



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour *Deputy Mayor & Vice Chairman*, D Brindley *Mayor*,
Cllr J Harris, Cllr G Maskell *Chairman*, Cllr R Maskell,
Cllr B Page, Cllr I Sharkey, Cllr A Smith,
Cllr D Wright

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

22nd January 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 28th January 2019** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest
4. To discuss and approve minutes of the meeting held on Monday 26th November 2018 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th November 2018 – *attached*
7. To consider estimates for wetpour repairs at Chatsworth South playground – *see attached*
8. To consider estimates for bench replacements at Chatsworth North playground – *see attached*
9. To note LewesDC's consent to tree works at The Copse – *see attached*
10. To consider requests for new litter bins – *see attached*
11. To consider request for beach huts – *see attached*
12. To consider replacement security alarm key pad – *see attached*
13. To consider redecoration of some areas of the Civic Centre – *see attached*
14. To consider estimates for the Civic Centre kitchen refurbishments – *see attached*
15. To consider renewal of gas boiler service contract – *see attached*
16. Future events – *see attached*
17. Business Plan update – *see attached*
18. Urgent matters at the discretion of the Chairman for noting

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Date for next meeting of the Committee – 1st April 2019

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th November 2018** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: J Harris, G Maskell *Chairman*, B Page, I Sharkey & D Wright

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)

1125. PUBLIC QUESTION TIME

There were no questions from the public present.

1126. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Armour due to annual leave, Cllr Brindley due to family commitments and Cllr's R Maskell and A Smith due to attending another meeting. These reasons for absence were accepted by the Committee.

1127. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1128. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 24th SEPTEMBER 2018

It was proposed by Cllr Wright, seconded by Cllr Page and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr G Maskell.

1129. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
21.5.18	Min 1081, p 2790 – car park control measures	SN	Work now complete and barrier installed.	n/a
23.7.18	Min 1105, p 2814 – To agree quote for tree surveys	BB	Richard Jackson has undertaken the surveys and a report is awaited. This will be brought to the next meeting for action. <i>Report on agenda for meeting on 26th November.</i>	Autumn 2018
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has been booked on a course in Sittingbourne in January.	January 2019
23.7.18	Min 1108, p 2815 – to consider quotes for plaque for weather vane	SN	Plaque received and due to be installed shortly.	n/a
23.7.18	Min 1109, p 2815 – to consider increase in room hire charges	SN	Increase agreed at full Council on 19 th September and will be implemented from 1 st April 2019.	April 2019
24.9.18	Min 1118, p 2848 -Income & Expenditure to 30 th July 2018	SN	As requested, the profit and loss spreadsheet for the community flock has been put on the Council's website. Flock update to be put in next newsletter.	February 2019



1129. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
24.9.18	Min 1119, p 2849 – To Consider Chatsworth North Playground Fencing Quotations	SN	Playsafe were approached and savings achieved. Breakdown of Playsafe estimate – pathway works £550. <i>Work carried out as agreed at last meeting by caretaker at cost of £150 – saving £400.</i> Fence and hedge removal estimate £2491 – revised cost £2,428. Supply & install new fence and gates estimate £4,670 – no change. Site set up estimate £438 – revised cost £388. Saving of £113. Materials are on order.	February 2019
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Playsafe were approached and they agreed a revised price of £3,641, a saving of £251. Materials are on order.	February 2019
24.9.18	Min 1121, p 2849 – Update on Playground Refurbishments	SN	Estimate from Matta Products to replace surfacing under swings at Chatsworth Sth (max cost £2,000) agreed at last meeting. Chris Bibb at Lewes DC since confirmed we do not need as much matting as originally estimated, so price reduced to £1,206.98. Surfacing ordered and awaiting delivery/fitting.	February 2019

1130. TO RECEIVE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2018

It was unanimously **agreed** that the income and expenditure figures of Amenities expenditure £127,551 and income of £91,923 and Civic Centre expenditure of £20,554 and income of £16,230 at 30th September 2018 be accepted as correct.

1131. TO CONSIDER ALTERATIONS TO BRIDGE ON MULTI-UNIT AT ROBERT KINGAN PLAYGROUND

The Amenities Officer confirmed there had been two separate injuries on the multi-unit. The manufacturers, Playsafe, have visited the site and advised that although the unit had passed the relevant safety procedures, it appears that the bridge is too challenging for the age groups using this piece of equipment. Playsafe have suggested replacing the bridge with a less flexible, rope supported, slat bridge with additional ropes, reducing the challenge. Cllr G Maskell asked the Amenities Officer if Playsafe had provided pictures of the potential change of equipment and she confirmed they had not. The Town Clerk confirmed that the original equipment provided was bespoke, so this change would also be tailor-made. It was proposed by Cllr Wright, seconded by Cllr Harris and **RECOMMENDED** that the suggested works be actioned as per Playsafe's recommendation, at no extra cost to the Council.

1132. TO AGREE ACTIONS ON TREE SURVEY REPORT FOR CHATSWORTH PARK & THE COPSE

The report from the Amenities Officer was considered and it was proposed by Cllr Sharkey, seconded by Cllr Harris and unanimously **RECOMMENDED** that estimates be obtained and brought back to the next meeting as per the suggested actions in the Tree Survey Report submitted by Richard Jackson and that Richard Jackson contacts Lewes District Council for consent to remove the Sycamore tree at The Copse.

TELSCOMBE TOWN COUNCIL



1133. TO CONSIDER FAIRLIGHT MANOR USING CIVIC CENTRE AS EMERGENCY EVACUATION CENTRE

The Town Clerk advised the Committee that Fairlight Manor had approached her with a request that they could use the Civic Centre as an emergency evacuation centre. Following discussion it was agreed that it would not be feasible to use the Civic Centre as it has regular bookings during the day, evenings and weekends. It was proposed by Cllr Page, seconded by Cllr Wright and unanimously **RECOMMENDED** to decline the request.

1134. FUTURE EVENTS

Christmas Coffee Morning – Cllr Harris and Cllr Page confirmed they would be able to attend the coffee morning. Cllr G Maskell advised that she would be attending with Cllr R Maskell, who had volunteered to cook.

Fireworks – Following discussion, it was proposed by Cllr Page, seconded by Cllr Wright and unanimously **RECOMMENDED** to include the fireworks in the budget for next year, but to defer the decision whether to hold the event until next year, after Councillors had been elected in May.

Bingo – Cllr G Maskell asked for donations for the raffle at the Christmas bingo. She also queried if a boozy bingo evening could be held in April due to purdah. The Town Clerk confirmed that purdah starts on 21st March 2019 for 6 weeks. Normal bingo can go ahead as it a regular event, but any ‘Boozy Bingo’s’ cannot be included as it may breach legal restrictions over this period.

The Mayor’s 70’s night – The Town Clerk confirmed she had not received any further information from Cllr Brindley concerning the proposed 70’s night.

1135. BUSINESS PLAN UPDATE

The Business Plan was noted by the Committee.

1136. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr G Maskell advised she would like to upgrade the kitchen at the Civic Centre. The Town Clerk confirmed the kitchen was last refurbished in 2000. Following discussion, it was proposed by Cllr Wright, seconded by Cllr Harris and unanimously **recommended** to obtain quotes and bring them back to the next Amenities & Civic Centre meeting in January for consideration.

The Amenities Officer confirmed that the sand had been topped up in the sand pit in Chatsworth Park South.

There being no further business the meeting closed at 8.16pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 28th January 2018 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 28th January 2019

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has been booked on a course in Sittingbourne in January.	January 2019
23.7.18	Min 1108, p 2815 – to consider quotes for plaque for weather vane	SN	Plaque received and due to be installed shortly. – now installed	n/a
24.9.18	Min 1119, p 2849 – To Consider Chatsworth North Playground Fencing Quotations	SN	Playsafe were approached and savings achieved. Fence and hedge removal estimate £2491 – revised cost £2,428. Supply & install new fence and gates estimate £4,670 – no change. Site set up estimate £438 – revised cost £388. Saving of £113. Materials are on order. Fencing/gate work due to start imminently.	February 2019
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Playsafe were approached and they agreed a revised price of £3,641, a saving of £251. Materials are on order. Fencing/gate work due to start imminently	February 2019
24.9.18	Min 1121, p 2849 – Update on Playground Refurbishments	SN	Estimate from Matta Products to replace surfacing under swings at Chatsworth Sth (max cost £2,000) agreed at last meeting. Chris Bibb at Lewes DC since confirmed we do not need as much matting as originally estimated, so price reduced to £1,206.98. Surfacing ordered and awaiting delivery/fitting. Update awaited	February 2019
26.11.18	Min 1131, p 2882 – Alterations to bridge on multi-unit at Robert Kingan	BB	Instruction to go ahead given. Update awaited.	February 2019
26.11.18	Min 1132, p 2882 – Actions on Tree Survey Report	SN/BB	Estimates awaited to carry out works contained in Report & will be brought to next meeting. Planning application submitted to LDC for Copse tree removal and application granted.	April 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities</u>							
<u>105 Town Events</u>							
4362	Fireworks & Town Entertainment	0	4,594	4,600	6	6	99.9 %
4365	Entertainment consumables	0	0	300	300	300	0.0 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
	Town Events :- Expenditure	0	6,094	6,400	306	0	95.2 %
1012	Income miscellaneous	10	90	0	90		0.0 %
1054	Income entertainment	0	0	300	-300		0.0 %
	Town Events :- Income	10	90	300	-210		30.0 %
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098	PlayEquipment Replacement	0	113,893	22,000	-91,893	-91,893	517.7 %
4100	Playgrounds Spare Parts	165	1,084	2,000	916	916	54.2 %
4101	Grounds Maintenance	12,893	19,585	25,000	5,415	5,415	78.3 %
4103	Playground Inspections+ROSPA	195	1,170	2,600	1,430	1,430	45.0 %
4328	Joint litter/dog bin emptying	832	832	2,200	1,368	1,368	37.8 %
	Parks, Open Spaces/Playgrounds :- Expenditure	14,085	136,564	53,800	-82,764	0	253.8 %
1061	Income miscellaneous	0	91,893	0	91,893		0.0 %
	Parks, Open Spaces/Playgrounds :- Income	0	91,893	0	91,893		
<u>202 Amenities General</u>							
4351	Seats and Notice Boards	0	649	2,000	1,351	1,351	32.5 %
	Amenities General :- Expenditure	0	649	2,000	1,351	0	32.5 %
	Amenities :- Expenditure	14,085	143,307	62,200	-81,107		230.4 %
	Income	10	91,983	300	91,683		30661.2

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Civic Centre</u>								
<u>301 Civic Building</u>								
4401	General Repairs	1,790	2,648	3,250	602		602	81.5 %
4402	Consumable Supplies	50	262	900	638		638	29.1 %
4403	Equipment Maintenance	436	1,377	1,900	523		523	72.5 %
4404	External/Internal Decorating	0	9	1,000	991		991	0.9 %
4406	Refuse collection	0	652	900	248		248	72.5 %
4407	Equipment	38	1,241	1,600	359		359	77.6 %
4411	Rates	1,160	9,280	14,500	5,220		5,220	64.0 %
4412	Water and Sewage	0	1,695	1,700	5		5	99.7 %
4413	Electricity	0	614	2,300	1,686		1,686	26.7 %
4414	Gas	84	1,071	2,000	929		929	53.6 %
4417	Internal Works	0	1,730	3,500	1,770		1,770	49.4 %
	Civic Building :- Expenditure	3,558	20,578	33,550	12,972	0	12,972	61.3 %
1000	Income Civic Centre	1,495	19,702	35,000	-15,298			56.3 %
	Civic Building :- Income	1,495	19,702	35,000	-15,298			56.3 %
<u>302 Civic Building Loan</u>								
4060	Loan Accounts	5,260	10,626	11,000	374		374	96.6 %
	Civic Building Loan :- Expenditure	5,260	10,626	11,000	374	0	374	96.6 %
	Civic Centre :- Expenditure	8,818	31,204	44,550	13,346			70.0 %
	Income	1,495	19,702	35,000	-15,298			56.3 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	Estimates for wetpour repairs at Chatsworth South Playground

1. INTRODUCTION

An area of damaged wetpour was highlighted on a playground Inspection Report from Lewes District Council. It is near the junior swings at Chatsworth South Playground, causing a potential trip hazard.

2. INFORMATION

Estimates are attached to replace the wetpour and make the area safe, as follows:

Jed Powell Landscape & Tree Surgery Contractors Ltd: £120 plus VAT

Playsafe Playgrounds Ltd: £546 plus VAT

Playforce (part of Burleys): £973.65 plus VAT

3. RECOMMENDATION

It is recommended that the lowest estimate from Jed Powell be accepted. He was recommended by Chris Bibb at Lewes District Council.

4. FINANCIAL IMPLICATIONS

We have funds in the grounds maintenance budget to cover this.

Stella Newman

Subject: FW: Wetpour Damage Chatsworth Park South, Telscombe

From: jed powell [mailto:]
Sent: 27 November 2018 09:12
To: Bianca Buss <amenities@telscombetowncouncil.org.uk>
Subject: RE: Wetpour Damage Chatsworth Park South, Telscombe

Hi Bianca, sorry for the delay in getting back to you, yes I found half a bag of red rubber, that should be more than enough to repair the area.

I would add an extra £10 on to the work for the red , making the total price £ 120

Many thanks
Jed

Sent from my Samsung Galaxy J3 2017 powered by Three

----- Original message -----

From: Bianca Buss <amenities@telscombetowncouncil.org.uk>
Date: 23/11/2018 13:34 (GMT+00:00)
To: jed powell <>
Subject: RE: Wetpour Damage Chatsworth Park South, Telscombe

Hello Jed

Thank you for your response. That's very helpful. Were you able to check if you had the red rubber in stock?

Many thanks,

Bianca

From: jed powell [mailto:]
Sent: 20 November 2018 08:22
To: Bianca Buss <amenities@telscombetowncouncil.org.uk>
Subject: Re: Wetpour Damage Chatsworth Park South, Telscombe

Hi Bianca,

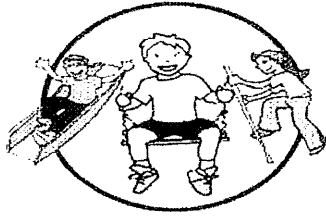
Looking at the photo, it looks like it's been repaired before and the rubber has been laid very thin.

To cut out the damaged area which I would make into a square and re-lay in Black which is the cheapest option, would be £ 110

To do it in Red, the labour would be the same but the Red rubber is 5 times the price of black at around £ 60 a bag and I'm not sure if I have any in the store, so may have to order some which would also incur delivery cost.

I can check if I have any and get back to you.

Thanks



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

**Attn: Bianca Buss
Amenities Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES**

Ref: 33118 - Chatsworth South

16th November 2018

QUOTATION - Wetpour Repairs

Prelims

Erect security mesh fencing as required to perimeter of works area

Surfacing works

Cut into existing surface and remove approx 1m² of damaged coloured wet pour removing to approved waste disposal site

Prime all edges prior to laying approximately 40mm depth coloured wet pour shaped repair.

Remain on site as security until surface has fully cured.

Inclusive of all materials, plant and labour

£546.00

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Base works installed by others should be laid to the quoted rubber depth below finished levels and should undulate no more than + or – 10mm over a 3 metre straight edge. Playsafe will not be held responsible for an uneven finished surface.

All prices are excluding VAT and valid for 60 days.

MCD has been included unless otherwise stated.

Terms: 50% of total invoice on order of works, balance due within 30 days of completion.

PLAYSAFE SAFETY SURFACING:

Wet-pour

This Playsafe safety surface is constructed of bonded rubber mixed on site using specialist equipment to produce a dense, consistent texture. It is then 'wet laid' to exacting standards.

The base on which the rubber surface is laid is either non-fines concrete or MOT Type 1, dependent on the depth of surfacing required for each area.

The top layer (wearing course) is Ethylene Propylene Diene polyethylene-modified rubber (EPDM) which is available in black, red, green, blue, beige, purple, eggshell, brown and yellow. A flecked pattern can also be achieved by mixing black with any of the other colours. To add to the play value of playgrounds, colourful graphics can be designed into the surfacing to individual requirements. The surface is slip-resistant and non-abrasive to young limbs. Some coloured wetpour may appear to discolour when exposed to direct UV rays. This is due to the binder and cannot be avoided. After a period of use the top film of binder will wear away and the wetpour surface will return to its intended colour. This period maybe several months depending on the amount of use.

Different areas beneath the equipment are laid to differing thicknesses to provide the necessary impact absorbency. The correct thickness and area are determined by the Free Fall Height (FFH) of the equipment to be installed. Wet pour safety surfacing can be laid around complex configurations of playground equipment and ground contours. It is virtually maintenance free.

New wetpour surfacing is guaranteed for a period of 5 years against defects in materials and workmanship from date of invoice.

The above guarantees do not include any of the following – **repair works**, cosmetic issues e.g. fading colours or any discolouration due to weathering, new to old wetpour joints, misuse, neglect or accident and damage due to movement of base materials not installed by Playsafe. Any damage resulting from vandalism, abnormal use or lack of maintenance is not covered by this guarantee. Any shrinkage to the edges as this is a know factor with the flexibility of rubber expanding and contracting from warm to cold temperatures.

Stella Newman

Subject: FW: EXTERNAL -RE: EXTERNAL -Wetpour Damage at Chatsowrth Park North

Importance: High

From: Mark Tavener [mailto:mtavener@gburley.co.uk]

Sent: 28 November 2018 19:03

To: Bianca Buss <amenities@telscombetowncouncil.org.uk>

Subject: RE: EXTERNAL -RE: EXTERNAL -Wetpour Damage at Chatsowrth Park North

Importance: High

Hi Bianca,

I have a price for the repair which I need to put into a quotation for you and as part of our process.

In the meantime the cost will be £973.65 + VAT

It is quite complex to do and to be completed properly.

Many thanks

Mark

Mark Tavener

Contracts Manager, Lewes.

Office: 01273 510906

Mobile: 07860 953496

Office Address; Lakeside Wharf, South Heighton, Newhaven. BN9 0HS



burleys 

www.gburley.co.uk

part of
tcl group

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	Estimates for bench replacements at Chatsworth North

1. INTRODUCTION

Two perch benches in Chatsworth North playground have rotted/worn at the feet, fallen over and been removed.

2. INFORMATION

Estimates have been obtained for replacement with picnic benches as follows (estimates attached):-

Playforce

Supply & deliver 2 benches 1.5m £509.43
 Labour to install the benches £785.71
 Total £1,223.71 plus VAT

Playsafe Playgrounds

Supply & deliver 2 benches 1.8m £1,262.00
 Installation £725.00
 Total £1,987.00 plus VAT

Playdale Playgrounds

Supply & deliver 2 benches 1.8m £1,179.00 plus VAT

I have also got a quotation from Mick Evans for installation of £240 per bench, total £440 which is not subject to VAT.

3. RECOMMENDATION

The Playforce estimate is for 1.5m benches and the Playsafe and Playdale estimates for 1.8m benches. I have no picture of the Playforce bench for comparison.

I would recommend purchasing either the Playsafe bench which has metal feet or the Playdale bench which has wooden feet and arrange for installation by M Evans.

4. FINANCIAL IMPLICATIONS

We currently have £1,350 budget for seats and enough in grounds maintenance to cover the installation cost.

Telscombe Civic Centre

Playforce Quotation Reference: 121723

Supply Only

1. 2 x Children's Rectangular Picnic Table -1.5mL PODF132-C-NA	£	438.00
2. Delivery	£	71.43
Total	£	509.43

Supply & Install

1. 2 x Children's Rectangular Picnic Table -1.5mL PODF132-C-NA Freestanding	£	438.00
2. Labour to install the benches	£	785.71
Total	£	1,223.71

Please note that all prices are subject to VAT, and quotations are valid for a period of 3 months from the date stated above.

Flexible Payment

At Playforce, we can provide all of our customers with flexible payment options with payments spread a number of years. This allows you to enjoy your full and dream project immediately, whilst paying for the project as if it had been phased over several years. This can be discussed with your local Outdoor Grounds Consultant during your site survey should you wish to proceed.

14 January 2019

Telscombe Civic Centre

Playforce Quotation Reference: 121723

All plans, quotations and correspondence between Playforce and the addressee are to remain strictly confidential between those parties only. Our customers value our uniquely creative designs, which are one of the qualities that set us apart from the competition and aid us in achieving best value!

All of our play equipment and safer surfacing conforms to the British and European Playground Safety Standards BS EN 1176 and 1177.

Please note that line markings and wetpour surfacing are weather dependent and as a result they may not be completed at the same time as the equipment installation. In this event, we may invoice the individual elements separately. When this is done, we will expect payment of each separate invoice in accordance with our terms and conditions. Wetpour surfacing colours can be affected by UV light at the time of installation. This will only be a temporary colour change, before the surfacing returns to its intended vibrant colour.

Tarmac surface skims are installed onto existing surfaces with the understanding that Playforce Ltd will not be held responsible for future repairs resulting from weed growth damaging the tarmac surface.

Playforce recommends the installation of kerb edging when installing wetpour surfacing onto tarmac / concrete and other hard surfaces. This type of edging detail provides a suitably firm fixing point for the surface and protects the surrounding hard surface from future cracking or failure. Chased edges can be provided but Playforce does not accept responsibility for any future repairs to the tarmac / concrete / hard surface or wetpour resulting from the expansion and contraction forces exerted by the surfacing.

Softbond mulch is frequently specified for installation onto existing grassed areas. Whilst we take care to ensure the suitability of the ground conditions at the time of specifying the product, there can be occasions when the ground beneath the softbond mulch, over a period of time, can move, causing the softbond mulch to sink. For this reason, Playforce advises the laying of an MOT Type 1 base before laying softbond mulch. Playforce therefore does not cover the costs of repairing these areas under warranty should the MOT option not be chosen.

The customer / client is reminded that it is their responsibility to ensure grassed areas are regularly cut and maintained to a height not exceeding 50mm, prior to the installation of any surfacing that may have been ordered. Failure to do so will incur costs for delays; any aborted visits or any other cost interrupting planned work.

We recommend that all existing court markings are removed before laying new line markings. Please note that removal of line markings come at an additional cost and this is not included with new line markings unless included specifically in your quotation. Failure to remove line markings before laying new ones will mean we are unable to offer a warranty on the new thermoplastics. We are also unable to offer a warranty for laying line markings over excavated or joined tarmac.

To place your order, either send an e-mail to hannah.brinkley@playforce.co.uk, stating your quote reference number (as on the top of this quote) and the value that you approve, or sign and date below and fax, email or post the confirmation back to us.

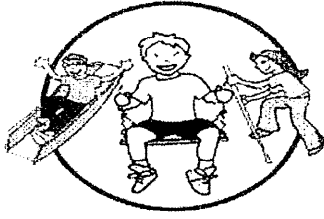
I agree and accept the above quotation from Playforce Ltd reference number 121723 dated 14 January 2019.

Signature:

Print:

Position:

14 January 2019



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Attn: Bianca Buss
Amenities Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

Ref: 36418
QUOTATION - Picnic Benches

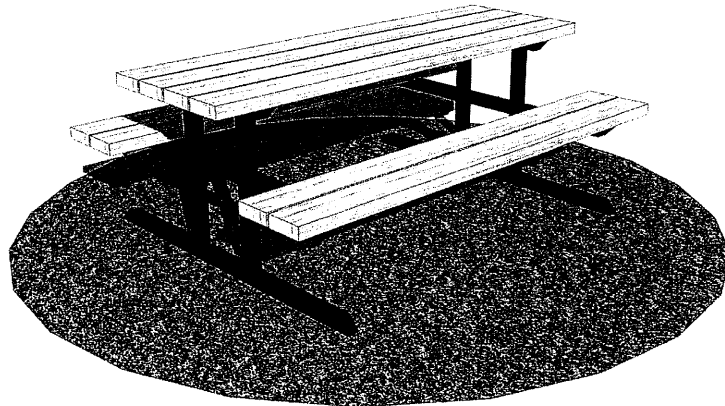
11th January 2019

Prelims

Erect security mesh fencing as required to perimeter of works area

Supply and installation

Supply and install 2no picnic benches with metal frame and FSC[®] Robinia hardwood timber top and seats. The Robinia hardwood is extremely durable and rot resistant, its density also makes it difficult to ignite. The timber will be secured with anti tamper fixings and the base secured in ground with concrete foundations. The length of the seats is 1.8m with a slightly larger top which will over hang by an additional 40cm to enable use by wheel chair users, improving the parks accessibility to the wider community.



£1,987.00 +VAT

All prices are excluding VAT and valid for 60 days.
MCD has been included unless otherwise stated.
Terms: 50% of total invoice on order of works, balance due within 30 days of completion.

Benches & delivery £1,262 Installation £725 = £1,987 + VAT

PLAYSAFE PLAYGROUNDS LIMITED

TERMS AND CONDITIONS

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation he should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for two (2) months from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 50 metres from site, and access of 1.3 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. A 5% cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
 - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
 - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:
 - a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account,
 - b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor:
 - c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
 - d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.

All prices are excluding VAT and valid for 60 days.

Terms: 50% of total invoice on order of works, balance due within 30 days of completion.

Playdale Playgrounds Ltd

Haverthwaite, Ulverston, Cumbria, LA12 8AE

Tel: 015395 31561

Fax: 015395 31539

E-mail: enquiries@playdale.co.uk

www.playdale.co.uk

Playdale

Bianca Buss
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES

Quotation

Quotation Number 0000054763

Quotation Date 20/12/2018

Scheme Number ESU/JW/CGS

Project For Picnic Bench at Chatsworth
Park North

Product Code	Product Name	Quantity	Unit Price	Total
LT(FS)	Lakeland Table - Free-standing	2.00	524.00	1,048.00
DEL0001	Delivery Only	1.00	131.00	131.00
Total			GBP 1,179.00	

All the above prices are subject to VAT and are valid for a period of one month
Please refer to our standard [Terms and Conditions](#) and [Additional Information](#)
Finance Packages are available

P.T.O



Directors: John Croasdale, Gillian Croasdale BA FCA
Registered in England No: 525615

Playdale Playgrounds Ltd is part of the Croasdale Family Group



Playdale Lakeland table

Equipment Dimensions Length / Width / Height 1.8m x 1.3m x 0.77m

QUOTATION

DATE – January 2019

Mick Evans

Kirby Farm
102 Telscombe Cliffs Way
Peacehaven. East Sussex
BN10 7DE
Phone 07879641889

To: The Town Clerk, Stella Newman
Telscombe Town Council
Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex, BN10 7ES

		EACH	TOTAL
	To install two picnic benches at Chatsworth North playground	£220.00	£440.00
	<i>No VAT applicable</i>		

Make all payments to Mr. M S Evans

BARCLAYS BANK 70315567 20-49-76

THANK YOU FOR YOUR BUSINESS!

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To note LDC's consent to tree works at The Copse

1. INTRODUCTION

At the last meeting on 26th November it was agreed to obtain estimates for tree works in Chatsworth Park and The Copse as recommended in the Tree Survey Report carried out by Richard Jackson.

2. INFORMATION

One item in the report for The Copse was to remove a Sycamore tree for which planning approval would be required from Lewes District Council. It was agreed that Richard Jackson submit the application on behalf of the Town Council. This was done and Lewes District Council have consented to the works – see result attached.

Estimates are now being obtained for the tree works and will be brought back to the next committee meeting in March for consideration.

3. RECOMMENDATION

n/a

4. FINANCIAL IMPLICATIONS

n/a



Lewes District Council

Planning Services

Southover House, Southover Road, Lewes, East Sussex, BN7 1AB

Tel: 01273 471600 Fax: 01273 484452 Minicom: 01273 484488

www.lewes-eastbourne.gov.uk DX No. 3118 Lewes-1

Ian Fitzpatrick - Director of Regeneration and Planning

Ms Stella Newman
c/o Mr R Jackson
15 Cornford Close
Burgess Hill
West Sussex
RH15 8TJ

TW/18/0101/TPO

**Town and Country Planning Act 1990,
The Town and Country Planning (Tree Preservation)(England) Regulations 2012**

Dear Sir/Madam,

Application No: TW/18/0101/TPO
Site Location: The Copse, Telscombe Cliffs Way, Telscombe Cliffs , East Sussex
Case Officer: Mr Daniel Wynn

TPO (No.27) 1998 29/4/1998

In pursuance of its powers under the above-mentioned Act and Regulations and the Tree Preservation Order made by the Lewes District Council (hereinafter called 'the Council') on the 29/4/1998, the Council **HEREBY CONSENT** to the following specified works at The Copse, Telscombe Cliffs Way, Telscombe Cliffs , East Sussex

Subject to the following conditions:

If the above works have not been carried out within two years of the date of this consent, a further written application will be required. All works to be in accordance with the latest version of BS.3998 (2010) the 'British Standard for Tree Work'.

Your Right of Appeal

If you are aggrieved by the Council's decision to refuse consent, or to grant consent subject to conditions, you can appeal to the Planning Inspectorate (PINS). If you want to appeal, you must do so by writing to The Environment Appeals Team, Trees and Hedges, Room 4/04 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Telephone: 0117 372 8192) or e-mail it to:

environment.appeals@pins.gsi.gov.uk within 28 days from the date you receive this decision. The Secretary of State has discretion to allow a longer period.

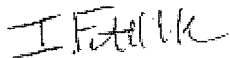
Compensation

If you suffer any loss or damage which is caused or incurred in consequence of this refusal of consent, or grant of consent subject to conditions, you are entitled to recover from the Council compensation in respect of such loss or damage. If you wish to make a claim you must do so within 12 months from the date of this decision (or, if you appeal to the Planning Inspectorate, within 12 months from the date of their decision). Claims should be submitted in writing to the Director of Service Delivery, Lewes District Council, Southover House, Southover Road, Lewes, East Sussex, BN7 1AB.

Informative: The Wildlife & Countryside Act 1981 and the Habitat Regulations 1994

Many trees contain wildlife such as bats and nesting birds that are protected by law. The consent given by this notice does not override the protection afforded to these species and their habitats. You must take steps to ensure that the work you are carrying out will not harm any protected species, and if it may do so you must also obtain permission from Natural England prior to carrying out the work. For more information on protected species please see <http://www.naturalengland.gov.uk>;

If you require further clarification or advice on the above please contact the Trees & Landscape Officer on 01273 471600.



Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

Date: 2 January 2019

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To consider requests for new litter bins

1. INTRODUCTION

I have recently received two requests for new/replacement litter bins in Telscombe Cliffs.

2. INFORMATION

Telscombe Residents' Association have requested the Council to install a litter bin by the bus stop outside the Seacliffe flats on the South Coast Road which is just to the west of the Telscombe Tavern on the opposite side of the road.

A member of the public has requested the return of a litter bin outside the Telscombe Stores/Yummie Pizza and a dog bin on the cliff top between the Smuggler's Rest and Telscombe Tavern. I have contacted Lewes District Council regarding this as neither of the bins were ours originally. LDC are currently looking into replacing the litter bin outside the Telscombe Stores/Yummie Pizza but have confirmed they will not be installing anymore dog/litter bins along the cliff top.

Hopefully LDC will replace the bin by the parade of shops. There is also a litter bin outside the petshop/vets on the Coast Road and two outside the petrol station next door to the petshop/vets. The bus stop which the Residents' Association are referring to is in between these two areas.

3. RECOMMENDATION

In view of the other bins available along the stretch in question of the South Coast Road, I would not recommend installing a bin by the bus stop opposite the Tavern. I do not know the exact positions of the dog/litter bins along the clifftop so am unsure of the necessity of a bin between the two pubs.

4. FINANCIAL IMPLICATIONS

The cost of purchase of a Glasdon Topsy 2000 bin which is the type we use is £168. Installation is also required and then there is the weekly emptying cost which is approximately £2 per bin.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To consider request for beach huts

1. INTRODUCTION

I have received a request from a local resident for TTC to look into the possibility of beach huts.

2. INFORMATION

A copy of the resident's letter is attached.

Whilst the idea may be a good one, the work and cost implications are major.

3. RECOMMENDATION

I have not made any enquiries regarding this as I feel the cost is for too high for us to be taking on and therefore recommend we do not proceed any further.

4. FINANCIAL IMPLICATIONS

I have made a few enquiries regarding purchase costs from beach hut suppliers. Most do not have off the shelf huts and will quote to our specification, but I have found one supplier whose cost for a small wooden hut is from £3,000.

Amenities Committee

Dear all having been on the Brighton council waiting list for quite a few years for a beach hut and moving near to the top of the list I was then told they have decided I no longer qualify as only Brighton residents can now apply. Although I live nearer to the beach huts than most of the residents of Brighton same applies to half of Saltdean who for the last few years can no longer apply. Can you look into the possibility of Telscombe Cliffs and East Saltdean. having their own beach huts maybe at East side of Saltdean our side of the boarder or at the old pumping station, working with southern water to enhance the area there is already a good road people using this area would regenerate it and add to the security around it.

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To consider replacement of security alarm key pad

1. INTRODUCTION

The key pad for the security alarm at the Civic Centre has proved troublesome of late, with several of the keys sticking and not responding when pressed.

2. INFORMATION

The company have been out to take a look and cleaned it, but it is still playing up. They have therefore recommended replacement. As our current keypad is now obsolete, a new control panel and associated equipment is also required.

3. RECOMMENDATION

This is a necessity and replacement is recommended.

4. FINANCIAL IMPLICATIONS

The cost is £440 to supply and fit and we have enough funds in the equipment/equipment maintenance budgets to cover this.

Stella Newman

Subject: FW: SECURITY ALARM QUOTATION REQUEST

From: Ross Lang [mailto:Ross@languardalarms.co.uk]
Sent: 20 November 2018 13:51
To: Tony Davis
Cc: TTC Reception
Subject: RE: SECURITY ALARM QUOTATION REQUEST

Hi Karen

So to replace the following

1x control panel
1x 7.0ah battery
1x keypad
1x expander
1x external bell
1x external decoy

The cost to supply and fit will be £440+vat

If you have any questions please give me a call in the office or an email.

Thanks

Ross Lang
Languard Alarms

From: Tony Davis
Sent: 20 November 2018 13:16
To: Ross Lang
Subject: FW: SECURITY ALARM QUOTATION REQUEST

Can we please quote for an upgrade as the rkp is no longer very reliable as requested la4666a

Kind regards

A. Davis (Service Manager)
Languard Alarms

<http://www.languardalarms.co.uk>
Tel: +44(0)1273 561883
Fax: +44(0)1273 882324

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Registered in England at 217, Preston Road, Brighton, BN1 6SA Company Registration Number: 1834408

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To consider redecoration of some areas of the Civic Centre

1. INTRODUCTION

The Chairman of the Committee, Cllr G Maskell, feels that certain areas of the Civic Centre are in need of redecoration.

2. INFORMATION

Cllr G Maskell will give an update of the areas in question at the meeting.

3. RECOMMENDATION

To get quotes for redecoration to be brought back to the next meeting for consideration.

4. FINANCIAL IMPLICATIONS

If the kitchen works go ahead, the balance of the redecoration budget for 2018/19 will be used for that, but as the quotes will not be considered until the March meeting, payment for any work will come from the new year's budget which is £1,000.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	Kitchen upgrade quotations for the Civic Centre

1. INTRODUCTION

It was agreed at the last meeting on 26th November 2018 to obtain quotations to upgrade both the upstairs and downstairs kitchens at the Telscombe Civic Centre.

2. INFORMATION

Cllr Gwen Maskell & Bianca met three companies on site, but to date only two have provided quotations, which are attached, as follows:-

Heartwood Carpentry

Ground Kitchen £3,059

First Floor Kitchen £2,280

Skip £300

Total price: £5,639 (No VAT applicable at present but will be from 1st April 2019)

AS Home Refurbishments

Ground Floor Kitchen £3,460.80

First Floor Kitchen £4,176.00

Total price: £7,636.80 inc VAT (£6,364.00 net)

Bianca has informed me both quotations include the same specification.

3. RECOMMENDATION

At this stage, due to limited funds being available, it is recommended that Heartwood Carpentry's estimate for the ground floor kitchen only be accepted.

4. FINANCIAL IMPLICATIONS

We currently have £1,770 budget for internal works and £990 for decorating available which totals £2,760. We also have £600 left in general repairs which can be used towards the balance.



Heartwood

Carpentry & construction

87 Princess Drive
Seaford
East Sussex
BN25 2QT
Office: 01323365072
Mobile: 07813336878
Email: heartwoodcarpentry@live.com

19/01/2018

Dear Bianca Buss.

Quote Re : Telscombe Civic Center.

Job description.

Ground Kitchen.

- Disconnect both sinks.
- Take out the tiled plinth and make good.
- Take out and replace the existing worktops using a wider one on the hatch side.
- Cut and plumb in a new sink.
- Adjust the doors and draws.
- Replace the plinth.

£2,679

Decorating.

Make good the ceiling, emulsion the ceiling and walls with 2 coats, freshen up the wood work.

£380

First floor kitchen.

- Take out the existing kitchen.
- Fit back a similar kitchen with worktops.
- Fit and connect a new sink.
- Block in above the new wall units.
- Lay new vinyl flooring.

£2,000

Decorating.

Emulsion the ceiling and walls. Freshen up the wood work.

£280.

Supply a skip to take away the waste.

£300

Yours Sincerely

Grant Gerrish

A.S. HOME REFURBISHMENTS

**SPECIALISTS IN KITCHENS, BATHROOMS, WETROOMS,
BEDROOMS, HOME STUDIES,
HEATING & PLUMBING
BESPOKE CARPENTRY & JOINERY,
EXTENSIONS & COMPLETE HOME RENOVATIONS
FROM DESIGN TO INSTALLATION**

QUOTATION FOR KITCHEN REFURBISHMENT
Civic Centre, 360 South Coast Road, Peacehaven

Main Kitchen Ground Floor

- Remove & dispose of existing worktops, & corner shelf
- Supply & install Natural Stone Tan Laminate worktops
- Supply & install 1.5 bowl stainless steel sink & drainer
- Supply & install chrome mono kitchen mixer tap
- Supply & install 1x plinth to match existing
- Replace broken cupboard hinges
- Supply & install plain white wall tiles where shelf has been removed
- Decorate walls & ceiling

TOTAL £2884

VAT £576.80

TOTAL FOR THE ABOVE £3460.80

**11 NORMANSAL PARK AVENUE
SEAFORD
BN25 3QX
01323 490790 / 07920796902
contact@ashomerefurbishments.co.uk**

A.S. HOME REFURBISHMENTS

SPECIALISTS IN KITCHENS, BATHROOMS, WETROOMS,
BEDROOMS, HOME STUDIES,
HEATING & PLUMBING
BESPOKE CARPENTRY & JOINERY,
EXTENSIONS & COMPLETE HOME RENOVATIONS
FROM DESIGN TO INSTALLATION

QUOTATION FOR KITCHEN REFURBISHMENT
Civic Centre, 360 South Coast Road, Peacehaven

Kitchen First Floor

- Remove & dispose of existing kitchen units, worktops, sink & tap
- Remove & dispose of existing floor covering
- Supply & install Crown Lifestyle York kitchen units in light oak finish
- Supply & install Natural Stone Tan Laminate worktops
- Supply & install single bowl stainless steel sink & drainer
- Supply & install chrome mono kitchen mixer tap
- Supply & install Altro flooring
- Decorate walls & ceiling

TOTAL £3,480.00

VAT £696.00

TOTAL FOR THE ABOVE £4,176.00

11 NORMANSAL PARK AVENUE
SEAFORD
BN25 3QX
01323 490790 / 07920796902
contact@ashomerefurbishments.co.uk

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	To consider renewal of gas boiler service contract

1. INTRODUCTION

Last year we agreed a service contract with British Gas for the boilers.

2. INFORMATION

The contract is now up for renewal. The renewal papers are attached. We were paying £83.50 per month, but the amount has now gone up to £86.08 per month.

3. RECOMMENDATION

It is recommended that we renew the contract.

4. FINANCIAL IMPLICATIONS

We have a budget for this.

Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

38500/1



2 January 2019

It's time to renew your Business Care

Dear Miss Newman

Thanks for choosing us to look after your gas appliance for the last year.

When your existing Business Care ends on 13 February 2019, we'll make sure it renews automatically so there's no break in your Business Care. Everything you need to know about your new Business Care is included with this letter along with your invoice.

Your Business Care includes:

- An annual service and repairs to your boiler and gas appliances
- Unlimited call outs - so it's easy to manage your costs
- Parts and labour included - so there's no unexpected costs if there's a breakdown
- A Gas Appliance Safety Record[^] - to help you comply with applicable Gas Safety Regulations
- Access to our customer helpline 24 hours, 365 days a year
- Expert guidance from our Gas Safe registered engineers

What to do next:

Please read through your contract details and let us know about any changes or queries. As you pay by Direct Debit you don't need to do anything - we'll make sure your Direct Debit continues.

Contract number:
2145842-2

Site address
Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

Contact us
0333 202 9462*
Mon-Fri 8am-5pm
Excluding bank holidays

bgbcsrenewalsteam
@britishgas.co.uk

britishgas.co.uk/
business

British Gas,
Business Services,
Bradmarsh Business Park,
Rotherham, S60 1BY
Please include your
contract number when
you write to us

Protect yourself and your business

For £29.99 (inc VAT),
why not get a Carbon
Monoxide alarm? It
can be fitted by our
engineers during your
service or repair. Or
for £34.99 (inc VAT)
we can post it to you.
For more information,
give us a call.

SERV/RTN/001

* We may record calls to help improve our service to you.
Calls to 0330/0333 numbers will cost you no more than 01 or 02 numbers from landlines and mobiles.

Please turn over >



British Gas

Account number
9751924

Invoice details

Invoice No BR 2375139CO
Tax point: 02/01/2019
Contract number: 2145842-2
Order number:

Contact us

0333 202 9844
Monday to Friday 8am to 5pm

gascustomersupport
@britishgas.co.uk

British Gas Services (Commercial)
Limited, Bradmarsh Business Park,
Rotherham, S60 1BY

British Gas is a trading name of British Gas Services (Commercial) Limited, part of Centrica PLC. British Gas Services (Commercial) Limited is registered in England & Wales with Registered Number 7385984. Registered office: Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD. Gas Safe Number: 524686. VAT Registration No. GB 684 9667 62

Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

Invoice

Site Ref: 9751924, Telscombe Town Council, 360 South Coast Road, Telscombe Cliffs, Peacehaven, BN10 7ES

Contract charges

(Details of contract and charges are shown overleaf)

Total site charges exc VAT	£860.05
VAT @ 20%	£172.01
Total site charges Inc VAT	£1,032.06

Total amount	£1,032.06
Payable by Direct Debit	

You have agreed to pay by Direct Debit.
Your Direct Debit payment schedule will follow in a few days.

Site Address: Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

Contract Number	Appliance Description/Location	Cover	Charges exc VAT
2145842-2	ALPHA/CD 24C		£432.60
	GENTS WC CUPBOARD		
	ALPHA/CD 24C		£453.20
	GENTS WC CUPBOARD		
	SERVICEITEMS/TIGHTNESS TEST		
	MULTI-APPLIANCE DISCOUNT - 1 ADDITIONAL APPLIANCE		£-25.75

Charges as per contract for the period 13/02/2019 to 13/02/2020

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

At the moment we do not have any planned future events.

2. INFORMATION

Does anyone have any ideas for any future events before May?

3. FINANCIAL IMPLICATIONS

n/a

<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	28th January 2019
<u>SUBJECT</u>	Business Plan Update

1. INTRODUCTION

There is no update to the business plan circulated at the last meeting.

2. INFORMATION

n/a

3. FINANCIAL IMPLICATIONS

n/a