



## Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Leisure Centre Management Committee** which will be held at the Town Council Offices, on **Wednesday 12<sup>th</sup> July 2023 at 6.30pm** to consider the business detailed below.

There will be an opportunity for public participation agenda item 8.

Members of the public are welcome to attend.

Signed: *Clare Crane* - Town Clerk

Date: 7<sup>th</sup> July 2023

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### AGENDA

1. Welcome
2. To acknowledge the resignation of Cllr Lizzy Pegg on the 3<sup>rd</sup> July 2023.
3. To receive and consider accepting apologies from members unable to attend.
4. To consider and agree the co-option of Cllr West onto the Leisure Centre Management Committee in line with the Terms of Reference.
5. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.<sup>1</sup>
6. To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 14<sup>th</sup> June 2023 (copy herewith)
7. To note progress on decisions made at the last meeting of the Leisure Centre Management Committee (copy herewith)
8. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).<sup>2</sup>
9. To receive and note the contents of update reports and consider any requests for recommendations or approval.

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<sup>1</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

<sup>2</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD

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<http://www.harleston-tc.gov.uk>

- a) Operations Manager (copy herewith)
  - b) Communication, Marketing and Events Officer (including cancellation of the August event and information on a car boot sale) (copy herewith)
10. To receive an update and consider any requests for recommendations or approval from: -
- a) Leisure Centre recovery plan working party
  - b) Recreation Ground and Play Area working party.
11. Finance
- a) To receive and note the contents of month 2 Income and Expenditure report (copy herewith)
  - b) To receive and note the contents of the Payments List - expenditure which is outside the budget to be recorded.
    - I. 19<sup>th</sup> June 2023 (copy herewith)
    - II. 6<sup>th</sup> July 2023 (copy herewith)
  - c) To receive and note the following payments FR4.1<sup>3</sup>
    - I. Danarbor Ltd £260 plus VAT-FR4.7 (for the removal of the large broken limb on the elm tree on the Recreation Ground).
    - II. Force Fresh £355.47 plus VAT (gym supplies)
    - III. Tas Valley Fire (UK) £315.00 plus VAT (Fire Extinguisher service and call out charges)
    - IV. Cancellation of gym membership £261
  - d) To receive and approve any required expenditure in line with the Financial Regulations.
12. To receive a quote as recommended by the Operations Manager and approve expenditure for materials from Earth Anchors (Q6824) of £422.50 plus VAT to replace the springy see saw using EMR326 Play Area Equipment and recommend this expenditure to the Finance Committee for approval (copy herewith)
13. To note three quotes were received. Approve payment for the removal the remainder of the tree on the Recreation Ground at a cost of £475 plus VAT from Danarbor Ltd (Tree Surgeons) using 201/4121 Maintenance Contractors (FR4.7) (copy herewith)
14. To approve payment for gym equipment repairs as per the quote of £509.90 plus VAT from GRS in line with the outcome of the monthly service report (annual contract agreement) using 202/4123 Gym Equipment Repairs (copy herewith)
15. To approve payment for a member of the Leisure Centre team to complete the level 2 fitness instructor qualification as per the quote of £375.00 plus VAT using 202/4010 Leisure Centre Staff training.
16. To consider and agree the Play and Recreation Association request for Action Play and Leisure to install an inground trampoline at no cost to the Council.

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<sup>3</sup> FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;

- 17.** To receive and note the contents of the 'Toddler Play Area refurbishment' briefing paper July 2023 (copy herewith)
  - a. To agree what supplier should be awarded the contract.
  - b. To discuss and agree how the project could be funded.
  - c. To agree recommendations of expenditure to the Finance Committee.
- 18.** To receive and note the contents of the gym membership figures report (copy herewith)
- 19.** To note the date of the next Leisure Centre Management Committee meeting as Wednesday 11<sup>th</sup> October 2023 starting at 6.30pm in the Social Room at the Memorial Leisure Centre



## Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

**Minutes of a meeting of Redenhall with Harleston Town Council's  
Leisure Centre Management Committee held at the Social Room at Harleston  
Leisure Centre on Wednesday 14<sup>th</sup> June 2023 at 6.30pm**

**Present:** Councillors – Matt Scade, Lucy Chenery, Lizzy Pegg, Shelagh West

**Also Present:** Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

**Members of the Public:** Michael Hardy, Chris Lown

### **1. To elect**

#### **a) A Chairman**

Cllr Pegg nominated herself and Cllr Chenery seconded the motion.

By show of hands unanimously voted in favour of Cllr Pegg who accepted the position of Chairman

#### **b) A Vice-Chairman**

Cllr Scade nominated himself and Cllr Chenery seconded the motion.

By show of hands unanimously voted in favour of Cllr Scade who accepted the position of Vice Chairman

### **2. Welcome**

### **3. To receive and consider accepting apologies from members unable to attend.**

Apologies were accepted from Cllr Harrison due to being out of the parish.

Apologies were accepted from Cllr MBA due to being out of the parish.

### **4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**

Cllr West declared an interest in item 16c on the agenda as a possible conflict of interest due to being a trustee on the Exchange 2 board.

### **5. To receive and approve the minutes from the last Leisure Centre Management meeting on Wednesday 11<sup>th</sup> January 2023.**

The minutes were approved and signed and dated by Cllr Pegg

### **6. To note progress on decisions made at the last meeting of the Leisure Centre Management Committee.**

Noted

### **7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual**

**members of the public are entitled to speak for a maximum of 5 minutes each).**

Standing orders suspended at 18.48.

The following items were highlighted.

- A request to defer item 16c on the agenda to the next meeting which would be after the trustees of Exchange 2 have met.
- A view raised on Item 15 on the agenda and that the council maybe setting a precedent, as well as pollution concerns.
- Information relating to Spirketts Lane North Development and the shortfall in the provision of space for community use.

Standing orders reinstated at 18.56.

Mr Lown left the meeting.

**8. To review the current Terms of Reference and make amendments as necessary.**

No adjustments needed.

**9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28<sup>th</sup> of June 2023.**

By show of hands unanimously agreed

**Action – Town Clerk**

**10. To receive a draft calendar of Leisure Centre Management Committee meetings for 2023/24 and agree the meeting schedule.**

By show of hands unanimously agreed

**11. Finance**

**a) To receive and note the contents of month 1 Income and Expenditure report.**

Noted

**b) To receive and note the contents of the Payments List**

**i. 31<sup>st</sup> March 2023**

Noted

**ii. 3<sup>rd</sup> May 2023**

Noted

**iii. 23<sup>rd</sup> May 2023**

All payments were scrutinised, and the following anomalies were detected

- Earth Anchors should fall under Town Council
- KGB is under Town Council but should be under LCMC

**Action – Town Clerk**

**c) To receive and approve any required expenditure in line with the Financial Regulations.**

KGB invoice was unanimously approved.

**d) To note the overspend of £345 (2022/23) to fix the Stair Master (a piece of equipment in the gym) due to the rise in the cost of parts approved by the previous chair of the Council and previous chair of the Leisure Centre Management Committee in line with FR4.1 via email 31/01/23.**

Noted

**e) To note the overspend of £200 2022/23 (203/4121 maintenance contractors) for the additional clean of the tennis courts in line with FR4.1**

Noted

- f) **To note the urgent repair of squash court one's floor at a cost of £475 net and to acknowledge the donation of £237.50 from the squash club.**

Noted

- g) **To receive a report and consider the purchase of replacement and new gym equipment at a cost of £594.85 including VAT using budget code 202/4126 (gym equipment purchases) and agree.**

By show of hands unanimously agreed.

**Action – Deputy Clerk**

- 12. To receive and note the contents of an update report from the Operations Manager.**

Noted

- 13. To receive and note the contents of a Play Area Inspection report from the Operations Manager.**

Noted

- 14. To receive and note the contents of the gym membership figures.**

Noted

The Leisure Centre team was congratulated on their success and achievement of the membership figures.

- 15. To note that the Communication, Marketing and Events Officer is arranging for an Ice cream van and Tea/Coffee van to be available in the Leisure Centre Car Park during school holidays and weekends throughout the summer months.**

Noted

Standing orders suspended at 19.36.

It was explained this was in line with the outcome of the Executive meeting held on 26<sup>th</sup> April 2023

Standing orders reinstated at 19.39.

- 16. To agree the duties and membership of working parties**

**a) Leisure Centre**

It was agreed that Cllrs Scade, West, Pegg, MBA, Chenery and Harrison would work together with the Deputy Clerk and the Duty Manager on the Leisure Centre working party.

**Action: Leisure Centre working party**

**b) Recreation Ground and Play Area**

It was agreed that Cllrs Chenery, MBA, Scade, Pegg, West and Harrison would work together with the Deputy Clerk and the Operations Manager on the Recreation Ground working party. The Clerk highlighted that further members of the community may join the group to complete projects.

**Action: Recreation Ground working party**

**c) Exchange 2**

Item deferred and to be included on the next meeting agenda.

**Action: Town Clerk**

- 17. To note the date of the next Leisure Centre Management Committee meeting starting at 6.30pm in the Social Room at the Memorial Leisure Centre (as decided at Item 10)**

Wednesday 12<sup>th</sup> July 2023

**18. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.**

**19. Leisure Centre matters**

**See confidential minute on the next page**

Meeting closed at 20.38.

**Signed**

**Date**

DRAFT

Leisure Centre Management Committee – Progress Report – 12<sup>th</sup> July 2023

| <u>Committee</u> | <u>Minutes Reference</u>                     | <u>Subject</u>                 | <u>Action</u>                                                                                                                                                                                                                                                                                                                     | <u>Assigned to</u> | <u>Timescale</u>         | <u>Comments or further actions</u>                                                                                   |
|------------------|----------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------|
| LCMC             | 11 <sup>th</sup> Jan 2023<br>Previous Action | Hire Forms and Umbrella Policy | At the time of the last meeting the forms were still being finalised                                                                                                                                                                                                                                                              | Clerk              | Next Meeting             | Documents to be uploaded to the website<br><b>Ongoing</b>                                                            |
| LCMC             | 14 <sup>th</sup> June 2023<br>Item 9         | Terms of Reference             | To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28 <sup>th</sup> of June 2023.                                                                                                                                                                                              | Town Clerk         | Town Council – June 2023 | Added to TC agenda.<br><b>Matter Closed</b>                                                                          |
| LCMC             | 14 <sup>th</sup> June 2023<br>Item 11b       | Payment Lists                  | All payments were scrutinised, and the following anomalies were detected <ul style="list-style-type: none"> <li>• Earth Anchors should fall under Town Council</li> <li>• KGB is under Town Council but should be under LCMC Clerk to amend the payment list</li> </ul>                                                           | Town Clerk         | July meeting             | Payment lists amended.<br><b>Matter Closed</b>                                                                       |
| LCMC             | 14 <sup>th</sup> June 2023<br>Item 11g       | Equipment Purchase             | To receive a report and consider the purchase of replacement and new gym equipment at a cost of £594.85 including VAT using budget code 202/4126 (gym equipment purchases) and agree.<br><br>By show of hands unanimously agreed.                                                                                                 | Deputy Clerk       | July Meeting             | Equipment ordered and received.<br><b>Matter Closed</b>                                                              |
| LCMC             | 14 <sup>th</sup> June 2023<br>Item 16a       | Working Parties                | <b>Leisure Centre</b><br>It was agreed that Cllrs Scade, West, Pegg, MBA, Chenery and Harrison would work together with the Deputy Clerk and the Duty Manager on the Leisure Centre working party.                                                                                                                                | LC working party   | July Meeting             | Ongoing<br>Item on each agenda for updates<br><b>Matter Closed.</b>                                                  |
| LCMC             | 14 <sup>th</sup> June 2023<br>Item 16b       | Working Parties                | <b>Recreation Ground and Play Area</b><br>It was agreed that Cllrs Chenery, MBA, Scade, Pegg, West and Harrison would work together with the Deputy Clerk and the Operations Manager on the Recreation Ground working party. The Clerk highlighted that further members of the community may join the group to complete projects. | Rec working party  | July Meeting             | Meeting Friday 23 <sup>rd</sup> June at 12pm.<br>Ongoing<br>Item on each agenda for updates<br><b>Matter Closed.</b> |
| LCMC             | 14 <sup>th</sup> June 2023                   | Working Parties                | <b>Exchange 2</b>                                                                                                                                                                                                                                                                                                                 | Town Clerk         | July meeting             | Item added to the July agenda.                                                                                       |

|  |          |  |                                                              |  |  |                      |
|--|----------|--|--------------------------------------------------------------|--|--|----------------------|
|  | Item 16c |  | Item deferred and to be included on the next meeting agenda. |  |  | <b>Matter Closed</b> |
|--|----------|--|--------------------------------------------------------------|--|--|----------------------|

## LCMC MAINTENANCE/H&S REPORT JULY 2023

Since the last report in June. The following have been completed or require action.

- The drinking water fountain has been installed next to the gym entrance. Signs have been ordered to point to its location
- The speed ramps leading to the small car park have now been re-painted.
- Completed the entrance to the play area with a new metal barrier.
- Play and Rec Assoc meeting for Thursday the 13th of July regarding the installation of the ground trampoline this involves a donation by SNDC councilor Jeremy Savage before his retirement.
- Unfortunately, a large bow from the bottom of a tree came down in the Recreation ground due to water ingress. Dan Arbour came out to remove this as an emergency due to H&S. On closer inspection, it has been found that over a third of the trunk has been affected and therefore the tree must be felled due to it being unsafe. Three quotes have been received.
  - TOPS £480.00
  - Treemenders £480.00
  - Dan Arbour £475.00

The preferred quote would be Dan Arbour as they responded very quickly to the tree when the bow broke, also as they are the best quote.
- Regarding this year's tree survey. A company is being sourced to do a Sonic Tomograph on the trees that are listed on the report. Ravenscroft Trees have been contacted to enquire if this is something they could do, they have requested a copy of the report. This is the only major work required on the trees for this year.
- The Operations Manager has met with a resident from London Road (neighbouring the drive way). He would like to put a fence up bordering the Recreation Grounds. The Operations Manager has assessed and discovered the Town Council border line to his property is also the borderline for the town's conservation area and advised that planning consent will have to be applied for to make any changes. The resident has also been advised that due to the existing hedgerow, which is overgrown and dying, he will have to postpone it until the end of the nesting season.
- During torrential downpours the Leisure Centre Building suffers leaks in both the dumbbell room and above the double doors at the back of the building. This also only occurs when the wind is blowing in a certain direction. The Operations Manager is unable to locate where the water is entering but it has caused damage to the plaster around the doors and window. The Operations Manager is contacting Garrets who have completed repairs to the roof in the past to investigate and give an estimate for repair.

**Leisure Centre Meeting**

Wednesday 12<sup>th</sup> July

The MCEC had initially planned to hold a family fun day event on August 12<sup>th</sup> – however had not taken into consideration that Harleston Future's have already planned their Waveney Festival on August 28<sup>th</sup>. After consideration and discussions, the MCEC has taken the decision not to hold the event on August 12<sup>th</sup> as did not want to detract any footfall from the August 28<sup>th</sup> and also aware that families do not have a lot of extra cash at the moment.

The car boot sale is still in the process of being planned for September, the MCEC is still waiting to hear back from SNDC with regards to planning permission.

A Halloween disco is being organised for October 31<sup>st</sup> in the community (Social) room upstairs – details to follow.

The MCEC has attended meetings with Harleston Future and has asked to work collaboratively with them on the Christmas Market event on November 25<sup>th</sup>, plans are for a Christmas Market during the day and then a band in the evening. MCEC to work with Gemma from the Green Cupboard and Zoe Moyse who is helping organise the event. An advert has been put together to ask for stall holders – next HF events meeting on July 4<sup>th</sup>.

14/06/2023

## Redenhall With Harleston Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                                  | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>201 Recreation Ground</b>                     |                   |                        |                   |                    |                          |                    |              |                         |
| 1001 Ground Rent - Football                      | 240               | 390                    | 1,800             | 1,410              |                          |                    | 21.7%        |                         |
| 1003 Ground Rent - Bowls                         | 90                | 90                     | 540               | 450                |                          |                    | 16.7%        |                         |
| 1009 Recreation Ground Hire                      | 0                 | 0                      | 538               | 538                |                          |                    | 0.0%         |                         |
| <b>Recreation Ground :- Income</b>               | <b>330</b>        | <b>480</b>             | <b>2,878</b>      | <b>2,398</b>       |                          |                    | <b>16.7%</b> | <b>0</b>                |
| 4000 Salaries                                    | 1,637             | 3,313                  | 21,417            | 18,104             |                          | 18,104             | 15.5%        |                         |
| 4001 Paye/Nl                                     | 435               | 435                    | 6,711             | 6,276              |                          | 6,276              | 6.5%         |                         |
| 4006 Pension Contributions                       | 603               | 603                    | 8,218             | 7,615              |                          | 7,615              | 7.3%         |                         |
| 4010 Staff Training/ Conferences                 | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4018 Vehicle Fuel Costs                          | 122               | 220                    | 1,352             | 1,132              |                          | 1,132              | 16.3%        |                         |
| 4034 Licences                                    | 0                 | 0                      | 161               | 161                |                          | 161                | 0.0%         |                         |
| 4039 Sundries                                    | 22                | 6                      | 0                 | (6)                |                          | (6)                | 0.0%         |                         |
| 4040 Telephones/Broadband                        | 10                | 10                     | 129               | 119                |                          | 119                | 7.8%         |                         |
| 4041 Mobile Phones                               | 7                 | 7                      | 65                | 58                 |                          | 58                 | 11.0%        |                         |
| 4045 Insurance                                   | 0                 | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%        |                         |
| 4052 Water Charges                               | 0                 | 0                      | 403               | 403                |                          | 403                | 0.0%         |                         |
| 4055 Electricity                                 | 47                | 47                     | 600               | 553                |                          | 553                | 7.9%         |                         |
| 4071 Health & Safety - Compliance                | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4084 Signage - Rec                               | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4099 Miscellaneous Expenses                      | 433               | 433                    | 0                 | (433)              |                          | (433)              | 0.0%         | 433                     |
| 4101 Hedge & Tree Maintenance                    | 0                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |
| 4102 Grass Cutting                               | 0                 | 0                      | 4,066             | 4,066              |                          | 4,066              | 0.0%         |                         |
| 4107 Leased Plant                                | 320               | 320                    | 3,440             | 3,120              |                          | 3,120              | 9.3%         |                         |
| 4119 Maintenance - General                       | 7                 | 0                      | 619               | 619                |                          | 619                | 0.0%         |                         |
| 4121 Maintenance - Contractors                   | 0                 | 0                      | 1,720             | 1,720              |                          | 1,720              | 0.0%         |                         |
| 4122 Maintenance - Malicious Damage              | 0                 | 0                      | 269               | 269                |                          | 269                | 0.0%         |                         |
| 4123 Equipment Servicing & Repairs               | 7                 | 7                      | 323               | 317                |                          | 317                | 2.0%         |                         |
| 4124 Equipment Fuel & Oil                        | 0                 | 0                      | 430               | 430                |                          | 430                | 0.0%         |                         |
| 4125 Equipment purchase                          | 0                 | 0                      | 323               | 323                |                          | 323                | 0.0%         |                         |
| 4141 Dog Bin Servicing                           | 0                 | 774                    | 832               | 58                 |                          | 58                 | 93.1%        |                         |
| 4145 Waste Removal                               | 363               | 152                    | 1,606             | 1,454              |                          | 1,454              | 9.5%         |                         |
| 4164 Tennis Court resurfacing                    | 0                 | 0                      | 645               | 645                |                          | 645                | 0.0%         |                         |
| 4166 Uniforms                                    | 31                | 31                     | 163               | 133                |                          | 133                | 18.7%        |                         |
| 4171 Play Area Inspections                       | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4181 Garden Waste Bins Annual Charg              | 0                 | 285                    | 228               | (57)               |                          | (57)               | 125.0%       |                         |
| <b>Recreation Ground :- Indirect Expenditure</b> | <b>4,043</b>      | <b>7,217</b>           | <b>58,703</b>     | <b>51,486</b>      | <b>0</b>                 | <b>51,486</b>      | <b>12.3%</b> | <b>433</b>              |
| <b>Net Income over Expenditure</b>               | <b>(3,713)</b>    | <b>(6,737)</b>         | <b>(55,825)</b>   | <b>(49,088)</b>    |                          |                    |              |                         |
| 6000 plus Transfer from EMR                      | 433               | 433                    |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <b>(3,280)</b>    | <b>(6,304)</b>         |                   |                    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>202 Gym</u>                      |                   |                        |                   |                    |                          |                    |              |                         |
| 1058 Digital Advertising            | 0                 | 0                      | 450               | 450                |                          |                    | 0.0%         |                         |
| 1059 memberships DD                 | 9,471             | 19,012                 | 118,250           | 99,238             |                          |                    | 16.1%        |                         |
| 1060 Gym - Classes                  | 439               | 739                    | 3,000             | 2,261              |                          |                    | 24.6%        |                         |
| 1062 Gym - Food & Drink - Confectio | 90                | 129                    | 300               | 171                |                          |                    | 43.1%        |                         |
| 1063 Gym - Membership SO's          | 18                | 35                     | 350               | 315                |                          |                    | 10.0%        |                         |
| 1064 Gym - Membership Cash          | 1,435             | 2,926                  | 20,000            | 17,074             |                          |                    | 14.6%        |                         |
| 1065 Gym - Personal Training        | 290               | 455                    | 2,500             | 2,045              |                          |                    | 18.2%        |                         |
| 1066 Gym - Room Hire                | 0                 | 0                      | 404               | 404                |                          |                    | 0.0%         |                         |
| 1067 Gym - Squash Courts            | 658               | 1,526                  | 5,000             | 3,474              |                          |                    | 30.5%        |                         |
| 1068 Gym - Tennis                   | 57                | 98                     | 2,000             | 1,902              |                          |                    | 4.9%         |                         |
| 1070 Protein Food and drink         | 331               | 641                    | 1,500             | 859                |                          |                    | 42.7%        |                         |
| 1073 Re-sales                       | 18                | 32                     | 310               | 278                |                          |                    | 10.2%        |                         |
| 1074 Gym -advertising               | 17                | 179                    | 0                 | (179)              |                          |                    | 0.0%         |                         |
| 1075 Table Tennis                   | 28                | 76                     | 159               | 83                 |                          |                    | 47.7%        |                         |
| <b>Gym :- Income</b>                | <b>12,851</b>     | <b>25,848</b>          | <b>154,223</b>    | <b>128,375</b>     |                          |                    | <b>16.8%</b> | <b>0</b>                |
| 4000 Salaries                       | 7,788             | 15,492                 | 87,601            | 72,109             |                          | 72,109             | 17.7%        |                         |
| 4001 Paye/NI                        | 1,667             | 1,667                  | 17,650            | 15,983             |                          | 15,983             | 9.4%         |                         |
| 4006 Pension Contributions          | 2,526             | 2,526                  | 27,512            | 24,986             |                          | 24,986             | 9.2%         |                         |
| 4010 Staff Training/ Conferences    | 0                 | 0                      | 650               | 650                |                          | 650                | 0.0%         |                         |
| 4015 Staff Travel & Subsistence     | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4020 Audit Fees - Internal          | 0                 | 0                      | 387               | 387                |                          | 387                | 0.0%         |                         |
| 4022 Accounting Services            | 460               | 460                    | 1,183             | 723                |                          | 723                | 38.9%        |                         |
| 4034 Licences                       | 369               | 369                    | 3,870             | 3,501              |                          | 3,501              | 9.5%         |                         |
| 4035 IT Equipment                   | 0                 | 0                      | 108               | 108                |                          | 108                | 0.0%         |                         |
| 4036 IT Software                    | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%         |                         |
| 4037 IT Support and Consumables     | 150               | 301                    | 1,739             | 1,438              |                          | 1,438              | 17.3%        |                         |
| 4039 Sundries                       | 34                | 34                     | 1,161             | 1,127              |                          | 1,127              | 2.9%         |                         |
| 4040 Telephones/Broadband           | 51                | 102                    | 538               | 436                |                          | 436                | 18.9%        |                         |
| 4041 Mobile Phones                  | 9                 | 9                      | 88                | 79                 |                          | 79                 | 10.6%        |                         |
| 4045 Insurance                      | 0                 | 192                    | 1,071             | 879                |                          | 879                | 17.9%        |                         |
| 4054 Water Charges - building       | 0                 | 0                      | 1,477             | 1,477              |                          | 1,477              | 0.0%         |                         |
| 4055 Electricity                    | 269               | 269                    | 3,400             | 3,131              |                          | 3,131              | 7.9%         |                         |
| 4056 Gas                            | 30                | (202)                  | 275               | 477                |                          | 477                | (73.6%)      |                         |
| 4057 Advertising                    | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%         |                         |
| 4058 Digital Advertising            | 0                 | 0                      | 450               | 450                |                          | 450                | 0.0%         |                         |
| 4071 Health & Safety - Compliance   | 65                | 65                     | 1,075             | 1,010              |                          | 1,010              | 6.0%         |                         |
| 4099 Miscellaneous Expenses         | 0                 | 0                      | 105               | 105                |                          | 105                | 0.0%         |                         |
| 4116 DBS Checks                     | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4119 Maintenance - General          | 2                 | 0                      | 538               | 538                |                          | 538                | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                                 | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4121 Maintenance - Contractors                  | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%         |                         |
| 4123 Equipment Servicing & Repairs              | 0                 | 0                      | 1,075             | 1,075              |                          | 1,075              | 0.0%         |                         |
| 4126 Gym Equipment Purchases                    | 0                 | 0                      | 4,600             | 4,600              |                          | 4,600              | 0.0%         |                         |
| 4128 Gym Contract Maintenance                   | 439               | 578                    | 1,198             | 620                |                          | 620                | 48.2%        |                         |
| 4129 Gym sundries                               | 60                | 60                     | 1,290             | 1,230              |                          | 1,230              | 4.6%         |                         |
| 4157 Gym equipment for re-sale                  | 0                 | 0                      | 215               | 215                |                          | 215                | 0.0%         |                         |
| 4159 Gym membership refunds                     | 0                 | 0                      | 50                | 50                 |                          | 50                 | 0.0%         |                         |
| 4160 Gym Class Fees                             | 769               | 769                    | 3,689             | 2,920              |                          | 2,920              | 20.8%        |                         |
| 4162 Food & Drink For Resale                    | 80                | 80                     | 705               | 625                |                          | 625                | 11.3%        |                         |
| 4163 Protein products                           | 344               | 344                    | 531               | 187                |                          | 187                | 64.7%        |                         |
| 4166 Uniforms                                   | 0                 | 0                      | 355               | 355                |                          | 355                | 0.0%         |                         |
| 4167 Gym DD Arrangement Fees                    | 595               | 1,194                  | 5,160             | 3,966              |                          | 3,966              | 23.1%        |                         |
| 4168 Air Conditioning                           | 0                 | 0                      | 447               | 447                |                          | 447                | 0.0%         |                         |
| Gym :- Indirect Expenditure                     | <b>15,707</b>     | <b>24,308</b>          | <b>172,464</b>    | <b>148,156</b>     | <b>0</b>                 | <b>148,156</b>     | <b>14.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(2,857)</b>    | <b>1,540</b>           | <b>(18,241)</b>   | <b>(19,781)</b>    |                          |                    |              |                         |
| <u>203 Leisure Centre building</u>              |                   |                        |                   |                    |                          |                    |              |                         |
| 1066 Gym - Room Hire                            | 967               | 690                    | 3,000             | 2,310              |                          |                    | 23.0%        |                         |
| Leisure Centre building :- Income               | <b>967</b>        | <b>690</b>             | <b>3,000</b>      | <b>2,310</b>       |                          |                    | <b>23.0%</b> | <b>0</b>                |
| 4000 Salaries                                   | 527               | 1,067                  | 21,807            | 20,740             |                          | 20,740             | 4.9%         |                         |
| 4001 Paye/Ni                                    | 110               | 110                    | 4,177             | 4,067              |                          | 4,067              | 2.6%         |                         |
| 4006 Pension Contributions                      | 187               | 187                    | 7,715             | 7,528              |                          | 7,528              | 2.4%         |                         |
| 4039 Sundries                                   | 217               | 240                    | 703               | 463                |                          | 463                | 34.1%        |                         |
| 4042 Fire and Security Alarms                   | 0                 | 0                      | 129               | 129                |                          | 129                | 0.0%         |                         |
| 4045 Insurance                                  | 0                 | 575                    | 3,211             | 2,636              |                          | 2,636              | 17.9%        |                         |
| 4047 Cleaning Material/Consum- 4039             | 0                 | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%         |                         |
| 4051 Business Rates                             | 986               | 1,967                  | 12,709            | 10,742             |                          | 10,742             | 15.5%        |                         |
| 4055 Electricity                                | 1,108             | 1,108                  | 14,000            | 12,892             |                          | 12,892             | 7.9%         |                         |
| 4056 Gas                                        | 120               | 352                    | 6,128             | 5,776              |                          | 5,776              | 5.8%         |                         |
| 4071 Health & Safety - Compliance               | 0                 | 0                      | 1,681             | 1,681              |                          | 1,681              | 0.0%         |                         |
| 4072 Security                                   | 70                | 70                     | 877               | 807                |                          | 807                | 8.0%         |                         |
| 4099 Miscellaneous Expenses                     | 0                 | 0                      | 376               | 376                |                          | 376                | 0.0%         |                         |
| 4117 Building improvements                      | 0                 | 0                      | 2,688             | 2,688              |                          | 2,688              | 0.0%         |                         |
| 4119 Maintenance - General                      | 58                | 0                      | 3,225             | 3,225              |                          | 3,225              | 0.0%         |                         |
| 4121 Maintenance - Contractors                  | 1,744             | 829                    | 4,300             | 3,471              |                          | 3,471              | 19.3%        |                         |
| Leisure Centre building :- Indirect Expenditure | <b>5,126</b>      | <b>6,505</b>           | <b>86,726</b>     | <b>80,221</b>      | <b>0</b>                 | <b>80,221</b>      | <b>7.5%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(4,159)</b>    | <b>(5,815)</b>         | <b>(83,726)</b>   | <b>(77,911)</b>    |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2023

Month No: 2

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 14,148            | 27,018                 | 160,101           | 133,083            |                          |                    | 16.9%   |                         |
| Expenditure                           | 24,876            | 38,030                 | 317,893           | 279,863            | 0                        | 279,863            | 12.0%   |                         |
| <b>Net Income over Expenditure</b>    | <b>(10,728)</b>   | <b>(11,012)</b>        | <b>(157,792)</b>  | <b>(146,781)</b>   |                          |                    |         |                         |
| plus Transfer from EMR                | 433               | 433                    |                   |                    |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(10,295)</b>   | <b>(10,579)</b>        |                   |                    |                          |                    |         |                         |

| Regulatory reason                                                     | Payee Name                         | Transaction Details                                             | Committee | Town Council | LCMC       | Amenities | NET        | VAT      | TOTAL      | Code/Cost Centre                  |
|-----------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|-----------|--------------|------------|-----------|------------|----------|------------|-----------------------------------|
| <b>Regular payments (BACS and or DDR) (5.6 Financial Regulations)</b> |                                    |                                                                 |           |              |            |           |            |          |            |                                   |
| Contractual                                                           | Cozens                             | Street Lighting - May 2023                                      | Amenities |              |            | £ 102.00  | £ 85.00    | £ 17.00  | £ 102.00   | 4152/122                          |
| Stat Duty                                                             | HMRC                               | Employees NI/PAYE - May                                         | TC        | £ 2,646.74   | £ 2,300.89 | £ 64.07   | £ 5,011.70 | -£ 0.20  | £ 5,011.50 | 4001/Various( 0.20p alteration)   |
| Lease                                                                 | ASL                                | Photocopier - May                                               | All       | £ 31.30      | £ -        |           | £ 26.08    | £ 5.22   | £ 31.30    | 4031/101                          |
| Lease                                                                 | Ben Burgess                        | Lease of John Deere - (01/05/23 - 31/05/23)                     | LCMC      |              | £ 384.00   |           | £ 320.00   | £ 64.00  | £ 384.00   | 4107/201                          |
| Stat Duty                                                             | Norfolk Pension                    | Employees Salary - May                                          | TC        | £ 3,199.59   | £ 3,385.32 | £ 99.82   | £ 6,684.73 | £ -      | £ 6,684.73 | 4006/Various                      |
| Obligation                                                            | Rejuvenate Yoga                    | Yoga Classes - May classes                                      | LCMC      |              | £ 278.00   |           | £ 278.00   | £ -      | £ 278.00   | 4160/202                          |
| Obligation                                                            | Neil Roberts                       | Classes                                                         | LCMC      |              | £ 412.00   |           | £ 412.00   |          | £ 412.00   | 4160/202                          |
| <b>Possible Payments requiring to be listed</b>                       |                                    |                                                                 |           |              |            |           |            |          |            |                                   |
|                                                                       |                                    |                                                                 |           |              |            |           |            | £ -      |            |                                   |
|                                                                       | Barclaycard - Foundry Plant Centre | Plants for planters                                             | Amenities | £ -          | £ -        | £ 538.20  | £ -        | £ -      | £ 538.20   | Approved at Finance April 2023    |
|                                                                       | Barclaycard - Amazon               | Amazon - cups, toner cartridge, coronation balloons             | TC        | £ 56.54      | £ -        | £ -       | £ 47.11    | £ 9.43   | £ 56.54    | 4085 103                          |
|                                                                       | Barclaycard - Homepage Universe    | IT Support - Domain names                                       | TC/LCMC   | £ 55.05      | £ -        | £ -       | £ 55.05    | £ -      | £ 55.05    | 4037 101                          |
|                                                                       | Barclaycard - Spotify              | Licence                                                         | LCMC      | £ -          | £ 9.99     | £ -       | £ 9.99     | £ -      | £ 9.99     | 4034/202                          |
|                                                                       | Barclaycard - Amazon               | Amazon - winner medals                                          | TC        | £ 9.38       |            | £ -       | £ 7.81     | £ 1.57   | £ 9.38     | 4085 103                          |
|                                                                       | Barclaycard - Amazon               | Amazon - rosettes, award ribbons                                | TC        | £ 75.90      |            |           | £ 66.24    | £ 9.66   | £ 75.90    | 4085 103                          |
|                                                                       | Barclaycard - Amazon               | Amazon - milkshake cups                                         | TC        | £ 114.28     |            |           | £ 114.28   | £ -      | £ 114.28   | 4085 103                          |
|                                                                       | Barclaycard - Smarty               | Vodafone hub - maintenance                                      | LCMC      | £ -          | £ 10.00    | £ -       | £ 10.00    | £ -      | £ 10.00    | 4040 201                          |
|                                                                       | Total to Barclaycard               |                                                                 |           |              |            |           |            |          | £ 869.34   | Total to Barclaycard              |
|                                                                       | Courtmasters                       | Squash Courts Repairs - repairs to flooring of squash court 1   | LCMC      | £ -          | £ 570.00   | £ -       | £ 475.00   | £ 95.00  | £ 570.00   | 4121 203 - LCMC Meeting June 2023 |
|                                                                       | Screwfix                           | Fixed Led D lights 4.5w 10pk                                    | LCMC      | £ -          | £ 59.99    | £ -       | £ 49.99    | £ 10.00  | £ 59.99    | 4119 203                          |
|                                                                       | Coopers                            | W/wide Tv 2way Y Splitter & male/male coax lead                 | LCMC      | £ -          | £ 8.83     | £ -       | £ 7.36     | £ 1.47   | £ 8.83     | 4119 202                          |
|                                                                       | Force Fresh                        | Black sacks                                                     | LCMC      | £ -          | £ 41.36    | £ -       | £ 34.47    | £ 6.89   | £ 41.36    | 4039 203                          |
|                                                                       | Robinson's Traditional Stationers  | Colour posters & laminate                                       | TC        | £ 6.00       | £ -        | £ -       | £ 5.00     | £ 1.00   | £ 6.00     | 4085 103                          |
|                                                                       | Dissigns signmakers                | Dissigns - 5 mph & Caution speed ramp                           | LCMC      | £ -          | £ 106.80   | £ -       | £ 89.00    | £ 17.80  | £ 106.80   | 4119 201                          |
|                                                                       | Rackhams Building Supplies         | Maintenance supplies                                            | LCMC      | £ -          | £ 41.70    | £ -       | £ 34.75    | £ 6.95   | £ 41.70    | 4119 203                          |
| Contracted                                                            | Top Garden Services                | Grass Cutting - April and May                                   | LCMC      |              | £ 1,134.00 |           | £ 945.00   | £ 189.00 | £ 1,134.00 | 4102/201                          |
|                                                                       | ESPO                               | Sundries - paper, staples, tape, coffee, stirers & instant foam | LCMC/TC   | £ 92.00      | £ 177.00   |           | £ 269.00   | £ 47.11  | £ 316.11   | 4039/101/202                      |
|                                                                       | Harleston Allotment Committee      | Membership Fee reimbursement - Jan 2023 - Sept 2023             | Amenities | £ -          | £ -        | £ 315.00  | £ 315.00   | £ -      | £ 315.00   | 4033/126                          |
|                                                                       | Work (East Anglia) Ltd             | Safety boots - maintenance                                      | LCMC      |              | £ 150.00   |           | £ 150.00   |          | £ 150.00   | 4166 201                          |
|                                                                       |                                    |                                                                 |           |              |            |           |            |          |            |                                   |
|                                                                       | Petty Cash - Gym & TC              | Office sundries                                                 | LCMC/TC   | £ 25.49      | £ 15.60    | £ -       | £ 41.09    | £ -      | £ 41.09    | 4039/101/202                      |
|                                                                       | Petty Cash - Maintenance           | Diesel for van and John Deere and maintenance sundries          | LCMC/TC   | £ -          | £ 109.82   | £ -       | £ 109.82   | £ -      | £ 109.82   | 4018/201 4039/101                 |

| Regulatory reason                                                                       | Payee Name                       | Transaction Details                           | Committee | Town Council | LCMC       | Amenities | NET        | VAT     | TOTAL             | Code/Cost Centre                                                                                                                                |
|-----------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------|-----------|--------------|------------|-----------|------------|---------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular Utilities &amp; Rates payment (Direct Debit) (6.7 Financial Regulations)</b> |                                  |                                               |           | £            | £          | £         | £          | £       | £                 |                                                                                                                                                 |
| Stat Duty                                                                               | HMRC                             | Employees Salary - June                       | TC        | £ 2,378.20   | £ 1,282.67 | £ 64.10   | £ 3,724.97 |         | £ 3,724.97        | 4001/Various                                                                                                                                    |
| Lease                                                                                   | ASL                              | Photocopier - 06/06/2022 - 29/06/2022 - Epson | All       | £ 174.38     |            |           | £ 145.32   | £ 29.06 | £ 174.38          | 4031/101                                                                                                                                        |
| Lease                                                                                   | Ben Burgess                      | Lease of John Deere                           | LCMC      |              | £ 384.00   |           | £ 320.00   | £ 64.00 | £ 384.00          | 4107/201                                                                                                                                        |
| Stat Duty                                                                               | Norfolk Pension                  | Employees Salary - June                       | TC        | £ 3,147.30   | £ 2,403.57 | £ 99.81   | £ 5,650.68 | £ -     | £ 5,650.68        | 4006/Various                                                                                                                                    |
| Obligation                                                                              | Rejuvenate Yoga                  | Yoga Classes - June                           | LCMC      |              | £ 276.00   |           | £ 276.00   | £ -     | £ 276.00          | 4160/202                                                                                                                                        |
| Obligation                                                                              |                                  | Classes - June                                | LCMC      |              | £ 287.00   |           | £ 287.00   |         | £ 287.00          | 4160/202                                                                                                                                        |
| Contractual                                                                             | Sonata                           | Security - Annual maintenance                 | LCMC      |              | £ 150.00   |           | £ 125.00   | £ 25.00 | £ 150.00          | 4072 203                                                                                                                                        |
| Contractual                                                                             | Top Garden Services              | Grass Cutting - June                          | LCMC      |              | £ 504.00   |           | £ 420.00   | £ 84.00 | £ 504.00          | 4039/202                                                                                                                                        |
| Contractual                                                                             |                                  | Internal Audit 2022/23                        | TC        | £ 695.00     |            |           | £ 695.00   | £ -     | £ 695.00          | 4020 101 Approved at TC Meeting 12th April 2023 - To be noted at the Finance Meeting 19th July 2023 meeting                                     |
| Stat Duty                                                                               | Zurich Insurance                 | 23/06/2023 - 22/06/2024 - invoice 524320711   | TC/LCMC   | £ 2,570.34   | £ 5,997.46 | £ -       | £ 8,567.80 | £ -     | £ 8,567.80        | 4045 101/201/202/203 Approved at Town Council Meeting 28th June 2023                                                                            |
| <b>Possible Payments requiring to be listed</b>                                         |                                  |                                               |           |              |            |           |            |         |                   |                                                                                                                                                 |
|                                                                                         | Barclaycard - Parish online      | Subscription                                  | TC        | £ 90.00      |            |           | £ 75.00    | £ 15.00 | £ 90.00           | 4033 101                                                                                                                                        |
|                                                                                         | Barclaycard - Facebook           | Advertising                                   | LCMC      |              | £ 23.61    |           | £ 23.61    | £ -     | £ 23.61           | 4057/202                                                                                                                                        |
|                                                                                         | Barclaycard - My Protein         | Protein products                              | LCMC      |              | £ 55.08    |           | £ 55.08    | £ -     | £ 55.08           | 4163 202                                                                                                                                        |
|                                                                                         | Barclaycard - Spotify            | Licence                                       | LCMC      |              | £ 9.99     |           | £ 9.99     | £ -     | £ 9.99            | 4034/202                                                                                                                                        |
|                                                                                         | Barclaycard - Indeed Jobs        | Job advert                                    | TC        | £ 11.00      |            |           | £ 11.00    | £ -     | £ 11.00           | 4057 101                                                                                                                                        |
|                                                                                         | Barclaycard - Smarty             | Vodafone hub - maintenance                    | LCMC      |              | £ 10.00    |           | £ 10.00    | £ -     | £ 10.00           | 4040/201                                                                                                                                        |
|                                                                                         | Barclaycard - Your Coca-Cola     | Protein products                              | LCMC      |              | £ 55.96    |           | £ 55.96    | £ -     | £ 55.96           | 4163 202                                                                                                                                        |
| LCMC 14/6/23                                                                            | Barclaycard - SP Bulldog Gear    | Wooden Jump Box                               | LCMC      |              | £ 106.00   |           | £ 106.00   | £ -     | £ 106.00          | 4126 202                                                                                                                                        |
| LCMC 14/6/23                                                                            | Barclaycard - Mirafit            | Gym cable machine attachment set - 5 handles  | LCMC      |              | £ 154.90   |           | £ 154.90   | £ -     | £ 154.90          | 4129/202                                                                                                                                        |
| LCMC 14/6/23                                                                            | Barclaycard - King Heavy Fitness | Olympic barbell                               | LCMC      |              | £ 379.89   |           | £ 379.89   | £ -     | £ 379.89          | 4126 202                                                                                                                                        |
| LCMC 14/6/23                                                                            | <b>Total for Gym Equipment</b>   |                                               |           |              |            |           |            |         | £ 640.79          | Total for Gym Equipment £640.79 / Amount approved by LCMC 14/6/23 £594.85 over spent £45.94 due to delivery costs - RFO Approved the overspend. |
|                                                                                         | Amazon - Protein products        | Protein products                              | LCMC      |              | £ 183.91   |           | £ 160.60   | £ 23.31 | £ 183.91          | 4163 202                                                                                                                                        |
|                                                                                         | <b>Total Barclaycard</b>         |                                               |           |              |            |           | £ -        | £ -     | <b>£ 1,080.34</b> | <b>Total Barclaycard</b>                                                                                                                        |
|                                                                                         | Workwear (East Anglia) Ltd       | Safety boots - maintenance                    | LCMC      |              | £ 75.00    |           | £ 75.00    | £ -     | £ 75.00           | 4166 201                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                                                   |           |            |          |          |            |         |            |                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------|-----------|------------|----------|----------|------------|---------|------------|-----------------------------------------------------------------------------------------------------|
| FR4.7 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. | Danarbor Ltd                    | Removal of large broken out limb on Elm tree at Leisure centre                    | LCMC      | £ -        | £ 312.00 |          | £ 260.00   | £ 52.00 | £ 312.00   | 4101 201- Advised the Chair - To be noted at the LCMC 12th July 2023                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Denman's Electrical Wholesalers | Fan Floor 18in                                                                    | LCMC      |            | £ 47.94  | £ -      | £ 39.95    | £ 7.99  | £ 47.94    | 4119/201                                                                                            |
| FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;                                                                                                                                                                                                                                                                                                                                                             | Force Fresh                     | Gym supplies                                                                      | LCMC      |            | £ 426.56 |          | £ 355.47   | £ 71.09 | £ 426.56   | 4071/203-- Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July Meeting |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 | HR Support - May/June                                                             | TC        | £ 67.50    |          |          | £ 67.50    | £ -     | £ 67.50    | 4023/101                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Force Fresh                     | Jumbo Toilet Rolls - Toilets                                                      | Amenities |            |          | £ 121.10 | £ 100.92   | £ 20.18 | £ 121.10   | 4039 131                                                                                            |
| FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;                                                                                                                                                                                                                                                                                                                                                             | Tas Valley Fire                 | Annual Fire Extinguisher, Alarm & Emergency Lighting + April Alarm fault call-out | LCMC      |            | £ 378.00 |          | £ 315.00   | £ 63.00 | £ 378.00   | 4071 203 - Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July meeting |
| FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;                                                                                                                                                                                                                                                                                                                                                             |                                 | Gym Membership refund                                                             | LCMC      |            | £ 261.00 |          | £ 261.00   | £ -     | £ 261.00   | 4159 202 - Approval via email Chair of the Council 6/7/23 to be noted at the Finance July meeting   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 | Gym Membership refund                                                             | LCMC      |            | £ 29.00  |          | £ 29.00    |         | £ 29.00    | 4159 202                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Harl & Dist Historical Society  | Museum - building rent                                                            | Grant     | £ 260.00   |          |          | £ 260.00   | £ -     | £ 260.00   | 4090 101 Approved at the 28th June 2023 TC Meeting                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Harleston Information Plus      | Core costs: rent, utilities and salaries                                          | Grant     | £ 6,500.00 |          |          | £ 6,500.00 |         | £ 6,500.00 | 4090 101 Approved at the 28th June 2023 TC Meeting                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Petty Cash - Gym & TC           | Office sundries                                                                   | LCMC/TC   | £ -        | £ 14.75  |          | £ 14.75    | £ -     | £ 14.75    | 4039/101/202                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                                                   |           |            |          |          |            |         | £ 14.75    | Total to be paid to CC to reimburse Petty Cash                                                      |

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 Fax: 020 8684 2230  
 www.earth-anchors.com  
[kevin@earth-anchors.com](mailto:kevin@earth-anchors.com)

**Earth Anchors Ltd**

**email**

|              |                        |               |                                |
|--------------|------------------------|---------------|--------------------------------|
| <b>To:</b>   | <b>Harleston T. C.</b> | <b>From:</b>  | <b>Kevin Clegg</b>             |
| <b>Name:</b> | <b>Steve Cox</b>       | <b>Pages:</b> | 1                              |
| <b>email</b> |                        | <b>Date:</b>  | 13 <sup>th</sup> November 2023 |

Our ref: Q6824

**Quotation: Forest-Saver section and recycled plastic sheet**

Thank you for your enquiry of earlier today. We can only offer the 19mm recycled plastic sheet in dark grey, not green. Details and prices follow:

- 1) Forest-Saver, black, 100mm X 100mm X 2800mm long.

**2No @ £63.00 each, ex-works**

- 2) Recycled plastic sheet, dark grey, 19mm thick. Cut to the following sizes:

- (i) 1100mm X 940mm **1No @ £52.50 each, ex-works**
- (ii) 300mm X 940mm **2No @ £19.00 each, ex-works**
- (iii) 600mm X 750mm **4No @ £27.00 each, ex-works**

- 3) Delivery charge: The panels would be supplied on a pallet and the 100m square posts would have to be supplied separately.

**@ £98.00 extra**

- Prices quoted are subject to VAT
- Payment: on account
- Delivery: All the material is in stock, allow 5 / 7 days for cutting and despatch.

If you need any further information or you wish to order please contact me as above.

Regards.

## **DANARBOR LTD**

### **Specialists in Tree Surgery, Hedging, Planting & Fencing**

Bramley House, Long Green, Wortham, Diss, Norfolk, IP22 1PU

Phone: 01379 898126

Mobile: 07768 014414

[alan@danarbor.co.uk](mailto:alan@danarbor.co.uk)

[www.danarbor.co.uk](http://www.danarbor.co.uk)

---

**QUOTE No. 7714**

5<sup>th</sup> July 2023

Harleston Town Council

*e; mainetance@harleston-tc.gov.uk*

*cc; clerk@harleston-tc.gov.uk*

**Re; Recreation ground – Storm damaged Elm tree**

Section fell tree to a stump, removing all arisings from site leaving area tidy

**£475 + VAT**

**From:** GYM REPAIR SERVICES LIMITED  
 Glebe House Wisbech Road  
 Littleport  
 Ely  
 CB6 1RG  
 United Kingdom

# ESTIMATE



**To:** REDENHALL WITH HARLESTON SC  
 WILDERNESS LANE  
 HARLESTON  
 IP20 9DD

|                       |            |
|-----------------------|------------|
| <b>Issue Date</b>     | 22/06/2023 |
| <b>Estimate No.</b>   | 000643     |
| <b>Company Number</b> | 13789778   |

| Item         | Description             | Unit Cost | Qty | VAT   | Total  |
|--------------|-------------------------|-----------|-----|-------|--------|
| Life Fitness | DAP Cable with SRE      | 129.00    | 1   | 25.80 | 154.80 |
| Lemond       | Brake Pad               | 55.00     | 1   | 11.00 | 66.00  |
| Lemond       | Bottom Bracket          | 108.90    | 1   | 21.78 | 130.68 |
| Life Fitness | 95CI Main Drive Belt    | 48.00     | 1   | 9.60  | 57.60  |
| Life Fitness | Lat Pulldown Cable      | 80.00     | 1   | 16.00 | 96.00  |
| Life Fitness | Lat Pull Down Row Cable | 89.00     | 1   | 17.80 | 106.80 |

*Quotation prices valid for 30 days*

|                              |               |
|------------------------------|---------------|
| Sub Total:                   | 509.90        |
| VAT (20.00%)                 | 101.98        |
| <b>Estimate Total (GBP):</b> | <b>611.88</b> |

## Harleston Town Council – Toddler Play Area Refurbishment – July 2023

### Purpose of Paper:

1. To provide information on the play area equipment.
2. To provide Town Councillor's with quotes for the refurbishment of the play area.
3. To provide information on the expenditure of EMR and or CIL/Section 106

**Recommendation:** That Councillor's review the costs, aesthetics, and longevity of the different options, plus the expenditure of the EMR available, in order to decide which option to progress.

### Condition of the play area July 2023

The main structure of the toddler area has been in situ for 20 plus years and has been vandalised on several occasions. The damage has been rectified by the maintenance team to good effect. The last bout of vandalism rendered the equipment unusable, this coupled with the age of the equipment the maintenance team had no choice but to decommission the equipment, closing off all areas of the main structure to use. Whilst the smaller springy rockers and small slide are still useable this area has attracted a great number of negative comments on social media.



### The Proposal

The proposal is to replace the main structure with a structure much the same as the previous one. Quotes have also been received for additional equipment such as talking tubes and a shop front panel giving the opportunity for role play which is so important in this age range.

In addition to this the Childrens Play and Recreation Association would like to provide an inground trampoline in place of the blue and red springy rocker, which is at the end of its life. This would be of no cost to the council and provide a new dimension to the play area.

## Supplier Quotes

### Action Play and Leisure

| Qty       | Item                                       | Description                                                           | Unit £    | VAT    | Total             |
|-----------|--------------------------------------------|-----------------------------------------------------------------------|-----------|--------|-------------------|
| 1         | Waxham 5 ToddlerTower                      | Product code WAX05                                                    | £7,574.00 | 20.00% | £7,574.00         |
| 1         | Talk Tubes                                 | Product code PLT                                                      | £1,200.00 | 20.00% | £1,200.00         |
| 1         | Shop Front Panel                           | Product code PLP16                                                    | £165.62   | 20.00% | £165.62           |
| 2         | Rubber Stepping Posts                      | Product code ADVLL18                                                  | £78.00    | 20.00% | £156.00           |
| 53        | Surfacing ground works (Tiger Mulch)       | Excavate area to 50mm, install geo textile plus 50mm depth base stone | £35.00    | 20.00% | £1,855.00         |
| 53        | Tiger Mulch <sup>TM</sup> Safety Surfacing | 53msg of Tiger Mulch <sup>TM</sup> resin bonded rubber                | £96.77    | 20.00% | £5,128.81         |
| 1         | 1 x Installation                           | Installation for the above                                            | £3,900.00 | 20.00% | £3,900.00         |
| 1         | Site Clearance                             | Dismantle and remove existing tower unit and dispose off of site.     | £880.00   | 20.00% | £880.00           |
| 1         | Site Set Up                                | Fencing, Welfare, Skip/Waste Disposal                                 | £650.00   | 20.00% | £650.00           |
| Total Net |                                            |                                                                       |           |        | <b>£21,509.43</b> |
| VAT       |                                            |                                                                       |           |        | <b>£4,301.89</b>  |
| Gross     |                                            |                                                                       |           |        | <b>£25,811.32</b> |

Further information at appendix A

## Redlynch

The following figures were supplied for the new playground works

Supply and install the following:

Lappset multiplay unit

Talk Tube Set

Play Panel

2 x Rubber Stepping Posts Product code ADVLL18£78.0020.00%£156.0053

Ground works for Tiger Mulch (53m2)

Tiger Mulch to 40mm depth (53m2)

**For the sum of £24,934.00 + VAT**

Further Information at appendix B

## PlayDale

| Qty          | Item                                                                                                                                                                                                                                                                                                                        | Unit £   | VAT | Total                |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----------------------|
| 1            | Customised Little Hamlet Plus for Redenhall With Harleston Town Council (Blue/Yellow) - SGF* (Including: 0.55m Square Tower, 0.9m Angled Tower, 0.9m Triangle Lookout Tower, 0.55m Arched Ramp, 0.9m Scramble Net, 0.9m Plastic Slide, Inclined Bridge, Inclined Bridge Tunnel, Bubble Play Panel, 0.55m Transfer Platform) | 8,562.00 |     | 8,562.00             |
| 1            | Loudspeakers                                                                                                                                                                                                                                                                                                                | 1,299.00 |     | 1,299.00             |
| 31           | Blue Bonded Rubber Mulch 1.6cfh                                                                                                                                                                                                                                                                                             | 134.64   |     | 4,173.84             |
| 1            | Removal of foundation spoil, pallets, packaging and general rubbish.                                                                                                                                                                                                                                                        | 592.02   |     | 592.02               |
| 1            | Delivery & Installation                                                                                                                                                                                                                                                                                                     | 7,298.18 |     | 7,298.18             |
| Discount     |                                                                                                                                                                                                                                                                                                                             |          |     | GBP 1,972.20         |
| <b>Total</b> |                                                                                                                                                                                                                                                                                                                             |          |     | <b>GBP 19,952.84</b> |

Further information in appendix C

It is noted that the quote from Play Dale does not include the role play area and seating blocks. It is thought that if these were added the quotes would equal the quote from Action Play and Leisure.

The maintenance team would favour the quote from Action Play and Leisure as they are a local company who completed the Tiger Mulch project last year to good effect.

Lead times for Action Play and Leisure would be a couple of weeks as they have time available in July. This would also make their quote more favourable.

Lead times for Play Dale are 6-8 weeks.

Lead times for Redlynch are 8 weeks.

#### Funding

The maximum available from the EMR for Play Equipment is £17,000 or the option of using Section 106 funds. Details to follow.

# Harleston

-  CRAWLING
-  SHELTER
-  SLIDE
-  CLAMBERING
-  TRAVERSING
-  HANGING
-  ROLEPLAY
-  MEETING
-  EASY ACCESS



Putting Action into Play



Designed By: SKDB | Drawn By: SK | Date: 01/12/2022 | T: 01953 788901 | E: info@actionplayandleisure.co.uk | www.actionplayandleisure.co.uk

**QUOTE**

VAT Registration Number  
128159311

**Quote Date**  
08-12-2022

**Quote Number**  
APL4475R1 |  
Waxham Play Tower

Redenhall with Harleston Town Council  
Memorial Leisure Centre.  
Wilderness Lane,  
Harleston  
Norfolk  
IP20 9DD

| Qty          | Item                                       | Description                                                           | Unit £    | VAT    | Total             |
|--------------|--------------------------------------------|-----------------------------------------------------------------------|-----------|--------|-------------------|
| 1            | Waxham 5 Toddler Tower                     | Product code WAX05                                                    | £7,574.00 | 20.00% | £7,574.00         |
| 1            | Talk Tubes                                 | Product code PLT                                                      | £1,200.00 | 20.00% | £1,200.00         |
| 1            | Shop Front Panel                           | Product code PLP16                                                    | £165.62   | 20.00% | £165.62           |
| 2            | Rubber Stepping Posts                      | Product code ADVLL18                                                  | £78.00    | 20.00% | £156.00           |
| 53           | Surfacing ground works (Tiger Mulch)       | Excavate area to 50mm, install geo textile plus 50mm depth base stone | £35.00    | 20.00% | £1,855.00         |
| 53           | Tiger Mulch <sup>TM</sup> Safety Surfacing | 53msg of Tiger Mulch <sup>TM</sup> resin bonded rubber                | £96.77    | 20.00% | £5,128.81         |
| 1            | 1 x Installation                           | Installation for the above                                            | £3,900.00 | 20.00% | £3,900.00         |
| 1            | Site Clearance                             | Dismantle and remove existing tower unit and dispose off of site.     | £880.00   | 20.00% | £880.00           |
| 1            | Site Set Up                                | Fencing, Welfare, Skip/Waste Disposal                                 | £650.00   | 20.00% | £650.00           |
| <b>NET</b>   |                                            |                                                                       |           |        | <b>£21,509.43</b> |
| <b>VAT</b>   |                                            |                                                                       |           |        | <b>£4,301.89</b>  |
| <b>GROSS</b> |                                            |                                                                       |           |        | <b>£25,811.32</b> |

Action Play & Leisure's play equipment is manufactured in the UK and Europe and installed in compliance with BS EN.1176 and safety surfacing is compliant with BS EN.1177.

Action Play & Leisure offer the following guarantees;

Timber 15 years

Steel work 15 years

Ropes 5 years

Installation foundations 2 years (Action Play & Leisure installers)

Tiger Mulch 5 years

Should you wish to discuss the above quotation please feel free to contact me on 01953 787 809 / 07736 494 197 or email me on [dean@actionplayandleisure.co.uk](mailto:dean@actionplayandleisure.co.uk)

Kind Regards

Dean Barker



# Quotation



01 December 2022

Steve Cox

## Play Area Works

Redenhall and Harleston Town Council

Quote No. 2212005

T: 01249 444 537

E: [info@redlynchleisure.co.uk](mailto:info@redlynchleisure.co.uk)

[www.redlynchleisure.co.uk](http://www.redlynchleisure.co.uk)



Dear Steve,

Please see following our figures for the new playground works

Supply and install the following

Lappset multiplay unit

Talk Tube Set

Play Panel

2 x Rubber Stepping Posts Product code ADVLL18 £78.00 20.00% £156.00 53

Ground works for Tiger Mulch (53m<sup>2</sup>)

Tiger Mulch to 40mm depth (53m<sup>2</sup>)

For the sum of £24934.00 + VAT

Please refer to our terms, conditions and notes below

Yours sincerely

Lee Crosse

## **TERMS AND CONDITIONS AND NOTES**

### **NOTES ON WET POUR, TIGER MULCH, TIGER TRAK SURFACES AND FLEXIPAVE SURFACES**

Polyurethane binders darken in colour in sunny conditions, a result of the effects of UV light. This can cause discolouration of the surface. This is normally temporary, and the discolouration of binder wears off the surface with use. The amount of discolouration will vary each day, according to UV light levels, such that surfacing laid on one day may look as if it is a different shade from surfacing laid on another day. Similarly, if parts of an area are shaded, those parts may not be affected, whilst those areas that are subject to direct sunlight will be affected. Temporary discolouration is not a defect.

All colours are subject to ultraviolet light degradation and as such total colour stability cannot be guaranteed, especially with bright red, bright yellow and orange.

Polyurethane bound surfaces will emit an odour when first laid. The odour will diminish with use and is not a defect.

Rubberised surfaces such as Flexitop and Tiger Mulch and Tiger Trak and Flexipath can sometimes be slippery on initial use. Care should be taken if damp ground conditions prevail when the surfaces are first used. When buggies are being used on TigerTrak surfaces, the paths can occasionally remain slippery in damp conditions on steeper slopes. If this is the case, we recommend that users are made aware of this, being told to take care in damp conditions.

Tiger Mulch surfacing is comprised of a relatively open matrix of shredded rubber. Air-born seeds can germinate in this matrix, resulting in vegetative growth in the surface. This is not an installation defect. Should this occur treat the affected areas with a weed killer available from any garden centre. Tiger Mulch and Tiger Trak surfaces will darken in shade over time.

All colours and shades of granulate and shredded rubber used in Flexitop, Tiger Mulch, Tiger Trak and Flexipath surfaces are subject to batch variation in the manufacturing process, such that the colour / shade of samples provided in advance of an installation may vary with the material actually laid.

Repairs to wet pour and mulch-style surfaces: it is impossible to guarantee repairs to these types of surfaces, as we are repairing surfaces laid by other contractors, and it is impossible to ascertain the strength of the original surfaces and whether or not they will continue to move and or contract in the future, which could affect the integrity of our repairs. In the same way, if our new surfacing is to adjoin an existing surface it is impossible to guarantee that the join between the old and the new surface will remain intact into the future. The finished surface level of repairs may vary by up to 5mm from the surrounding surface. Unless the name of the EDPM rubber manufacturer and a reference number for the colour is known prior to completing works it will be impossible to guarantee that a repaired area will match the colour of the existing surface. Even if that information is known, it should be remembered that all colours will fade over time as a result of the effects of ultraviolet light on the rubber granules, such that achieving a colour match is impossible.

Blended colour fleck wet pour surfaces: The distribution of colour particles in a colour fleck wet pour surface is infinitely variable and random, such that shading variations may be visible. It is impossible to guarantee that the density of colour particle distribution in each batch of mixed surfacing will be consistent.

Site security whilst Flexipath, TigerMulch, TigerTrak and Flexitop surfaces are curing is the client's responsibility

Splash Pad Surfaces: Please note that when a wet pour rubber surface is used as a splash pad surface the recommended chlorine content in the water is 1.2-1.8ppm. If the chlorine content is above this level degradation of the surface can occur. The surface can break up, fade, and develop a white deposit over the top of it.

### **TERMS AND CONDITIONS**

**WORKING ON SITE AND SITE MATTERS** The quoted price assumes good vehicular access and free working space within a 20m distance from the installation area. Whilst the utmost care will be taken during the installation process, we are not responsible for any damage which may occur to the access route to any part of the site and as such have not included any cost of reinstatement or adjustment to make good any adjoining surface, soiling, seeding or landscaping or repairs to other surfaces along the access route. We require 72 hours notice in the event of a change in scheduling for our works. It is the main contractors' responsibility to ensure good drainage of the site. We cannot be held responsible for any loss or damage caused by any drainage issues. The specifications used for the construction of subbases for all of our surfaces are based on a visual examination only of the site. Unless the client informs us that irregular ground conditions exist prior to or during our site visit the specification for the subbase for each surface type will be the regular specification we use for each surface type that we provide. For wet pour, Tiger Mulch, TigerTrak, Flexipath and tarmac the regular subbase consists of approximately 50-100mm depth of compacted MOT1 aggregate. For synthetic turf surfaces the subbase consists of 50-100mm depth of compacted aggregate and a levelling layer of sand. We will recommend additional subbase works only if we can ascertain from a visual inspection that they are required. Consequently, the Company cannot be held responsible for defects arising from movements in the sub-base howsoever caused. In addition, our quotation is based on the assumption that underground conditions which cannot easily be identified

during the site survey do not impede the construction works detailed. Should unexpected underground conditions be encountered further works may be required at an additional cost. Polymeric surfaces (such as Flexitop wet pour, Tiger Mulch and Flexipath) can contract over time and the Company considers this to be a defect if the contraction exceeds 35mm within the guarantee period. When the Company attends site to lay surfacing or complete other works as ordered and instructed by the customer, if the work cannot be started due to any circumstances beyond our control, or the customer decides not to have the works completed, we will charge abortive costs of £1200 unless we have been informed of the situation prior to work commencing. Furthermore, any additional labour, materials or waiting time costs incurred by the Company will be charged to the customer accordingly. It is the customer's responsibility to secure the site and prevent access to the site until wet pour and Tiger Mulch and Tiger Trak and Flexipath surfaces are fully cured. Grass mat surfaces: no allowance has been made to undertake any levelling / filling work to the surface onto which grass mats are installed, such that the grass mats, once installed, will follow the existing contours of the land. Artificial grass surfaces: we cannot guarantee that seams in artificial grass surfaces will not be visible.

**Table Tennis Table, Football Table, Chess and Picnic Table Delivery and Installation.** Damage to table tennis tables must be reported on delivery. Prior to delivery it is the customer's responsibility to ascertain that access for a crane lorry is available to ensure delivery can take place, and that the access route is suitable to transport the table(s) from the lorry to the site. Quoted prices do not allow for the provision of mechanised handling equipment (eg a telehandler) if the accessway is not suitable and these will be charged for additionally. Our quotation does not allow to carry out any levelling work to the existing surface. We reserve the right to make further charges on occasions when we arrive on site to complete an installation but ascertain that the site is not ready for the installation to take place.

**Spare Parts.** Our play equipment is subject to continuing improvement, such that the specification for spare parts supplied may be different to the specification for parts supplied when the equipment was originally installed.

**Rubber Scrub.** Rubber Scrub will not remove all stains and surface marks. Unless we are informed beforehand what has caused a stain or a mark in order that we can inform the customer whether Rubber Scrub will remove a stain or a mark, we cannot be held responsible if, upon using the Rubber Scrub service, the stain or mark is not removed.

### **THE CONTENT OF THIS CONTRACT**

In this contract, "the Company" means Redlynch Leisure Installations Ltd. "the goods" means the goods or services sold or supplied by the Company to the Customer under this contract. "this contract" means a contract between the Customer and the Company incorporating these conditions. This contract governs the sale of goods by the Company to the exclusion of all other representations, statements, understanding, negotiations, proposals, or agreements. Where the customer submits its own order form these terms shall prevail if they conflict with the terms in that form, even if that form includes a condition similar to this one. No employee of the company or its agents has authority to make any warranty, statement or promise concerning the Goods except in writing signed by a duly authorised employee of the Company. The Customer's order shall be subject to acceptance by the Company. Orders are accepted and estimates of delivery given conditionally on the Company being able to secure the necessary labour or material and without responsibility for delays for or non-fulfilment arising through risk and uncertainties of manufacture, strikes, accidents, force majeure or otherwise howsoever caused. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement materials are for the purpose of description only and none of these shall form part of this contract.

**FINANCIAL: Estimates and quotations are exclusive of VAT** and valid for a 14-day period from the date of the quotation. The quotation is subject to payment within 7 days of invoice and subject to the establishment of an agreed credit facility. All new accounts are subject to pro-forma payment. In the event of late payment, we reserve the right to withdraw guarantees. Non-payment within 7 days will result in the removal of all Redlynch Leisure Installations Ltd materials, surfaces, and associated product from site. We reserve the right to charge interest on all balances left unpaid if payment is not received within the payment term agreed. The interest rate will be 8% p.a. We reserve the right to invoice at the price ruling at the date of despatch. All prices, unless otherwise stated are for delivery "ex works" and are exclusive of value added tax or any other tax or duty which is or may be levied or charged in the UK or in the country of destination. Any such taxes, duties or charges shall be paid by the Customer. Should the customer require alterations to the order, the price will be varied accordingly. We reserve the right to alter unit rates for works should the amount of work to be completed reduce in size.

**PLACING OF AN ORDER** An order is deemed to be placed following receipt of your instructions which may be received by e-mail or post. The placing of an order directly implies acceptance of the Company's terms and conditions. The Company's terms and conditions will only be superseded by the terms and conditions of any party placing an order if the supersession is agreed by the Company prior to the placing of an order and confirmed in writing prior to the placing of an order. If a quotation has been provided by the Company in which gives a list of items for various aspects of work, it is assumed that any order resulting from the quotation will include all the items quoted for. If the order only covers part of the work for which Redlynch Leisure Installations Ltd has quoted, or we are instructed by the client to complete only a part of the works quoted for, we reserve the right to recalculate our prices. Our minimum installation charge is £850.00. In the event of cancellation by the Customer, we reserve the right to charge a fee to cover costs resulting from any post order preparation work undertaken by the Company.

**INFRINGEMENTS** The Customer shall indemnify the company against all damages, penalties cost and expenses arising out of any claim by any third party for any infringement or alleged infringement of any third party's industrial or intellectual property rights in any work carried out in accordance with the Customer's specifications.

Copyright in all drawings or tracings prepared by the company are the Company's property and copyright must be regarded as confidential, such drawings or tracings must not be published or disclosed under any circumstances without the Company's permission in writing. Redlynch Leisure Installations Ltd will not in any way be held responsible for any infringement or alleged infringement upon patents, registered design rights or copyrights by any designs provided by the customer. The Customer will indemnify us against all damages and costs incurred by us as a result of the infringement or alleged infringement. It is the responsibility of the customer to obtain any local authority planning permission or relaxation of building regulations. The Company cannot be held responsible for any changes to design and as such any additional labour or materials, which may arise from this, will be charged for accordingly.

**FORCE MAJEURE** The Company shall not be liable in respect of any breach of this contract due to any cause beyond its reasonable control including Act of God, inclement weather, flood, lighting of fire, industrial actions or lockouts, the act of omission of Government, highways authorities, or other competent authority, wars, military operations or riot: the act of omission of any part for whom the Company is not responsible.

**PROPERTY OF GOODS** Property of goods delivered by the Company shall not pass to the Customer until payment is made in full. In case of default in payment, the Company shall be granted access rights in order to repossess the goods. At all times before payment in full: the goods shall stand in the Customer's books in the name of the Company; and the Customer shall take appropriate steps to notify third parties of the Company's interest in the goods; and in the event of threatened seizure of the goods or of appointment of a receiver or liquidator or any other event entitling the Company to terminate this contract under our termination conditions ( see below), the Customer shall immediately notify the Company and the Company shall be entitled to enter the Customer's premises and repossess the goods. If the Customer delivers goods to a third party before payment has been made in full to the Company, the Customer shall hold all sums received for such goods as trustee for the Company and shall remit them to the Company on receipt. Risk in the goods shall pass on delivery.

**STANDARDS** Where a BSEN specification or code is applicable, quotations will be given for surfacing and or equipment to that specification code.

**DELIVERY** Delivery shall be "ex-works" unless the Company agrees otherwise. If the contract includes delivery by the Company, the Customer shall be responsible for giving the Company clear and accurate instructions as to the place of delivery. Time shall not be of the essence in the respect of the delivery. If the goods are to be delivered by a date specified by the Customer or by the Company, such date is to be treated as an estimate only. The Company does not guarantee that the goods will be delivered by such date or accept liability for failure to meet the date.

**DELIVERIES** The Company does not accept responsibility for damage, shortage or loss in transit, unless: non receipt of goods is advised to the Company within 10 days from the date of the Company's advice/delivery note; and any breakage, damage or shortage is advised to the Company and carriers within 3 days of receipt of goods provided that the carriers note is marked "unexamined". Please see section on Table Tennis Table, Chess, Football Table and Picnic Table Delivery and Installation for specific terms and conditions relating thereto. All sizes are approximate. Variations during the course of manufacture cannot be avoided and liability is not accepted for them. When goods are offered and supplied to a Customer's designs and specifications, no guarantee is given or implied of their suitability for the purpose for which they are intended.

**LIMITATIONS OF LIABILITY** Except where expressly contained in this contract, all warranties, conditions, undertakings and representations, express or implied, statutory or otherwise, are excluded and the Company has no obligation duty or liability in contract, tort (including negligence or breach of statutory duty) or otherwise.

In any event, the Company's liability arising for any reason in connection with this contract shall be limited to the original invoice value of the goods. In no circumstances will the Company be liable in contract, tort (including negligence or breach of statutory duty) or otherwise for loss (whether direct or indirect) of profits, business or anticipated savings, or for any indirect or consequential loss or damage whatever. The Company does not exclude or restrict liability for death or personal injury resulting from its own negligence, Each provision of this condition is to be construed as a separate limitation applying and surviving even if for any reason one or other of the said provisions is held unreasonable in any circumstances and shall remain in force notwithstanding termination of this contract.

**TERMINATION** The Company shall have the right forthwith to cancel this Contract and to claim for any resulting losses or expenses if :The Customer commits a breach of this contract and fails to remedy the breach within a reasonable time of a written notice to do so: or The Customer commits any act of bankruptcy or compounds with its creditors; or a petition or receiving order in bankruptcy is presented to or made against the Customer; or a petition for an administration order is presented (otherwise than for reconstruction or amalgamation) or a receiver or administrative receiver or any similar event occurs under the laws of the state where the customer was incorporated. Cancellation of orders for fencing, play equipment, seating and shelters can only be cancelled by the customer within one week of the order being placed. Cancellations made by the customer after this time will result in the full cost for fencing, play equipment, seating or shelters being charged.

**APPLICABLE LAW** The law of England shall be the proper law of contract

# Redenhall With Harleston Town Council

## Harleston Town Council Play Area



**Non-Standard Giggleswick Plus**



**Huck Trampoline 2014**

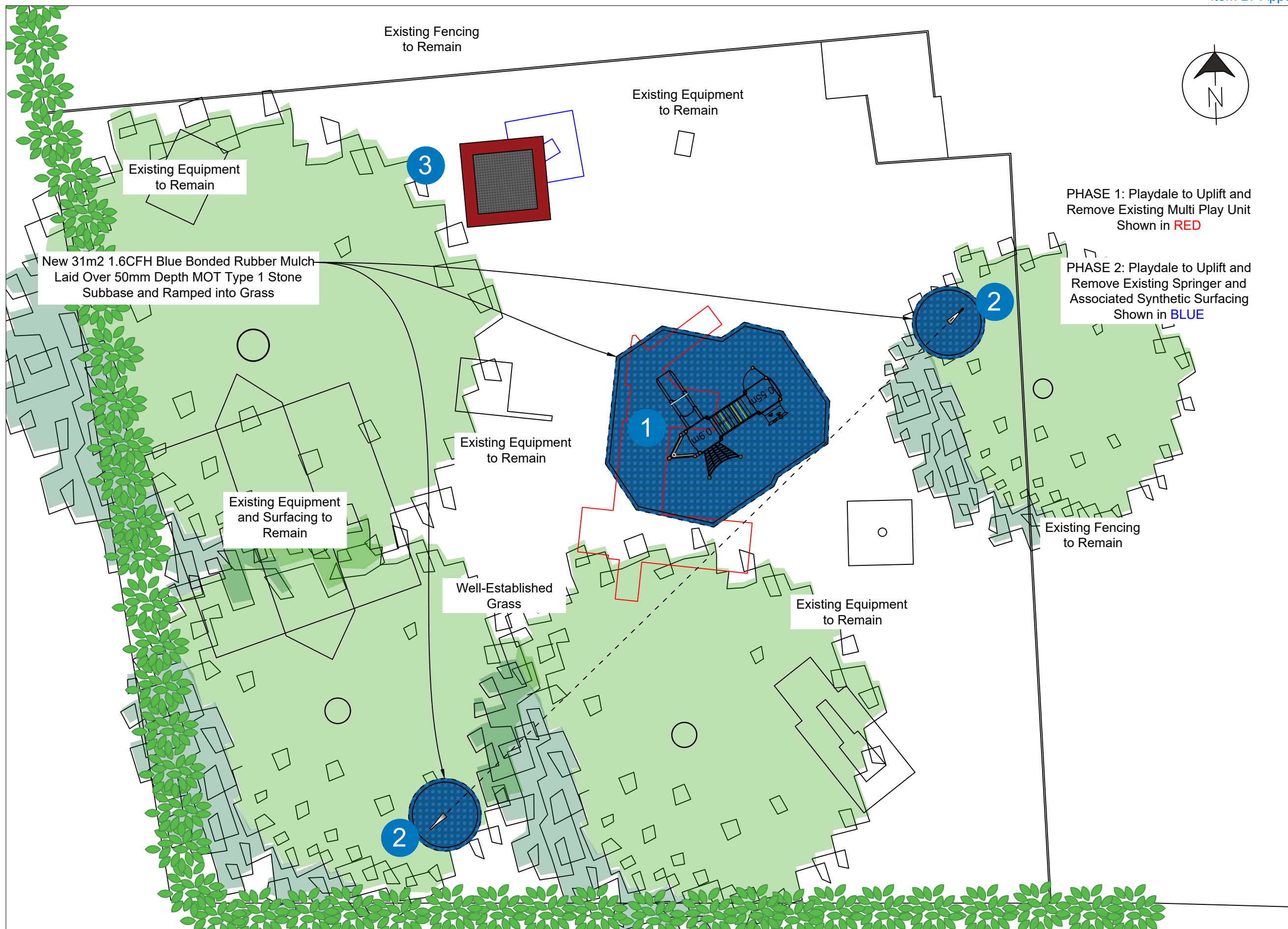


**Loudspeakers**



**Our steel in the ground fixing system offers superior guarantees.**  
Ask your Area Manager for more information.





## General Notes & Key

### Phase 1

1. Non-Standard Giggleswick Plus (Blue/Yellow)
2. Loudspeakers

### Phase 2

3. Huck Trampoline 2014

## Client Approval

|           |  |
|-----------|--|
| Name      |  |
| Signature |  |
| Date      |  |



**Proposed Play Area for:**  
**Redenhall With Harleston Town Council - Harleston Town Council Play Area**  
**Scheme No: 25119/NFK Date: 28/06/2023 Drawn by: LS**  
**1:100 @ A3**

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site.  
 All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.



[www.playdale.co.uk](http://www.playdale.co.uk)



**Playdale**  
 Playgrounds

# ***Playdale*** **Playgrounds**



Quotation for

**Redenhall With Harleston Town Council - Harleston Town Council Play  
Area**

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**Emma Chandler**  
**Redenhall With Harleston Town Council**  
**Memorial Leisure Centre**  
**Wilderness Lane**  
**Harleston**  
**Norfolk**  
**IP20 9DD**

**Quotation Number:** 0000087322  
**Quotation Date:** 30/06/2023  
**Reference:** 25119/NFK  
**Project for:** Harleston Town Council Play Area

Dear Emma

Please find enclosed our proposals for your play project as discussed.

The equipment featured will challenge and entertain the intended age range; providing endless play value, while requiring minimum maintenance.

All our equipment meets the European safety standard BS EN 1176/1177, and we guarantee each item has been independently tested and awarded the prestigious Kitemark to ensure our equipment is the safest on the market.

As a business we take great pride in our customer service and are extremely proud to have a Net Promotor Score (NPS) above 80\*. Any NPS score above 70 is regarded as world-class service and this really does motivate our team to keep doing what we do best which is making smiles.

We hope you are now ready to begin your Playdale experience by placing an order based upon the enclosed proposals. To do so, please complete the attached order form stating our quotation number and signing the plan (if applicable). Alternatively, if you would prefer to raise your own order, please ensure the quotation reference number is stated clearly on the form and that you have attached a copy of the signed plan to confirm your approval (if applicable).

If you wish to discuss any aspect of your play project, or have questions regarding what happens next, please do not hesitate to contact me on 07879 607824 or by email at [will.desborough@playdale.co.uk](mailto:will.desborough@playdale.co.uk).

We look forward to working with you.

Yours sincerely

*Will Desborough*

**Will Desborough**  
Area Sales Manager – East Anglia  
Playdale Playgrounds Limited

# Your Quote

Quotation Number: 0000087322

| Product Code                                                                                                                                                                                                                                                | Product Name                                                                                                                                                                                                                                                                                                                | Quantity             | Unit Price           | Total    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------|
| <b>Equipment</b>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| <b>QLTHGIG024a</b>                                                                                                                                                                                                                                          | Customised Little Hamlet Plus for Redenhall With Harleston Town Council (Blue/Yellow) - SGF* (Including: 0.55m Square Tower, 0.9m Angled Tower, 0.9m Triangle Lookout Tower, 0.55m Arched Ramp, 0.9m Scramble Net, 0.9m Plastic Slide, Inclined Bridge, Inclined Bridge Tunnel, Bubble Play Panel, 0.55m Transfer Platform) | 1.00                 | 8,562.00             | 8,562.00 |
| <b>CLS</b>                                                                                                                                                                                                                                                  | Loudspeakers                                                                                                                                                                                                                                                                                                                | 1.00                 | 1,299.00             | 1,299.00 |
| <b>Surfacing</b>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| <b>PBRM05</b>                                                                                                                                                                                                                                               | Blue Bonded Rubber Mulch 1.6cfh                                                                                                                                                                                                                                                                                             | 31.00                | 134.64               | 4,173.84 |
| <b>Ancilliary Items</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| <b>DEL008</b>                                                                                                                                                                                                                                               | Removal of foundation spoil, pallets, packaging and general rubbish.                                                                                                                                                                                                                                                        | 1.00                 | 592.02               | 592.02   |
| <b>Delivery &amp; Installation</b>                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| <b>DEL0002M</b>                                                                                                                                                                                                                                             | Delivery & Installation                                                                                                                                                                                                                                                                                                     | 1.00                 | 7,298.18             | 7,298.18 |
| Equipment positioning is subject to receiving service plans (gas/electric/water/phone etc) - Please visit <a href="http://www.linsearchbeforeudig.co.uk">www.linsearchbeforeudig.co.uk</a> or consult your Playdale Area Sales Manager for further details. |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| Our quotation assumes client will provide secure storage on site (if required).                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
| Our quotation assumes client will provide welfare facilities on site for use by Playdale Installers during installation (if required).                                                                                                                      |                                                                                                                                                                                                                                                                                                                             |                      |                      |          |
|                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                             | <b>Less Discount</b> | <b>GBP 1,972.20</b>  |          |
|                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                             | <b>NET</b>           | <b>GBP 19,952.84</b> |          |



All the above prices are subject to VAT and are valid for a period of one month.  
Please refer to our standard Terms & Conditions and our Additional Information.  
Standard payment terms are 50% deposit paid within 7 days of placing an order.  
Finance packages are available.

### Definitions & abbreviations

**SGF\* Steel Ground Fixed** - steel plates are concreted into holes in the ground to which timber is fixed.

**TGF\* Timber Ground Fixed** - timbers are concreted into holes in the ground.

**SF\* Surface Fixed** - equipment is bolted directly on top of concrete.

**Subject to a site survey.** If we have been unable to fully survey your site, your quotation will be 'subject to a full or further site survey.' This will only apply if Playdale are carrying out the delivery & installation and may mean that all associated/necessary works have not been specified or priced.

## Additional Information Issue no. 10

### What might affect your playground quote?

**Removal of foundation spoil, pallets, packaging** - If this is not priced for, spoil, pallets and packaging will be left on site for you to arrange disposal of. Any spoil arising from the installation will be incorporated wherever possible within the construction of your play area. Excess spoil will be left on site within 10 metres of the installation. The volume of spoil generated should not be underestimated. It can be substantial, and you will need to plan for its disposal.

**Site Storage** - This will be required to store equipment before and during your installation. Where possible we would prefer to provide a cost for a storage container, which you will see on your quotation. It will be assumed the container can be located within 30 metres of the construction site and form part of the site compound. If you have told us a container is not required, unless otherwise agreed, you will provide a safe and secure storage area within 30 metres of the construction site, ideally located at the site compound.

**Welfare facilities** - To fulfil the requirements of the Health & Safety at Work Act, welfare facilities will be required on site. Charges for welfare facilities will be shown on your quotation and will be costed based on the size of the job/project. If on site welfare facilities are not listed on the quotation it will be assumed you are able to provide these for the full length of the installation. Playdale can provide welfare facilities if required. Price on application.

**Vehicle Access** - This will be assessed during the site survey by a Playdale representative. Good vehicle access will be assumed if a wagon can reach within 30 metres of the site storage area/compound area. Should the vehicle access change following a Playdale site survey, please inform your Playdale representative.

**Site Security** – 2 metre high steel mesh (Heras) fencing will be supplied as part of the installation cost. Adequate fencing will be provided to surround the construction and compound areas if these are separate. Additional fencing requirements will require separate costs. Fencing will be left erect for duration of the Playdale contract only, if you require extended hire beyond this duration additional charges will apply.

**Uplifted and reinstalled equipment** - Whilst every effort shall be made to uplift and re-install the existing equipment, we cannot be responsible for any damage that may occur through dismantling & re-installing these products. Any extra parts required will be charged as an additional price.

**Artwork Approval** - The approval of bespoke artwork (e.g. entrance signs) will be required a minimum of 3 weeks before the start of installation work to ensure all parts are manufactured on time and to avoid additional carriage & installation charges.

## Additional Information (continued)

### The location of your new playground!

**Unless otherwise stated this quotation assumes...**

**Level site** - Levels are suitable for the equipment selected as defined in the equipment data sheets.

**Soft dig** - Holes can be easily dug without the need for machinery such as 'pneumatic breakers' or digging through tree roots e.g., not digging through concrete, rock or other hard material.

**Easy access** – 30 metres (or less) from delivery point to compound and 30 metres (or less) from compound to construction area. Vehicle access of more than 10 metres across grass/field, carrying down steps or through buildings is considered bad access. A cost contingency for the reinstatement of grass must be allowed for grass areas greater than 5 square metres.

**Drainage** - Adequate drainage of the site. No safety surfaces and groundworks undertaken by Playdale will affect the drainage of your play area. Should drainage be an issue please discuss with your Playdale representative.

**Compacted ground** - The ground where works are to take place is fully compacted. Unstable ground may cause undulations/sinking to the finished surface and de-stabilise equipment foundations.

**Reinstatement** - Little or no reinstatement of surrounding ground is required following installation. Small grass areas (less than 5 square metres) requiring reinstatement will be seeded unless otherwise specified. Reinstatement requirements should be discussed with your Playdale representative. Consideration should be given to access over grass and consider all likely weather.

## Additional Information (continued)

### So what do we need you to do?

#### Some notes to help fulfil your legal health and safety requirements...

**Annual Inspection** - In accordance with the children's outdoor play equipment safety standard BS EN 1176 an annual inspection should be carried out on all play equipment and safety surfacing with a written report. The cost for Playdale to provide this service is £260.

**Post Installation Inspection** - In accordance with the children's outdoor play equipment safety standard BS EN 1176 before use, an inspection should be carried out on all new play equipment and safety surfacing (or following significant maintenance work) with a written report. The cost for Playdale to provide this service is £375.

**Recommended safety surfacing** - In accordance with the children's outdoor play equipment safety standard BS EN 1176, the items within your quotation may require a safety surface to cover the full impact area suitable for the equipment fall heights.

**Signage** - In accordance with the children's outdoor play equipment safety standard BS EN 1176 all public playgrounds require an entrance sign giving specific safety information.

**Site services plans** - As part of Construction Design and Management (CDM) health and safety regulations, you are required to provide service plans of all utilities in the area where we are installing. This is simple to do and in most cases there is no cost. Plans should be provided to Playdale no less than 3 weeks prior to installation.

### What else you may need to know...

**Setting out/technical drawings to aid site preparation** - If you are preparing an area for your playground prior to a Playdale installation, these drawings are essential to ensure the area is prepared correctly for the equipment and safety surfacing being installed. Costs will be incurred and/or BS EN 1176 safety areas may not be met if the site fails to meet our specification.

**Site survey to review/inspect site preparation** - If you are preparing your own groundwork or the preparation of groundwork is to be undertaken by others, a site survey by Playdale will need to be carried out to ensure that the groundwork has been prepared in accordance with our specification and in line with the requirements of BS EN 1176. Should they fail to meet our specification additional costs will be incurred.

**Wet pour** - If you are adding to or repairing an existing wet pour surface, we would advise that the new wet pour is in a contrasting colour to the existing wet pour. This is because we cannot guarantee that colours will match if the same colour is used again. Please note that the wet pour binder is subject to a very slight yellowing upon UV exposure which can cause some colours to slightly alter in appearance. When patching with new wet pour the adhesion between the new and old rubber cannot be guaranteed.

## Additional Information (continued)

### **Making Changes**

If you need to amend anything within your quote after checking the additional information, please contact your Playdale representative.

Any changes made to your quotation will affect the overall cost. Prices quoted are assuming the site will be the same as when surveyed by Playdale, if different at the time of installation, extra costs will be incurred. Please also refer to Playdale 'Terms and Conditions'.

**We have achieved Quality Management System 9001 and Environmental Management System 14001, in line with BSI standards. Every item manufactured by Playdale has been independently tested to comply with EN 1176.**





## We have experienced Playdale

We have worked with schools & nurseries, community groups, local authorities and housing developers for 40 years designing exciting and innovative outdoor play areas.

Here are some playground projects we have completed along with the customers' comments about working with Playdale.

### Yarlside Academy, Barrow-in-Furness, Cumbria



*"Once again I'm very happy with the service that Playdale have provided from start to finish. The equipment is made to a high standard and is excellent quality. Highly recommended!"*

**Janine Pierce, Headteacher**

### Wingham Parish Council, Wingham, Kent



*"Our newly refurbished site offers such a lot of choice and fun for children aged 2-14 and has already proved successful, being used on a daily basis. I love the mixture of timber and stainless steel equipment, the quality is good and we now have such a good range of items to cater for all needs and abilities."*

**Kerry Coltham, Parish Council Clerk**

## We have experienced Playdale (continued)

### Weymouth Sea Life Adventure Park, Dorset



*"We have been delighted with the work Playdale have done to bring to life Caribbean Cove at Weymouth SEA LIFE Adventure Park. At all stages of design, installation and commissioning we were able to collaborate to ensure the finished product met the overall brief. The quality and range of choices we had far exceeded our expectations and our young guests have had a thrilling time exploring all the great play opportunities that have been created to suit a wide range of ages."*

**Tamsin Mutton-Mcknight, General Manager**

### Clay Farm housing development by Countryside Properties, Trumpington, Cambridgeshire



*"Playdale worked closely with us through all aspects of the design and supply/installation of this play area. This included providing information to assist in dialogue with the local planning authority, and liaison with the design team to ensure the planning and design drawings were fully coordinated. Works were then completed on-site in a professional manner in line with our programme requirements. I have been very pleased with the professional service received throughout this project."*

**Ben Hunt, Associate Director**

## CDM...a most important acronym!

The installation of your play area is a crucial element to the success and onward life of it. Playdale Playgrounds is committed to carrying out all aspects of our work safely and complying with all relevant health & safety regulations.

Construction Design Management (CDM) is an important and relevant piece of legislation for a playground installation as it falls under the title of 'construction' because the end result is a permanent structure.

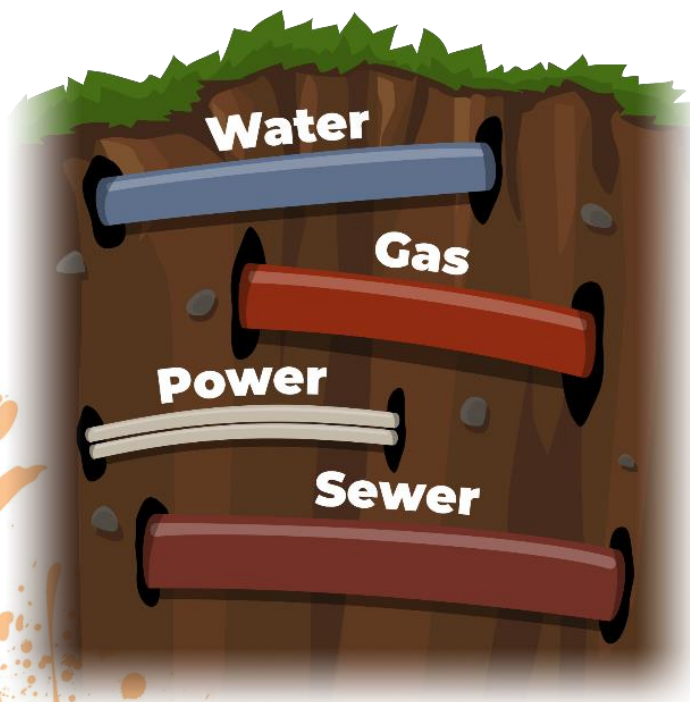
**Everyone involved has a part to play.**



It's so important to choose a **responsible, reputable company** to ensure your project runs **safely and smoothly**.

Playdale has the highest levels of compliance with **all Health and Safety regulations...you're in very safe hands!**

### Going Underground!



**Buried services...what are they and what's their importance in a play area project?**

- Buried services (or underground services) are cables and pipes buried underground that may include lines for electricity, gas, water and sewage.
- They are an extremely dangerous hazard to digging activity during the construction and installation of play areas, whether urban or rural.
- Any damage to underground services is not only potentially life-threatening but can also cause serious service damage.
- It is imperative that plans are obtained about ALL buried services in your area before any work to the play area begins.

## CDM (continued)

### How do we get these plans?

If you don't already have plans showing the location of buried services you can get hold of them really easily by using this link

[www.linesearchbeforeudig.co.uk](http://www.linesearchbeforeudig.co.uk)

You can then simply access the service plans for your playground area. We can then use these to help us design your perfect (and perfectly safe) play area. Digging will be done safely and you've carried out your CDM responsibility. It really is that easy!

We don't want the play area installers to suffer fatal or severe injuries nor do we want to be the ones to cut off the electricity supply to your village (!)

### "As the client, what responsibilities do I have?"

Well, we've highlighted a few for you here:

#### Make sure:

- ☐ Enough time and resources have been allocated for the project
- ☐ All the necessary key people (duty holders) required for the 'construction' have been appointed
- ☐ Important information such as the location of buried services has been obtained and passed to the relevant people
- ☐ Welfare facilities are provided

You can read more about CDM and the responsibilities of all involved by visiting the Health & Safety Executive website using this link:

[www.hse.gov.uk/construction/cdm/2015/responsibilities.htm](http://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm)

### Working together...

...for a fantastic end result! You will soon have wonderful new playground equipment that is built to last and here to stay, made and installed using the very best materials and processes. It will be enjoyed by many children for years to come.

Playdale work with hundreds of customers just like you on a daily basis, dealing with these regulations. We are here to help you with ANY help and guidance you may need.

**Please contact your local Playdale Area Manager using the contact details earlier in this document for more information.**

# **API** Supporting the UK Play Industry

**The Association of Play Industries (API) is the lead trade body within the UK play sector representing the interests of manufacturers, installers, designers and distributors of both indoor and outdoor children's play equipment and play area surfacing.**

**Founded in 1984, the Association of Play Industries (API) is the lead trade body for the UK play sector and is known as the "voice of the play industry".**

Play delivers well-documented physical, developmental, emotional, behavioural, social and environmental benefits and the API campaigns at the highest levels for policy recognition of the value of play.



## **Play matters**

Obesity and inactivity are rising and young people's relationship with the outdoors is dwindling. Adopting an active lifestyle early in life encourages healthy habits in adulthood which means providing children with time, space and facilities to enable their natural energy.

Provision of high-quality public play facilities has a vital contribution to make in tackling these challenges, whilst also addressing wider societal problems. Every child has a fundamental right to play (Article 31, United Nations Convention on the Rights of the Child), but there are many local communities for whom that right is under threat.

From sensory spaces for toddlers to skate parks, school playgrounds to Multi-Use Games Areas for local authorities, Parkour and social spaces for teenagers, the play spaces created by API members are engaging, flexible areas with fun, stimulating and challenging equipment that appeals to children of all ages and abilities. Adding a well-designed, well-maintained play area brings immeasurable benefits to local families.

## **Our reputation**

API member companies are the UK's leading experts in play provision. They design, create and install high-quality play equipment using certificated products and provide advice on inspection, maintenance and repair. They operate to the highest standards, abide by a strict Professional Code of Conduct, comply

with BSEN 1176 and other relevant safety standards, and are rigorously and regularly monitored and credit-checked for financial security and stability.

## Our support

The API website [www.api-play.org](http://www.api-play.org) provides a wide range of resources, information and links about fundraising, planning and project guidance, design, safety and risk, with full member details including examples of recent work.

## Our members

The API membership represents approximately 85 per cent of UK play industry companies with a £166.8 million turnover in 2014. It operates under the umbrella of the Federation of Sports and Play Associations (FSPA), the national trade body responsible for representing 14 Associations in the UK's sport and play industries.

## In addition

The API is an active member of wide-ranging organisations which campaign to improve the health and well-being of children including the All Party Political Group for a Fit and Healthy Childhood, Children's Play Policy Forum, Children's Play Safety Forum, Sport and Recreation Alliance, The Register of Play Inspectors International Ltd (RPIL) and the Federation of European Play Industry (FEPI)



## Here are 10 good reasons why it pays to choose an API member... "more than just a logo"

The API is an active member of wide-ranging organisations which campaign to improve the health and well-being of children including the All Party Political Group for a Fit and Healthy Childhood, Children's Play Policy Forum, Children's Play Safety Forum, Sport and Recreation Alliance, The Register of Play Inspectors International Ltd (RPIL) and the Federation of European Play Industry (FEPI)

### 1 Reliability and reputation

API members are the UK's leading play companies. They are professional, trustworthy and operate to the highest standards. Choosing a cut-price operator faces the risk of inferior products, poor quality installation and service, over-sold guarantees and warranties, and financial uncertainty.

### 2 Financial stability

API members are financially sound. Their financial stability and security are monitored regularly, thoroughly and rigorously. Choosing a supplier with a poor financial record, credit score or trading history can cause major problems.

### 3 Credibility

API members abide by a strict Professional Code of Conduct and are committed to a high standard of customer service and business practice.

### 4 Experience

API members readily provide evidence of recent, relevant previous work, case studies and references.

### 5 Play value

API members believe the benefits of managed risk in play are indisputable. The API Charter ensures they design fun, high-quality play spaces with plenty of challenge built in.

### 6 Expertise

API members are play experts. They design, create and install high-quality play equipment, provide expert advice and have the knowledge and resources to carry out full consultations with all stakeholders involved in play projects.

### 7 Compliance

API members are committed to maintaining and promoting BSEN 1176 and other relevant safety standards, and provide evidence to demonstrate compliance.

### 8 Partnership

API member companies believe that investment in high-quality play equipment provides a lasting legacy for children and communities. As a result, they are committed to long-term service and support for customers.

### 9 Safety

API member companies recognise the importance of safety and provide expert advice on maintenance, repairs and inspection. They commission Post-Installation Inspections to ensure the safe operation of new play areas, undertaken by a registered and certificated annual outdoor inspector from the Register of Play Inspectors International (RPiI).

### 10 Technical Mediation

The API actively encourages customer feedback on member projects and offers a FREE mediation service for members and their customers to resolve any technical disputes.



## General Specification and Guarantees - 'Timber & City' Issue 09

All Playdale manufactured play equipment has been independently tested by BSI or TUV and carries certification as proof of compliance to the European Playground Safety Standard EN 1176. Our design layouts and installations also comply with the European Standards EN 1176 and EN 1177.

All raw material and bought-in components we use in the manufacture of our equipment comply with the relevant British / European or ISO Standards.

- **Timber Poles**

Machine rounded, laminated pine from managed forests. These are used throughout our 'Timber' range. All timber is pressure treated in compliance with EN 351-1 and EN 335-2. - ***Covered by a 20-year guarantee against structural failure due to rot or infestation when above ground level (i.e all horizontal and vertical timbers are installed in conjunction with Playdale's steel ground fixing brackets). Covered by 15 year guarantee against structural failure due to rot or infestation when timber poles are installed directly into the ground.\****

- **Steel Ground Fixings**

Made from heavy duty, corrosion resistant, galvanised steel. - ***Covered by a 20-year guarantee.***

- **Structural Stainless Steel**

Used throughout our 'City' range. All structural pipe and box section made from 3mm thick 304 grade stainless steel. - ***Covered by a 25-year guarantee against failure.***

- **Sawn Timber**

Comes from high quality European Redwood and is pressure treated after machining. - ***Covered by a 15-year guarantee against structural failure due to rot or infestation.***

- **Galvanised Steel Frames**

Made from strong, corrosion resistant galvanised steel to create floors and brackets. - ***Covered by a 15-year guarantee.***

- **Colour Coated Steelwork**

This is shot blasted and primed with corrosion inhibiting zinc rich epoxy primer and then coated with a high performance Polyaspartic top coat with total coating thickness of 250µm. This meets the criteria of ISO 12944 for C4 / C5 environments. - ***Covered by a 5-year guarantee.***

- **Platforms and Floors**

On towers, playhouses & rotating platforms the floors and platforms are made from 13mm thick Compact Grade Laminate with a textured grip pattern. This material is extremely tough, vandal resistant, wear resistant, chemical resistant, fire resistant and will not rust. - ***Covered by a 5-year guarantee.***

- **Coloured Panels and Roofs**

These are produced from 12mm thick Compact Grade Laminate. This material is extremely tough, vandal resistant, wear resistant, chemical resistant, UV protected, fire resistant and will not rust. - ***Covered by a 5-year guarantee.***

- **Stainless Slides**

These are constructed from a 2mm or 1.5mm stainless steel sheet with continuous welds on all seams. - ***Covered by a 10-year guarantee.***

- **Plastic Slides**

Our plastic slides are constructed from Polyethylene moulded sections with bolted joints. - ***Covered by a 5-year guarantee.***

- **Rope Nets, Rope Ladders, Suspension Bridges and Pull Up Ropes**

All made from high quality, vandal resistant Steel Cored Rope. - ***Covered by a 2-year guarantee.***

- **Chains**

Constructed from high grade 316L stainless steel. - ***Covered by a 3-year guarantee.***

- **Swing Seats**

Flat, Cradle and Button seats are moulded from high quality rubber which encases inner aluminium / steel frames. The Team Swing seat is constructed from moulded Polyethylene with a stainless steel outer ring encased with high quality rubber impact trim. All swing seats are impact tested in full compliance with EN 1176-2. - ***Covered by a 2-year guarantee.***

- **Bearings**

Standard Junior and Cradle Swing bearings consist of high wearing, self lubricating oilite bronze bushes and a stainless steel machined shackle pin. Team Swing bearings consist of self lubricating polymer bushes with stainless steel machined shackle pins. Anti-wrap swing bearings consist of custom designed self lubricating Acetal bushes with an outer stainless steel strap. Other bearings are high quality sealed bearings. - ***Covered by a 2-year guarantee.***

- **Bolts**

Bolts used in our 'Timber' range are made from high corrosion resistant treated, high tensile steel, or stainless steel for high stress applications. All standard nuts and bolts are concealed by our custom made, durable plastic caps. The caps give a tamper resistant and smooth fixing point. Security bolts and heavy duty security coach screws are made from stainless steel.

Bolts used in our 'City' range are made from 304 grade stainless steel. All nuts are nylock nuts of grade 304 stainless steel and are concealed by our custom made, durable plastic caps. The caps give a tamper resistant and smooth fixing point. Security bolts made from 304 grade stainless steel are also used throughout the range.

***Structural Bolts are covered by a 10 year guarantee. All other fixings are covered by a 5 year guarantee.***

- **Plastic Bolt Covers & Caps, Plastic Timber Caps and Plastic Washers**

These are made from Nylon, High Density Polyethylene or Polypropylene. - ***Covered by a 5-year guarantee.***

- **Scramble Net / Rope Climb Ground Anchors/ Moulded Seats/ Moulded Handles**

All moulded from EPDM Rubber & tested in full compliance with EN 1176 & EN 1177. - ***Covered by a 2-year guarantee.***

- **Suspension Joints**

Constructed from a painted steel outer and inner sections with a high quality natural rubber suspension. - ***Covered by a 2-year guarantee.***

- **Springs**

Manufactured from 18mm or 19mm diameter high quality spring steels. After coiling, the

spring is phosphorised and then coated with a tough, durable polyester paint. - **Covered by a 5-year guarantee.**

- **Springers**

Springers are all independently tested by TUV and carry the GS mark as proof of compliance to EN 1176. - **Covered by a 5-year guarantee.**

- **PlaySafe**

\*Our partner guarantees the coating will last for at least 60 days on all surfaces of a standard playground as long as it has either been installed by an approved installer or by a competent person who has completed their short training programme. Our partner will provide a testing chemical which demonstrates (via a colour change) if the coating is active or not. To claim under our guarantee you must provide dated photographic evidence of the coating being applied and successfully tested and then another photo of an unsuccessful test within the same area. It's important to note that the testing chemical can stain and should not be applied to any areas which this could cause an issue. In the unlikely event that the coating is proved to not be active after 60 days, our partner will provide replacement coating free of charge - **Covered by a 60 day guarantee.**

All guarantees cover failure arising from material or manufacturing defects only. General wear and tear through use, damage caused by vandalism or defects resulting from work carried out by a third party are not covered by our guarantees.

Guarantees cover the full cost of the faulty parts. Additional fitting and associated surfacing costs are excluded.

All parts are covered only for the original guarantee period. Once a guarantee period elapses, the guarantee on any replaced or repaired part also expires.

\*The guarantee on timber poles only covers machine rounded laminated timber poles. Non-laminated machine rounded timber poles used for landscaping are covered by a 5-year guarantee against structural failure due to rot or infestation. All timber infestation guarantees exclude structural failure as a result of a termite attack.

**Email: [customercare@playdale.co.uk](mailto:customercare@playdale.co.uk)**

**Tel No.015395 39771**

# General Specification and Guarantees - 'Installation & Surfacing' Issue 04

All Playdale manufactured play equipment has been independently tested by BSI and is kitemarked as proof of compliance to the European Playground Safety Standard BS EN 1176. Our design layouts and installations also comply with the European Standard BS EN 1176. All safety surfacing specified and supplied by Playdale has been independently tested and certified to EN 1177 and BS 7118.

- **Equipment Foundations**  
All as specified in individual equipment 'Installation Instructions' - ***Covered by a 5 year-guarantee against failure. Note: this guarantee excludes movement in foundations caused by ground movement or ground shrinkage.***
- **Equipment Assembly**  
All as specified in individual equipment 'Installation Instructions' – ***Assembly errors covered by a 1-year guarantee.***
- **Groundworks**  
As specified in individual contract - ***Covered by a 1-year guarantee.***
- **Stone Subbases (inc. edgings)**  
As specified in individual contract - ***Covered by a 1-year guarantee. Note: this guarantee excludes subsidence caused by subsoil ground movement or subsoil ground shrinkage.***
- **Landscaping**  
As specified in individual contract - ***Covered by a 1-year guarantee.***
- **Steel Fencing**  
As specified in individual contract - ***Covered by a 1-year guarantee.***
- **Litter Bins**  
As specified in individual contract - ***Covered by a 1-year guarantee.***
- **Wet Pour**  
From hard wearing EPDM rubber granules – test certificates in accordance with BS EN 1177 & BS 7188 available for all thicknesses - ***Covered by a 5-year guarantee against a defect on the surface.***
- **Adhesion of wet pour surface to PCC kerbing**  
- ***Covered by a 5-year guarantee.***
- **Adhesion of wet pour surface to Playdale treated timber edging**  
- ***Covered by a 1-year guarantee.***
- **Adhesion of wet pour surface to flexi-edge edging**  
- ***Covered by a 1-year guarantee.***
- **Adhesion of wet pour surface to existing tarmac, including a cut and chase edge**  
- ***Covered by a 1-year guarantee. Note: this guarantee excludes failure caused as a result of a structural instability in the existing tarmac.***
- **Adhesion of wet pour surface to existing wet pour**  
- ***Excluded from guarantee, because failure on the adjoining seam can occur as a result of a structural instability in the existing wet pour, OR through differing contraction and expansion rates of different types of wet pour of varying ages.***
- **Rubber Tiles**  
Prefabricated 1m x 1m rubber tiles. Test certificates in accordance with BS EN 1177 & BS 7188 are available for all thicknesses - ***Covered by a 5-year guarantee against a defect on the surface.***

- **Adhesion of rubber tiles to any edging**  
- **No guarantee available.**
- **GrassLok**  
0.5m x 0.5m interlocking PVC / rubber matrix tiles - **Covered by a 10-year guarantee.**
- **Matta**  
Open mesh tile surface constructed from prefabricated, interlocking tiles 500mm x 500mm made from recycled rubber and PVC - **Covered by a 5-year guarantee.**
- **Cushionfall**  
Produced from recycled timber products - **Natural product covered by a 3-month guarantee.**
- **Bark**  
High quality graded pine bark - **Natural product covered by a 3-month guarantee.**
- **ChildsPlay**  
Hard wearing and durable sand filled '3d' fibred synthetic grass carpet - **Covered by a 5-year guarantee.**
- **Synthetic Grass**  
Multi-toned, textured synthetic grass consisting of soft polypropylene fibres. There are two types - 'filled' and 'non-filled'. The 'fill' is a sterile recycled rubber granule. This product is used in conjunction with expanded polypropylene shock pads when required - **Covered by a 5-year guarantee.**
- **Bonded Rubber Mulch**  
Colour coated shreds from recycled solid rubber bound with a specially formulated PU binder. This product is used in conjunction with expanded polypropylene shock pads when required - **Covered by a 5-year guarantee.**
- **Tarmac**  
As specified in individual contract - **Covered by a 1-year guarantee.**
- **Quad Pavers**  
20mm thick, hard wearing, black rubber tiles bonded onto a 50mm thick concrete paving slab (600mm x 600mm) - **Covered by a 3-year guarantee.**

All guarantees cover failure arising from material, manufacturing or installation defects. Normal wear and tear, and damage caused by vandalism are not covered by our guarantees.

Guarantees cover the full cost of rectifying the fault specifically covered by the guarantee. Additional works or associated costs may be excluded at Playdale's discretion.

Email: [customercare@playdale.co.uk](mailto:customercare@playdale.co.uk)

Tel No. 015395 39771

# Conditions of Sale

## 1 - General

- 1.1 In these conditions:  
The "Customer" shall mean the corporate entity firm or person seeking to purchase the Goods from the Company;  
The "Company" shall mean Playdale Playgrounds Limited;  
The "Contract" shall mean any contract of Goods or Services made between the Company and the Customer;  
The "Goods" shall mean the products articles or things to be sold by the Company  
The "Services" shall mean any services provided by the Company to the Customer (whether or not the Customer shall purchase Goods);  
The headings to the clauses shall not affect the construction of these conditions;  
The use of the plural shall include the singular and the use of the singular shall include the plural.
- 1.2 These conditions shall be incorporated into each and every Contract made between the Company and the Customer.
- 1.3 These conditions shall apply to the exclusion of any terms or conditions put forward by or on behalf of the customer and in the event of any conflict or inconsistency between these terms and conditions of trading and the terms of your order, these terms and conditions prevail, unless otherwise agreed by the Company in writing.
- 1.4 These conditions shall not create any agency or partnership between the Company and the Customer or any third party.
- 1.5 No person in the employment or acting otherwise as agent of the Company or purporting so to do has authority to accept Orders or supply Goods in any condition other than those contained herein or to vary these conditions in any way whatsoever. Previous dealings between the Company and the Customer shall not vary or replace these conditions or be deemed in any circumstances whatsoever so to do.
- 1.6 No purported variation or waiver of or addition to these conditions, whether written or oral or in respect of representations or statements made, shall have effect unless and until authorised in writing by a manager of the Company.
- 1.7 Quotations, whether written or oral, submitted by the Company shall be deemed to be an invitation to treat and not an offer.

## 2 - Acceptance

- 2.1 No order shall be deemed accepted by the Company unless received in writing. Only when the Company has notified the Customer of acceptance of the written order by despatch of the order acknowledgement shall the contract between the Company and the Customer be deemed to be made.
- 2.2 Any quotation issued by the Company shall be open for acceptance at any time during the validity period shown on the quotation. If unstated the validity period is 30 days. After the expiration of the validity period of the quotation the quotation is deemed to have been withdrawn by the Company.
- 2.3 Any quotation is made on the understanding that it will be accepted in full. In the event of partial acceptance of the quotation by the Customer a written revised quotation may be sent by the Company to the Customer. Any description or specification or drawing or particulars accompanying the quotations or contained in the Company's marketing material shall not form part of the Contract.
- 2.4 It is the Customers responsibility to check the order acknowledgement to ensure it is correct and notify the Company of any mistakes in writing immediately.
- 2.5 Additions or alterations to Orders, however made, shall not be binding until confirmed by the Company in writing.
- 2.6 The company reserves the right to change products, specifications or prices without prior notice.

## 3 - Prices

- 3.1 All prices quoted are net and subject to VAT at the rate ruling at date of despatch.
- 3.2 Prices will be held firm for deliveries made during the validity period of a quotation, but thereafter, or if no validity period is stated, we reserve the right to invoice at the price ruling at date of despatch.
- 3.3 Prices do not include installation costs unless stated.
- 3.4 We reserve the right to make an increased charge in the event that the completion of delivery and installation is delayed by reason of the Customer's instructions or other reason beyond the Company's control.
- 3.5 If the Customer requires alteration to the order, the price will be varied accordingly and the Company shall be entitled to recover any ancillary costs incurred.

## 4 - Title

- 4.1 Risk in the Goods shall pass on delivery.
- 4.2 Notwithstanding the foregoing the Title of Goods supplied by the Company shall not pass to the customer until payment is made in full.
- 4.3 In case of default in payment the Company shall be granted access rights in order to repossess the goods.
- 4.4 If the Customer delivers the Goods to a third party before payment has been made in full to the Company, the Customer shall hold all sums received for such goods as trustee for the Company and shall remit them to the Company on receipt.

## 5 - Delivery

- 5.1 Any date quoted for collection and delivery is an estimate only. The Company shall not be liable for any failure to meet any such estimate nor for any loss, whether financial or otherwise resulting directly or indirectly therefrom.
- 5.2 Any alterations to the order by the Customer may delay the completion of the order.
- 5.3 The Customer must examine the Goods and notify the Company of any defects or shortages within 5 days of delivery.
- 5.4 If the Customer is not available or prepared to accept delivery the Company may leave the Goods on the premises without responsibility for loss or damage to them.

## 6 - Installation

- 6.1 This clause shall apply only where the Company and Customer have agreed in writing that the contract shall include the cost of installing Goods.
- 6.2 Any date quoted for commencement or completion of installation is an estimate only. The Company shall not be liable for any failure to meet any such estimate nor for any loss, whether financial or otherwise resulting directly or indirectly therefrom. The time for completion of installation shall not be of the essence.
- 6.3 Any price quoted for installation is calculated on the basis that the site is available to start on the agreed date and that work can be carried out continuously during working hours. In the event that the start of the work is delayed or the work is disrupted by interruptions or any other cause whatsoever, or by the Customer's instructions or lack of instructions, the Company shall be entitled to charge a reasonable amount for any extra cost incurred. In addition, where the Customer delays an installation the Company reserves the right to charge storage at a rate of ½ % per week or part thereof of the price of the goods in storage.
- 6.4 Where installation has been quoted the price assumes digging in a grassed/tarmac area, but should difficulties be encountered underground in our excavations, we reserve the right to adjust our costings accordingly.
- 6.5 Should there be any alterations to the Safer Surfacing dimensions from the original quotation, the Company reserves the right to re-quote or adjust the price accordingly.
- 6.6 The Company shall notify the Customer when installation has been completed. Installation is deemed to be complete if the Goods are fit for use notwithstanding minor omissions or defects.
- 6.7 Upon notification by the Company that installation is complete, the Customer shall sign a Document provided by the Company acknowledging that the Goods have been installed in accordance with the contract. If the Customer fails to do so, provided the Goods and the installation thereof are to the reasonable satisfaction of the Company, the Document will be deemed to have been signed by the Customer.
- 6.8 The Customer shall indemnify the Company against all costs and claims arising from damage or injury to persons or property occurring during the course of installation unless such damage or injury shall be proved to have been caused solely by the negligence of the Company, its servants or agents.

## 7 - Terms of Payment

- 7.1 A 50% deposit is required with order and the full balance payment must be received by the Company prior to delivery unless special credit arrangements are agreed in writing with the Company.
- 7.2 Where special arrangements are made notwithstanding anything to the contrary therein stated no offset or retention shall be allowed and the Company in any event reserves the right to cancel such special arrangements at any time and demand payment of all outstanding sums forthwith.
- 7.3 Where credit facilities have been arranged the accounts are due for payment within the agreed number of days from the date of invoice. If no specific credit term has been agreed then the customer shall pay all sums due to the Company under the Contract within 7 days of the invoice date. Where the Contract provides for the supply of Goods only the Company's invoice will be issued on despatch of the Goods from the Company's premises. Where the Contract provides for the supply and installation of Goods the invoice will be issued on completion of the installation by the Company unless different written arrangements (such as stage payments and retentions) have been made.
- 7.4 If payment is late, interest shall accrue on all sums due and outstanding at 3% above Barclays Bank Plc base rate until the actual date of payment (both before and after any judgement).
- 7.5 The Customer shall not be entitled to withhold payment of any amount payable to the Company by reason of any dispute or claim by the Customer (whether or not the Goods or Services are to be provided by instalments and in such case each instalment is deemed to constitute a separate and distinct Contract). In the case of any short delivery to the Customer or minor faults arising during the installation, the Customer shall remain liable to pay the full invoiced price of all other Goods or Services supplied.

## 8 - Consents

- 8.1 The customer shall obtain all and any necessary consents required to fulfil the Contract including (without prejudice to the foregoing) any governmental consents.
- 8.2 If the customer is refused any such consents the Customer shall notify the Company immediately and indemnify the Company for any reasonable costs incurred in modifying or cancelling any of the details of the order.

## 9 - Limitations of Liability

- 9.1 Except where expressly contained in this Contract, all warranties, conditions, undertakings and representations, express or implied, statutory or otherwise, are excluded and the Company has no obligation, duty or liability in Contract, tort (including negligence or breach of statutory duty) or otherwise.
- 9.2 In any event, the Company's liability arising for any reason in connection with this contract shall be limited to the original invoice value of goods.
- 9.3 In no circumstances will the Company be liable in Contract, tort (including negligence or breach of statutory duty) or otherwise for loss (whether direct or indirect) or profits, business or anticipated savings, or for any indirect or consequential loss or damage whatever.
- 9.4 The Company does not exclude or restrict liability for death or personal injury resulting from its own negligence.
- 9.5 Each provision of this Condition is to be constructed as a separate limitation applying and surviving even if for any reason one or other of the said provisions is held unreasonable in any circumstances and shall remain in force notwithstanding termination of this Contract.

#### **10 - Guarantee**

- 10.1 Subject to clauses 10.2 and 10.3 below and, provided that the Company is satisfied that any defect or failure of the Goods has arisen solely from the use of defective materials or workmanship, the Company guarantees (as its option) either to replace the Goods or to repair defects or failures which appear within one year of delivery of the goods. Further guarantees which vary from periods of 1 to 25 years are stated at the time of our written quotation.
- 10.2 The Company's liability under clause 10.1 above is conditional upon:
- (a) notice in writing being given to the Company immediately the defect or failure arises;
  - (b) the Goods having been maintained and serviced in a proper and satisfactory manner;
  - (c) the Goods having been used reasonably for the purposes for which they were supplied and not having been damaged by vandalism or otherwise or modified in any way; and
  - (d) the Customer having complied in all respects with all terms and conditions of the Contract.
- 10.3 If alterations to the Goods are made without prior consent of the Company, the Company shall be under no liability for failure of the Goods. No allowance shall be made for any alterations so made.
- 10.4 All defective parts replaced shall become the property of the Company.
- 10.5 In the case of Goods or parts of Goods not of the Company's manufacture, this guarantee is limited to such warranty or guarantee as is given by the makers thereof.

#### **11 - Design**

- 11.1 We reserve the right to modify or to change the design of any of our products illustrated in our marketing material in the interest of progress.

#### **12 - Copyright and indemnity**

- 12.1 All drawings or tracings prepared by Playdale Playgrounds Ltd are the property of the Company by copyright. Such drawings or tracings must not be published or disclosed without our written permission and are to be regarded as confidential.

#### **13 - Cancellation**

- 13.1 We cannot accept cancellation of orders for goods made specially to customer's requirements and we reserve the right to make a cancellation charge of 10% when applicable on orders for our listed products.
- 13.2 Orders shall not be cancelled or amended unless so agreed in writing and upon terms which provide indemnity against any loss incurred by the Company as a result of cancellation.

#### **14 - Return of Goods**

- 14.1 Any goods supplied in accordance with a Customer's order which are subsequently returned will only be credited provided that our written agreement to the return of the goods has been agreed beforehand.

#### **15 - Force Majeure**

- 15.1 The Company shall have no liability whatsoever for any failure to perform, or for any delay in the performance of any its obligations under the Contract arising wholly or in part by reason of any factor beyond its direct control.

#### **16 - Notices**

- 16.1 Any notice required to be given in writing under the Contract shall be given either by facsimile Transmission or by first class post and shall be deemed to have been delivered (in the absence of Evidence to the Contrary) within 48 hours of posting.

#### **17 - Governing Law**

- 17.1 This Contract shall be governed by the law of the country in which the Contract is made.

2022

| <b>Membership (6)</b>  | Price PM | January | February | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|------------------------|----------|---------|----------|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| Promo                  | £24      | 14      | 10       | 0     | 0     | 0   | 0    | 0    | 0      | 0    | 0   | 0   | 0   |
| Adult DD               | £29      | 18      | 11       | 15    | 5     | 8   | 9    | 12   | 7      | 11   | 7   | 5   | 3   |
| Concession DD          | £23      | 8       | 6        | 7     | 0     | 0   | 2    | 1    | 3      | 1    | 2   | 4   | 2   |
| Junior DD              | £15      | 8       | 5        | 5     | 3     | 3   | 6    | 4    | 2      | 1    | 2   | 2   | 1   |
| Corporate              |          |         |          |       |       |     | 1    | 1    | 1      | 3    | 3   | 3   | 1   |
|                        |          |         |          |       |       |     |      |      |        |      |     |     |     |
| <b>Monthly</b>         |          |         |          |       |       |     |      |      |        |      |     |     |     |
| Adult                  |          |         |          |       |       |     | 4    | 9    | 7      | 2    | 4   | 2   | 1   |
| Concessionary          |          |         |          |       |       |     | 1    | 1    | 1      | 1    | 0   | 0   | 1   |
| Junior                 |          |         |          |       |       |     | 0    | 1    | 1      | 2    | 3   | 2   | 0   |
|                        |          |         |          |       |       |     |      |      |        |      |     |     |     |
| <b>Pre Pay</b>         |          |         |          |       |       |     |      |      |        |      |     |     |     |
| Adult                  | £35      | 9       | 6        | 6     | 4     | 5   | 10   | 5    | 2      | 5    | 1   | 3   | 0   |
| Concession             | £26      | 1       | 0        | 0     | 0     | 4   | 6    | 1    | 1      | 0    | 0   | 1   | 0   |
| Junior                 | £20      | 2       | 3        | 0     | 3     | 3   | 9    | 0    | 4      | 1    | 0   | 0   | 2   |
| Weekly                 | £15      | 4       | 1        | 9     | 7     | 3   | 2    | 1    | 2      | 3    | 2   | 0   | 2   |
| Promo                  |          |         |          |       |       | 2   | 2    | 0    | 0      | 0    | 0   | 0   | 0   |
|                        |          |         |          |       |       |     |      |      |        |      |     |     |     |
| <b>Overall Figures</b> |          |         |          |       |       |     |      |      |        |      |     |     |     |
| DD                     |          | 366     | 386      | 391   | 395   | 397 | 407  | 408  | 427    | 420  | 412 | 410 | 410 |
| S/O                    |          | 2       | 2        | 2     | 2     | 2   | 2    | 2    | 2      | 2    | 2   | 2   | 2   |
| PrePay                 |          | 35      | 39       | 37    | 39    | 35  | 36   | 30   | 29     | 37   | 23  | 23  | 22  |
| PAYG                   |          | 17      | 19       | 21    | 21    | 21  | 22   | 22   | 22     | 10   | 10  | 10  | 10  |
|                        |          |         |          |       |       |     |      |      |        |      |     |     |     |
| <b>Total</b>           |          | 420     | 446      | 451   | 457   | 457 | 467  | 462  | 480    | 469  | 447 | 445 | 444 |
| <b>Cancellations</b>   |          | 6       | 12       | 5     | 2     | 13  | 18   | 9    | 13     | 10   | 6   | 6   | 6   |

2023

| <b>Membership (6)</b> | Price PM | January | February | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|-----------------------|----------|---------|----------|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| Promo                 | £24      | 31      | 11       | 0     | 0     | 0   | 1    |      |        |      |     |     |     |
| Adult DD              | £29      | 0       | 0        | 12    | 11    | 10  | 4    |      |        |      |     |     |     |

|                        |     |     |     |     |     |     |     |  |  |  |  |  |  |
|------------------------|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|
| Concession DD          | £23 | 3   | 4   | 4   | 2   | 3   | 1   |  |  |  |  |  |  |
| Junior DD              | £15 | 4   | 5   | 0   | 3   | 1   | 0   |  |  |  |  |  |  |
| Corporate              | £20 | 6   | 9   | 10  | 9   | 9   | 2   |  |  |  |  |  |  |
|                        |     |     |     |     |     |     |     |  |  |  |  |  |  |
| <b>Monthly</b>         |     |     |     |     |     |     |     |  |  |  |  |  |  |
| Adult                  |     | 7   | 6   | 3   | 6   | 10  | 1   |  |  |  |  |  |  |
| Concessionary          |     | 1   | 1   | 2   | 1   | 1   | 1   |  |  |  |  |  |  |
| Junior                 |     | 2   | 0   | 3   | 1   | 3   | 0   |  |  |  |  |  |  |
|                        |     |     |     |     |     |     |     |  |  |  |  |  |  |
| <b>Pre Pay</b>         |     |     |     |     |     |     |     |  |  |  |  |  |  |
| Adult                  | £35 | 8   | 0   | 1   | 1   | 2   | 22  |  |  |  |  |  |  |
| Concession             | £29 | 0   | 0   | 1   | 0   | 0   | 10  |  |  |  |  |  |  |
| Junior                 | £20 | 0   | 1   | 1   | 2   | 0   | 4   |  |  |  |  |  |  |
| Weekly                 | £15 | 1   | 0   | 0   | 5   | 2   | 1   |  |  |  |  |  |  |
| Promo                  |     |     |     |     |     |     |     |  |  |  |  |  |  |
|                        |     |     |     |     |     |     |     |  |  |  |  |  |  |
| <b>Overall Figures</b> |     |     |     |     |     |     |     |  |  |  |  |  |  |
| DD                     |     | 413 | 444 | 478 | 490 | 512 | 513 |  |  |  |  |  |  |
| S/O                    |     | 2   | 2   | 2   | 2   | 2   | 2   |  |  |  |  |  |  |
| PrePay                 |     | 31  | 26  | 30  | 25  | 29  | 37  |  |  |  |  |  |  |
| PAYG                   |     | 10  | 10  | 10  | 10  | 10  | 10  |  |  |  |  |  |  |
|                        |     |     |     |     |     |     |     |  |  |  |  |  |  |
| <b>Total</b>           |     | 456 | 482 | 520 | 527 | 553 | 562 |  |  |  |  |  |  |
| <b>Cancellations</b>   |     | 1   | 14  | 5   | 6   | 12  | 14  |  |  |  |  |  |  |

