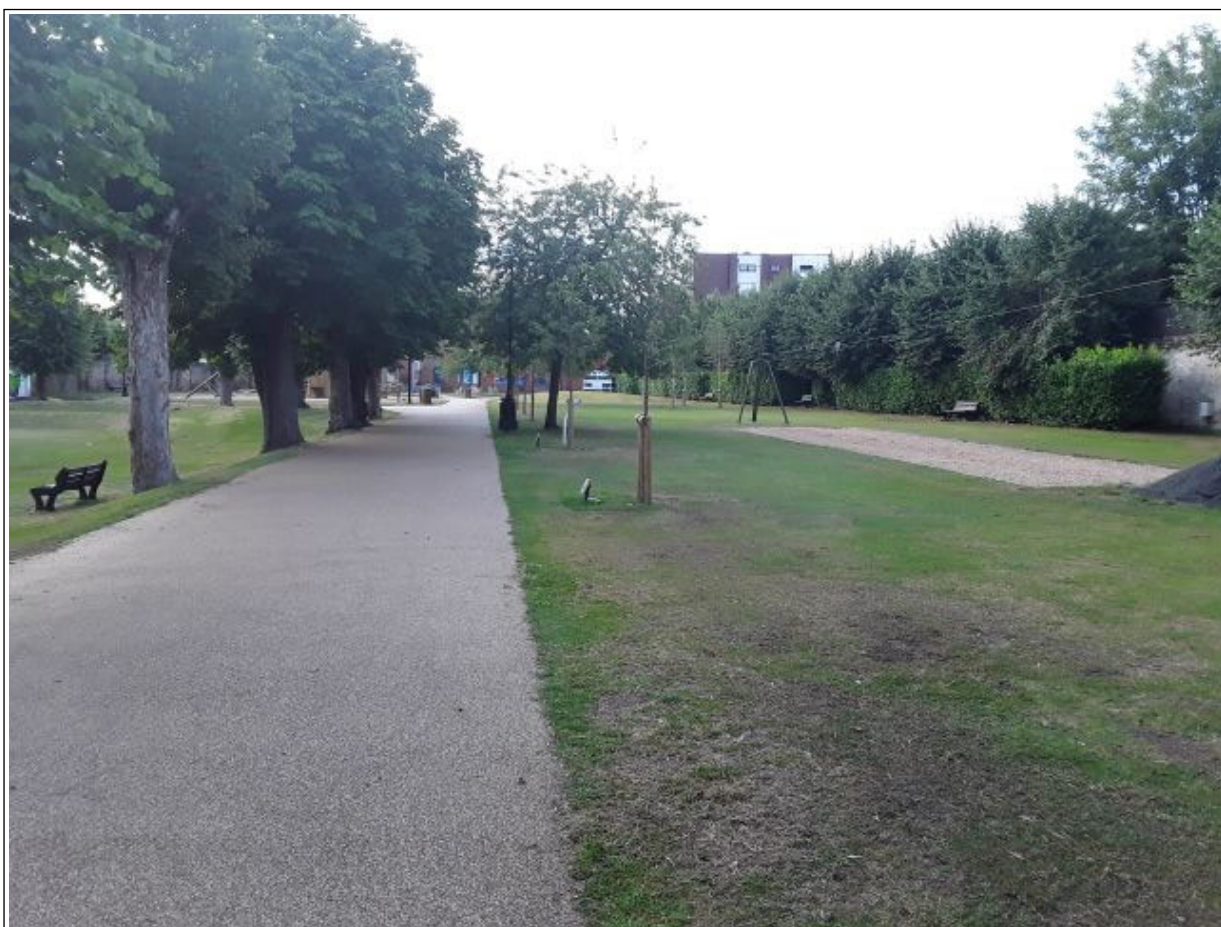
Inspection Ref: 1013728

Site Ref: 26066

Customer Order No: None

Operational Inspection - 16 December 2019 at 10:29 Inspector: Tim McGhee

Risk Assessment: **6 - Low Risk**



Location: The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access: Generally accessible; an area accessible to most.



4 - Very Low Risk

Item: Ancillary Items - Fence - Bow Top
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Sign
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Unknown
Surface Type: Mixed Surface
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Marmax Products Ltd
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Ancillary Items - Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Ancillary Items - Gate - Self Closing
Manufacturer: Unknown
Surface Type: Bitmac
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

The gate is closing too slowly (in excess of 8 seconds) - Take effective action to ensure the gate closes between 4 and 8 seconds



4 - Very Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Other - Splash Pad
Manufacturer: Unknown
Surface Type: Wet Pour
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Activity Equipment - Sand Play Unit
Manufacturer: Unknown
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Swings - 2 Bay 4 Seat (Cradle)
Manufacturer: S M P (Playgrounds Ltd)
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



6 - Low Risk

Item: Rotor Play - Roundabout
Manufacturer: Unknown
Surface Type: Wet Pour
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required



4 - Very Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Not Identified
Surface Type: Wet Pour
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Unknown
Surface Type: Grass
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



2 - Very Low Risk

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Unknown
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

There is some graffiti present - Remove the graffiti



5 - Very Low Risk

Item: Activity Equipment - Log Climber
Manufacturer: Unknown
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Bolt cover broken off - Replace

Finding 2

There is some graffiti present - Remove the graffiti



6 - Low Risk

Item: Other - Cable Runway
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Matts coming apart - Refix

Finding 2

Nylon runners broken - Replace if necessary



4 - Very Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



4 - Very Low Risk

Item: Other - Boulders
Manufacturer: Natural Feature
Surface Type: Mixed Surface
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required

Findings Information

6 - Low Risk (Finding 1)					
Item:	Ancillary Items - Gate - Self Closing	Risk Level:	L - Low Risk		
Manufacturer:	Unknown	Surface:	Bitmac		
					
Finding:	The gate is closing too slowly (in excess of 8 seconds)				
Action:	Take effective action to ensure the gate closes between 4 and 8 seconds				

6 - Low Risk (Finding 1)					
Item:	Rotor Play - Roundabout	Risk Level:	L - Low Risk		
Manufacturer:	Unknown	Surface:	Wet Pour		
					
Finding:	The bearing is showing signs of wear				
Action:	Monitor for any further deterioration and replace as required				



2 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Senior)
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: There is some graffiti present

Action: Remove the graffiti



5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Climber
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Bolt cover broken off

Action: Replace



2 - Very Low Risk (Finding 2)

Item: Activity Equipment - Log Climber
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: There is some graffiti present

Action: Remove the graffiti



6 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Mats coming apart

Action: Refix



6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Massey & Harris

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Nylon runners broken

Action: Replace if necessary

Councillor Chambers meeting table quotes.

Quote 1.

Hi Gemma,

Further to our conversation earlier the Panache flip top table has wheels and can be fitted with a 2000 x 800 top in white, (Picture attached)

Only problem is we only have white frames in stock.

We could re-powder coat, I would estimate for just one frame extra £50.

The cost for a 2000 x 800 beech top on white frame £340 + Vat Delivery 3-4 weeks

Please let me know if you would like anything further.

Kind Regards

Nicky



Blank

Quote from Furniture at work:

Foxham Oak finish meeting table

Rectangular flip top functional meeting tables
Ideal for conference, office, meeting and training facilities
Space saving solution for workplace environments
Features a fold away silver frame with lockable castors
Incorporates a simple, thumb wheel release mechanism
25mm folding table top with ABS impact resistant plastic edging
Flip top to manoeuvre between tight spaces and nest together
Configure a room quickly and easily
Fold down and roll away until needed
Choice of size and wood colour
3 year warranty

Dimensions

160cm(w)/80cm(d)/73cm(h)

Our existing tables Dimensions: 2m(w)/80cm(d)/75(h)

Price: £218 excluding Vat



Carousel Rectangular Flip meeting table.

Rectangular shaped flip top table ideal for conference and meeting rooms
25mm top with ABS impact resistant plastic edging
Tops nest together for more compact storage
Mobile for ease of movement with lockable castors
Trapezoidal and semi-circular tables also available
Choice of size, wood colour and frame colour
5 year warranty

Finished in Oak with silver legs

Dimensions: 160cm(w)/80cm(d)/73cm(h)

Our existing tables Dimensions: 2m(w)/80cm(d)/75(h)

Price: £314 excluding vat



Quote from Furniture at work:

Calvert Rectangular flip meeting table

Rectangular shaped flip top table with black frame
Ideal for conference and meeting rooms
25mm top with ABS impact resistant plastic edging
Tops nest together for more compact storage
Mobile for ease of movement with lockable castors
Trapezoidal and semi-circular tables also available
Choice of size and wood colour
5 year warranty

Dimensions: 160cm(w)/80cm(d)/73cm(h)

Our existing tables Dimensions: 2m(w)/80cm(d)/75(h)

Price: £322 excluding vat



Larkin Rectangular flip top meeting table

Rectangular shaped flip top table with silver frame
Ideal for conference and meeting rooms
25mm top with ABS impact resistant plastic edging
Tops nest together for more compact storage
Mobile for ease of movement with lockable castors
Trapezoidal and semi-circular tables also available
Choice of size and wood colour
5 year warranty

Dimensions: 160cm(w)/80cm(d)/73cm(h)

Our existing tables Dimensions: 2m(w)/80cm(d)/75(h)

Price: £322 excluding vat



To whom it may concern,

I am writing to you on behalf of Newmarket and Neighbours, a local initiative supported by charities I am supporting to promote people and planet by raising awareness of UK Aid, international development and climate change. We recently held an event at the Severals Pavillion, giving local people the opportunity to find out more about these issues and hear from returned overseas volunteers about their experiences. I am writing to you to ask your permission to hold a street stall at the Bill Tutte Memorial on Saturday 15th February, between 10am – 4pm.

The purpose of this stall would be to hand out literature to raise awareness of the great work our UK government is doing in terms of international development as well as gather signatures and handwritten postcards from members of the general public for their MP, asking them to continue to support UK aid, international development and measures against climate change in parliament. We want this to be a positive opportunity for people to share their thoughts with their MP and find out more about these pressing issues. There will be no buying or selling on the stall, and no donations will be asked for or taken.

I can provide a certificate of public liability insurance and a risk assessment as required. I can bring my own equipment, which would include a pasting board and a whiteboard, plus leaflets.

If you require any further information, please don't hesitate to contact me.

Many thanks

Rachel

<https://www.facebook.com/NewmarketNeighbours/>

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