

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

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Dear Councillor,

Thursday, 07 September 2023

You are hereby summoned to attend a meeting of **Property and Services Committee** which will be held on **Tuesday 12 September 2023** commencing at **7.00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

The business of the meeting is set out in the agenda below.

Rachel Allbones
Interim Town Clerk

Committee members: Cllr N Bowler, Cllr R Craig – ex officio, Cllr D Dannatt, Cllr T Davies (C) - ex officio, Cllr P Key, Cllr K Panter, Cllr J Plastow (VC), Cllr J Ward, Cllr H Warriner

Agenda no	Agenda item title	Power
PS24/051	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/052	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PS24/053	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
PS24/054	Items for Exclusion of Public and Press To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>

Agenda no	Agenda item title	Power
PS24/055	<p>Minutes of the previous meeting To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true record of the meeting. Paper A – Property and Services - Tuesday 18 July 2023</p>	Local Government Act 1972, Sch 12, p41 (1).
PS24/056	<p>Matters Arising Schedule Setting out current position of previously agreed actions as at 7 September 2023. Paper B</p>	
PS24/057	<p>Allotment Officer Report To note the report from the Allotments Officer and the use of the delegated functions. Paper C</p>	
PS24/058	<p>Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 Paper D 2) Stepping Stone Theatre for Mental Health - £450.00 Paper E</p> <p>To note that the following Community Grant funds are available:</p> <ul style="list-style-type: none"> • £4,840 in earmarked reserves • £1,000 remaining from the 2023/2024 budget <p>https://gainsborough-tc.gov.uk/policy/community-grants-policy/</p>	
PS24/059	<p>Christmas Lights Festival To note and agree the proposals for the 2023 Christmas Lights Festival from WLDC. Paper F</p>	
PS24/060	<p>Remembrance Sunday To note the action timeline and progress made so far for Remembrance Sunday. Paper G</p>	
PS24/061	<p>Play Area RoSPA Safety Inspection Reports To receive the annual RoSPA reports and consider any action resulting from these. Paper H</p>	
PS24/062	<p>Aisby Walk Skate Park To consider quotation received for repair to Aisby Walk skate park.</p>	

Agenda no	Agenda item title	Power
	Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper I	
PS24/063	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper J	
PS24/064	Richmond Park Climbing Wall & Compound Security Fence To note verbal report from the Operations Manager following item PS24/048 of 18 July 2023.	
PS24/065	General Cemetery Waste Compound To consider authorising expenditure for brushwood and leave pile removal. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper K	
PS24/066	Levellings Footpath Resurfacing To consider report from the Operations Manager following tripping incident on the dog walk and consider quotations received. Paper L on the evening	
PS24/067	Items for notification To receive any items for notification to be included on a future agendas – for information only <ul style="list-style-type: none"> ➤ Richmond House and Park discussion document ➤ General Cemetery Chapel condition report quotes ➤ General Cemetery extension ➤ Richmond House conservatory replacement ➤ Sandsfield Lane North play area 	N/A
PS24/068	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 10 October 2023 at 7.00pm	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A

DRAFT Minutes of the Property & Services Committee meeting

Tuesday 18 July 2023 at 6.30pm



held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
	Paul Key	James Ward
Dennis Dannatt	Keith Panter	

Councillors Absent

	Tim Davies - ex officio (Chairman)	
Richard Craig - ex officio		
		Harry Warriner

In attendance:

Rachel Allbones (DC & RFO)	Stephen Coulman (OM)	
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Also Present: Cllrs Devine and Morley.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/042	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Craig and Davies.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/043	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Resolution	Action	Power
PS24/044	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/045	Items for Exclusion of Public and Press To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The Committee resolved to exclude the public and press from item PS24/047 & PS24/048.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/046	Minutes of the previous meeting(s) To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 11 July 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 11 July 2023 as a true record of the meeting. Cllr Ward abstained from voting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/047	Weed and detritus removal equipment To consider report from the Operations Manager seeking approval for the purchase of pedestrian weed and detritus removal equipment. Exclusion of Public and press	The Committee resolved to purchase a MUG II Pedestrian Weed Ripping machine, Honda GX160 petrol engine, c/w steel four segment rope weed-brush, rear / brush guards and puncture-free foam filled tyres, Adaptor Plate and Fine Metal Brush for £4,554.00 plus VAT and it is put into	OM to purchase equipment.	

Agenda no	Agenda item title	Resolution	Action	Power
	recommended due to time sensitive commercial sensitivities. Paper B	operation at the earliest opportunity. That it be funded from the Footpath / Road Maintenance budget of £5,000 (3010/4).		
PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper C	The Committee resolved to defer the item until the next meeting.	DC to include n next agenda.	
PS24/049	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Climbing wall & security fence • General Cemetery Chapel condition report quotes • General Cemetery extension • Richmond House conservatory replacement • Sandsfield Lane North play area 	DC to include on future agendas.	N/A
PS24/050	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm	The Committee noted the date and time of the next Property and Services committee is Tuesday 12 September 2023 at 7.00pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 6:58pm.

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting

Initialled:

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 07/09/2023



Purpose: To consider progress on the matters arising from previous Property and Services Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Unsure	PS22/025	To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer to Full Council.	Full Council Carried. Now in conversation with OM with regards to practical execution.		OM
In progress	PS22/030	To consider adding an online application for allotments to the website.	The committee resolved to approve the adding of an online application form to the website.	TC in talks with Edge who are considering for their software. Still waiting for Edge		ASO
Complete	PS22/033	To consider initial quotes received for the installation of water supply to allotment sites and whether to progress the project.	The committee considered the quotes received and decided to not proceed. The committee resolved to defer for until the September meeting. Allotment holders to be encouraged to harvest rain water.	TC and Grounds Team to investigate further. Ongoing Review October meeting		TC
In progress	PS22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee recommended that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.	Day of Action being planned awaiting dates and availability. Liaising with WLDC re conservation ONGOING		TC/OM
In progress	PS22/037	To consider the Richmond House condition report	The committee resolved for Town Clerk to carry out mitigation work for	Ongoing, Liaising with conservation officer		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		undertaken by an independent assessor and identify mitigating action to be carried out.	first priority issues as identified and initiate works demanding immediate attention.	Fire doors installed in FF offices		
Not started	PS22/075	To consider reviving the Citizen of the Year Award.	The committee resolved to revive the Citizen of the Year Award.	To a future agenda		TC
Complete	PS23/012	To consider and decide a timetable for allotment inspections.	The committee resolved that an inspections procedure should be drawn up. Recent personnel changes would likely result in a delay of the inspection timetable.	TC to draw up inspection procedure. Outstanding hampered by extreme staff shortages.		
Not started	PS23/013	To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead following the receipt of further quotes.	The committee resolved to formally look into the re-installation of the dog walk and obtain further quotes.	TC/OM to obtain further quotes. Outstanding.		TC/OM
Complete	PS23/041	To consider a confidential report on the allotments pond and resolve to authorise expenditure on further action.	The Committee resolved to employ an asbestos testing company to test pieces found in the excavated test pits plus any other areas the Council want to sample. Funds to be taken from the Allotment EMR.	Report received		TC
Complete	PS23/095	Levellings Improvements project To consider the Proposed Alterations Licence as issued by WLDC and authorise the necessary expenditure.	The Committee resolved to agree negotiating proposed alterations to the Licence as issued by WLDC and authorise the necessary expenditure.	TC to liaise with the solicitors. Awaiting solicitor's reply. – holiday		TC
Complete	PS23/096	To consider the Christmas light provision in the Market Place and consider a quotation received from the	The Committee resolved to leave the scheme as per 2021, but begin early 2023 looking at the 2023 lighting scheme.	TC to add to early 2023 agenda		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		lights contractor for additional equipment.				
Complete	PS23/097	To consider the outline Richmond House Conservatory Plans and note potential costs (deferred from PS23/079)	The Committee resolved the plans and approve the expenditure to progress the project whilst VAT advice is being sought and discussions with WLDC and LCC are entered into.	DC/RFO to obtain VAT report		DC/RFO
Complete	PS23/098	To decide on a contractor to install the new garage doors for Marshall's sports ground and the type of door to be installed.	The Committee resolved to approve the quotation from BDL Ltd to supply and install industrial roller door in galv with hood and bullet locks at a cost of £1,040.00 plus vat.	GMTL to contact contractor. Waiting for fitting date		GMTL
Complete	PS23/101	To consider a report on Marshall's Function Room's kitchen facilities and consider any further action.	The Committee resolved to replace the current sink in Marshall's main pavilion kitchen to a bowl and half, as the Town Clerk advised that this would suffice the Food/Health & Safety Technical Officer from WLDC.	OM to progress.		OM
Complete	PS23/113	To note communication received from Friends of Gainsborough Cemeteries	The Committee resolved to work with and support the Friends of Gainsborough Cemeteries and Chapel to restore and preserve the General Cemetery chapel.	TC to arrange a meeting/site visit with Friends of Gainsborough Cemeteries and Chapel.		TC
Complete	PS23/129	To consider a memorial bench application.	The committee resolved to refuse the application the Operations Manager be authorised to undertake a site visit with the applicant and agree a new location for the bench	OM to arrange meeting with applicant and identify suitable location.		OM
Complete	PS23/134	To receive and note a verbal report of a meeting with Friends of the General Cemetery.	The committee noted the verbal report.	TC and OM to maintain and expand liaison with Friends of the General Cemetery.		TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS23/147	To receive first estimates on the filling-in of the Love Lane Pond and consider any further action required.	The Committee resolved to not infill the pond and to apply for retrospective planning permission on the proviso permission of the land owner is received. For the Allotments Officer to work with the Operations Manager to look at other options to make the area secure and report back to the Committee.	OM to contact Thonock and Somerby Estate to gain permission to retain the pond. If received apply for retrospective planning permission with WLDC. OM & AO to investigate options to make the pond area secure and report back to the Committee.		OM/AO
Complete	PS23/148	To consider any action to be taken to reduce and limit the speed of vehicular traffic in the cemetery.	The Committee resolved :– <ul style="list-style-type: none"> • To reduce the speed limit from 10mph to 5mph in the General Cemetery. • That monitoring is undertaken by The Operations Manager and his team to ascertain if drivers are following the new speed limit over a six-month period. Though subjective, it is noticeable if a vehicle is travelling too fast on a single carriage road in a cemetery. Amend the 'Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries' with the revised speed limit.	OM to purchase signage. DC to amend document and publish.		OM/DC
Complete	PS23/167	To note a report on Love Lane Allotments Pond and confirm the action proposed therein.	The Committee resolved to a) to note and acknowledge the consent to retain the pond from Thonock and Somerby Estates and formally thank them. b) to consult Love Lane allotment holders on the proposed retention. c) to hold an additional Property and Services Committee meeting 01/03/2023 at 18.30.	TC to draft question in time for 01/03/2023 meeting. OM to draft retrospective planning application. TC add additional meeting to public calendar.		OM/TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			d) to apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council.			
Complete	PS23/168	To consider assessment report of Christmas Lights (as stored at Richmond Park) by an electrician and consider accepting Marshalls Yard offer to store the lights on their premises.	The Committee noted the electrician's report and resolved to delegate to the Christmas Event Working Group, working with the Operations Manager, to determine the future use and storage arrangements for the lights and report back to a future Property and Services Committee Meeting for decision.	OM to meet with the Christmas Event Working Group (CEWG) to discuss Christmas lights.		OM
In progress	PS23/170	To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved : - a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk.. b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity. c) To create a user panel as per 2(g) of paper H. To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.	OM to proceed with consultation process.		OM
Complete	PS23/174	To consider the continuation of the current vehicle lease arrangements and if approved, arrange for the budget to be amended accordingly.	The Committee resolved:-- a) To extend the lease to the existing three vehicles by 12 months at the earliest opportunity. b) To adjust the budget accordingly.	OM to extend the lease to the existing three vehicles by 12 months. OM to monitor the commercial vehicle market and report back to committee.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>c) to commit to installing electric vehicle charging points at Richmond House as part of the Strategic Plan.</p> <p>d) to monitor the commercial vehicle market to inform further decisions.</p>			
In progress	PS23/194	To consider an application by the Gainsborough Rotary Club to use Marshall's Playing Fields for a Rotary Fireworks Event and determine the fee to be charged.	The Committee resolved to approve the application subject to provision of a final event plan, proof of PLI, RAMS etc to officers and evidence of consultation with the Safety Advisory Group. To waiver the fees for the 2023 Fireworks event due to charitable contributions going to support Gainsborough.	<p>ASO to book event in the diary.</p> <p>TC to ensure final event plan, proof of PLI, RAMS are received.</p>		ASO
In progress	PS23/196	To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on.	<p>Cllr Key questioned if WLDC and LCC are still funding a third of the project each.</p> <p>The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.</p>	TC to instruct the architects and enter into negotiations with both WLDC and LCC.		TC
In progress	PS23/197	To consider authorising the removal of the aviary and disposing of it with permission of WLDC.	The Committee resolved to remove the aviary at the earliest opportunity and seek a buyer.	TC to seek buyer for the aviary.		OM
In progress	PS23/203	To consider action to be taken to on General Cemetery Chapel and authorise relevant expenditure.	The Committee resolved to approach WLDC to see if they have any local architects that can also provide quotations.	TC to contact WLDC.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS23/205	To consider authorising expenditure for brushwood and leave pile removal.	The Committee resolved to appoint contractor A to undertake the works as soon as the weather and their work schedule permits and to recommend to Full Council to earmark £5,510 to undertake the works.	DC to include on Full Council agenda.		OM
In progress	PS23/223	To consider a report on burial processes and administration and consider approving the recommendations therein f	The committee resolved to accept the officer's recommendations: a) That the Operations Manager and Deputy Clerk give a verbal update at the Committee Meeting on any and all developments. b) That the Operations Manager pursue the ICCM regarding training. c) Due to the urgency and fluidity of the situation that the Committee Chair, Operations Manager and Deputy Clerk be authorised to agree to the appointment of any new contractor and their prices subject to them being able to comply with the Service Level Agreement and their prices are competitive. That when a new contractor is appointed that the budget be adjusted accordingly.	OM +DC/RFO to report on standing item. OM to liaise with ICCM to provide training. OM +DC/RFO and committee chairman to appoint a new contactor and sign Service Level Agreement at the earliest opportunity. DC/RFO to adjust relevant budget.		OM
In progress	PS24/017	Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation results and consider recommendations contained in the report.	The Committee resolved : - e) To note the survey result. f) To inform allotment holders and Thonock and Somerby estates of the survey results. g) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June. h) To inform the WLDC planning enforcement officer that planning consent has been sought.	AO to inform allotment holders results. AO to apply for retrospective planning consent to retain the pond. AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought. AO & OM to produce a pond management plan.		OM/AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>i) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>j) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted</p>			
Complete	PS24/023	<p>Grass Cutting Equipment To consider report from the Operations Manager seeking approval for the purchase of towed grass cutting equipment.</p>	<p>The Committee resolved:-</p> <p>a) To purchase the Wessex AR150-R G2 12.5HP recoil start towed mower for £3,949 + VAT and it is put into operation at the earliest opportunity.</p> <p>b) That the cost of the purchase of the Wessex AR150-R G2 12.5HP recoil start towed mower is funded from Council general reserves as it is a long-term investment and Council asset.</p> <p>c) That the budget be adjusted accordingly.</p>	OM to make the purchase.		OM
Complete	PS24/034	<p>Grant Applications To consider grant applications received.</p> <p>1) Connexions 4 Youth – £1,000 Paper B</p> <p>2) North Notts and Lincs Community Rail Partnership – £1,000</p>	<p>1) The Committee resolved to refuse the application from Connexions 4 Youth due to the resubmitted version still stating easter and spring events. The Committee advised they would welcome a new application.</p> <p>2) The Committee resolved to refuse the application from North Notts and Lincs Community Rail Partnership due to clarity being needed regarding the content of the application and train services being offered. The Committee advised they would welcome a new application.</p>	ASO to respond to applicants.		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Part Complete	PS24/032	Laybo Fest 2024 To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.	The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300. The committee resolved to write to the complainant advising of the 2024 dates stating it is a once a year event, it was the only complaint that was received by GTC and WLDC, but would monitor the event.	ASO to respond to applicant. ASO to write to complainant.		ASO
In progress	PS24/037	Allotment Officers Report To receive report from the Allotment Officer and decide on any action to be taken.	The Committee resolved : - 1) for the Allotments Officer to review all Council allotment policies and put recommendations to the Committee. 2) for the Operations Manager to contact relevant National Associations relating to the keeping of pigeons. 3) that the existing plot holders on North Warren allotments remain in situ to carry on with racing pigeons until a time comes that they surrender their agreement or discontinue keeping pigeons. 4) that cultivation must be carried out on any 'free' land where the lofts are in situ and on any additional plots 75% must be cultivated.	OM to contact relevant National Associations relating to the keeping of pigeons. AO to review all allotment policies and documents.		OM/AO
In progress	PS24/038	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs.	The Committee resolved to defer the items and requested the Operations Manager to seek further quotations.	OM to source further quotations.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS24/047	Weed and detritus removal equipment To consider report from the Operations Manager seeking approval for the purchase of pedestrian weed and detritus removal equipment.	The Committee resolved to purchase a MUG II Pedestrian Weed Ripping machine, Honda GX160 petrol engine, c/w steel four segment rope weed-brush, rear / brush guards and puncture-free foam filled tyres, Adapter Plate and Fine Metal Brush for £4,554.00 plus VAT and it is put into operation at the earliest opportunity. That it be funded from the Footpath / Road Maintenance budget of £5,000 (3010/4).	OM to purchase equipment.		OM
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	DC to include n next agenda.		OM

PAPER C

Officer Report to the Property & Services Committee

Report Author: Amanda Clarke

Report Date: 05.09.2023



Gainsborough
TOWN COUNCIL

Allotment Officer Report

1. Summary

AO follow up report from 5th June 2023.

2. Allocations

Plots allocated from 5th June – 5th September.

All new tenants have been met face to face by the AO to go through the tenancy agreement, so they clearly understand the expectations of the tenancy agreement. The appointments last 60- 90 mins. All the new tenants will have a quarterly inspection of their plot, commencing 29th May 2023.

Foxby Hill	4
Spital Hill	0
Showfield	3
North Warren	14
Love Lane	5

Total across the five sites, 26.

3. Vacant Plots

Foxby Hill	1
Spital Hill	5
Showfield	1
North Warren	6
Love Lane	7

Total across the five sites, 20.

4. Waiting List

Foxby Hill	3
Spital Hill	2 (both have requested a call back in the future as not ready to take on an allotment yet).
Showfield	0
North Warren	2, both have been contacted.
Love Lane	3, two of which are already tenants in situ and have requested specific plots. One is waiting for a specific plot.

Total across the five sites, 10.

5. Cost

To date the allotments have generated the following income, as below.

Total across the five sites £14,215.35

To date the plots recorded as unserviceable.

Foxby Hill Number of plots unserviceable	5 - lost income £162.01
Spital Hill Number of plots unserviceable	10 - lost income £301.44
Showfield Number of plots unserviceable	0 – lost income £0.00
North Warren Number of plots unserviceable	14 - lost Income £678.88
Love Lane Number of plots unserviceable	1 - lost Income £26.29

Total across the five sites £1,168.62.

6. Rent

The ITC / RFO has requested the annual rent day to be amended from 25th March to 30 April, to fall in line with the financial year. The AO requested advice from the Allotment Society who advised reasonable notice is required, not 12 months to all plot holders. Effectively for financial year 2024/2025 (only) this will mean plot holders will get approx. five weeks rent free.

7. Additional tasks completed and forecast.

AO attended a 'Bid' writing course, hosted by the Volunteer Bureau. AO also attended a WLDC Community Grants/ funding seminar at Hemswell Cliffe, along with John Lyden from Greener Gainsborough with a view to supporting securing funds for the Foxby Hill Community Garden.

AO has completed a Capital Funding Application for £20k to financially support the infrastructure for the community garden at Foxy Hill.

AO has held a meeting for all the plot holders at Foxby Hill to discuss the proposals of the community garden, along with both the site secretaries, who are very much in favour of the community garden and John Lyden.

Community gathering at Foxby Hill, BBQ and Bonfire organised for 5th November.

Due to several reports of thefts on Foxby Hill the AO has changed the codes on both allotment gates, advising the holders via email, social media, and notices on the board.

Love Lane Orchard

The chickens have now been removed from the Orchard plot. The area needs to be strimmed prior to the memorial bench being placed there.

Love Lane Pond

The retrospective planning application has been complete and submitted to WLDC. Two quotes for and Ecological survey have been requested, one from Tyler Grange Ecological Consultants and OS Ecology Ecological Consultants. AO is waiting for the quotes prior to instructing the works.

North Warren Regeneration

AO to conduct plot inspections of plots inclusive of new tenancy commencing end of October. Currently there are still 6 plots available at North Warren. Application for all sites has considerably slowed down.

Advertising

Social media has been used to advertise vacant plots.

AO has the intention of advertising allotment life to families once the site inspections have completed.

The intention of this is to promote a positive outdoor family life, to be more sustainable, to promote health and wellbeing and reduce the cost-of-living crisis where families are affected. AO intends to visit local GPs Schools and Health Centres to speak to professionals to promote the allotments to their service users and to display posters on the notice boards.

8. Recommendations

1. To note the contents of the report.
2. That the rent date change commencing 2024 to 30th April each year.

PAPER D



Grant Application Form

1. Name and Contact Details

Applicant Name: Connexions 4 Youth

Address: C/o: Connexions Community Hub, 6-8 Church Street, Gainsborough

Telephone Number: Casey (Committee Chair) [REDACTED]

Email: [REDACTED] or [REDACTED]

Type of Organisation:	School/College	<input type="checkbox"/>
	Sports Club	<input type="checkbox"/>
	Youth Group	<input type="checkbox"/>
	Educational Organisation	<input type="checkbox"/>
	Other (Please specify below)	<input type="checkbox"/>

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Towards Autumn Community Day activities at St Georges Hall (To take place during October 2023), toward Christmas Arts and Crafts Activities, which will take place at Connexions during December 2023.

Our offer includes a Christmas Arts and Crafts days (on a weekend) around mid December, for young people and their families across the community to access, which our young people organise and lead. These are always well attended and reach out to many vulnerable families in our town. At these events we offer refreshments, snacks and food also.

The community event at St Georges will be to support the most vulnerable adults locally, and their families, which we work with in association with the Disability Social Network, whilst also being an event with food, games, events and activities for all the rest of the community to enjoy too. Both events will include performances from our Performing Arts Club, whilst also including arts and crafts, lucky dips, tombola, themed activities and games.

Our young people just want to do something special for our community over the coming months.

Will your project benefit people from outside of your organisation? **Yes** No

If yes, please explain how below.

1. Whole community inclusion
2. Support the most vulnerable through our partnership groups including:
 - Disability Social Network,
 - Mental Health Partnership
 - Nite Life Cafe
 - Supporting local families
3. Supporting the development of our own young people will also find it a rewarding and positive experience. Whilst also getting to take responsibility for an event of their own, and being involved in community days too.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) __200 to 400: **Est: 250 to 300**

3. Project Costs.

What is the total cost of your project: **£1,050.00**

How much are you seeking as a grant from Gainsborough Town Council: £1,000.00

Please provide a breakdown of your project costs in the table below. (Please continue on a separate page and attach the page to this form if there is insufficient room below)	
Item	Cost
Printing and publicity	£250.00
Outdoor play equipment and games	£300.00
Food and refreshments	£200.00
Hire fees	£150.00
Arts and Craft Equipment and resources	£150.00
	£
	£
TOTAL COST	£1,050.00

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Connexions 4 Youth	Contribution from Members	£50.00
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

- Increased numbers accessing the Fun Club at St Georges Hall and Warm/Welcome Space Initiative
- The amount of families that don't currently have access to affordable activities in the current economic climate.
- As a Charity we run Arts and Craft Sessions year on year, and each year these numbers increase, and as it is open to whole families now also, rather than younger ones, it is to be anticipated that the footfall will increase and these have the potential to expand to other areas of our community aswell.
- Spoken with all users of Connexions to find out where the need is most as well as consulting with our young people and their friends and associates to help increase involvement and footfall to all of our events.
- Disability Social Network are also on board with all of these initiatives.

5. Schedule

When will your project start? October 2023

For how long will your project continue?

Any support received will enable us to do much more work as we move into 2024. With the ability to increase footfall through these two events and the additional publicity we will be able to generate. Ensuring sustainability going forward.

6. Supporting Documents. (Connexions have previously applied)

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed: Casey Aelberry

Date: 9th March 2023

Name: Casey Aelberry

Position in Organisation: Chair of C4Y

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ



'Some Kind of Normal'

As we gradually move away from the virtual world and life begins to return to 'some kind of normal' for everyone, in all walks of life and in all types of organisations. There is no doubt it has been an extremely challenging eighteen months for all, it has really been difficult, however, we've now emerged out of the other side with a more positive outlook going forward, and an opportunity to start again, stronger and bolder than before. With a general desire to do much more within our communities there certainly seems to be a strong sense of community around our town with a renewed sense of enthusiasm and support for local projects, and the wider community.

At Connexions, despite a complete shutdown of between four and six months at the height of the Pandemic, across the last twelve months we have continued to



do as much as we possibly can to support people, whether that be young people through youth socials or families and parents through our parent toddler group, community learning programmes, virtual activities, drop-in sessions and support groups, supported by Childrens Links.

Community Learning Initiative Connexions

One of our first steps back into Connexions was to continue the delivery of our community learning programmes...

As we move out of lockdown, we feel that community learning will be needed more than ever to help recovery from this crisis, and respond to the shifting need of the community.

Through our learning programmes it is hoped that we help learners regain confidence, and encourage people, individually and collectively, to make positive changes in their lives and their communities through learning.

Our current learners are in the process of completing Youth Work Level 3, the AET Course (formerly PTLLS) and Expressive Arts, however, we are already building up numbers for these courses to begin again later this year, which will also include our Introduction to Youth Work.

Our new learning programmes now include; First Aid training, Level 2 Food Safety, and, at Level 3, the Gold Arts Award. To find out more about what we can offer contact us at the Hub, or email mylincs@outlook.com, where someone will be in touch to answer any questions.

Inside this issue:

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Special points of interest:

- *Community Learning Programmes*
- *Working with other organisations*
- *Supporting Young People*
- *Parent Toddler Group*
- *How we are moving forward*

This Virtual World...

Social Media and the Virtual World became part of daily life for everyone over the last eighteen months, and does continue to be used by many people all around the world. For Connexions, the use of social media not only allowed us to share stories and posts via our Facebook page. It also allowed us to keep connected to our group attendees too.

Most of our sessions have now returned to face to face and our performing arts group has returned to rehearsals, however, as we gradually move away from the virtual world, we still maintain a presence on social media, which is constantly being updated, so why not find us on Twitter, Instagram and Facebook to keep up to date with everything we do. **Find us on Facebook...@connect0516**



Partnership Working



1A/2A Beaumont Fee, Lincoln, LN1 1UU
Tel: 0871 288 6935 Mob: 07818 434 346



LCVYS (Lincolnshire Council for Voluntary Youth Services) Continues to be key partner and support to the Community Hub and we are pleased to be the north Lincolnshire community development supplier and partner for LCVYS. Over the year we want to work with as many groups as possible to bring them into LCVYS membership and add to the service to young people that is going on. We were pleased to host the LCVYS AGM at Gainsborough this year.



LCVYS working together with the Young Lincolnshire Partnership has a wide range of Training Provision both physical and online and combined please if you get the chance have a look at the www.lcvys.co.uk as the topics covered or contact the Hub 01427 678695 or LCVYS direct on 01522 569776. Also as part of young Lincolnshire working we are members of Lincolnshire Youth Association/ Boys and Girls Clubs and have access to a very wide range of National Activities and County Events as a result of our automatic affiliation. A national calendar of events including Athletics, Canoeing, Table Tennis, Football, Camping, Boxing and wide access to lists of Residential Centres you can use are available through boys and girls clubs.



Dr Charles Shaw, Director and Chair of LCVYS said *"We are really proud of our involvement with Connexions Community Hub having seen it grow so well through grassroots community involvement"* If you would like details of the opportunities available through LYA/BGC please contact our Lead Youth Worker james.walker@cvys.org.uk Tues/Thurs.

Kickstart - Gainsborough Connexions Community Hub is working with LYA/BGC to provide Kickstart Job Opportunities for those ages 18 - 24 in conjunction with the Department of Work and Pensions. In the initial states there are a number of Youth and Community Work Assistant posts and some Admin/Development work giving an initial 25 hours a week experience and career building experience for 6 months. For more information you can contact your local job centre or email judy.cummins@cvys.org.uk giving clear contact telephone details.



Performing Arts Club...What Next?

Throughout lockdown we have been focusing on supporting our young people through virtual sessions every Friday and planning our way forward. Over lockdown we have had so much fun in these sessions which have included: Virtual dance classes, quizzes, math's bingo.

Our club returned to rehearsals, face to face on the 19th July, and our Expressive Arts students have been organizing a Covid themed concert, which will tell the story of the last 12 to 18 months in dance, music and song and is planned for late November/early December and is simply called...



It has also been fantastic to see many newer, younger members joining the club since we returned, and we're really looking forward to live performance's and events over the coming months. To keep up to date with all our activities, check out: @pacs2018 on Facebook.



Connexions 4 Youth

Youth Socials and a Summer of fun have been on the cards for our youth committee, despite Covid concerns.

In August our young people had a fantastic day out at Ingoldmells, arranged and organized by the Lincolnshire Youth Association and LCVYS. A welcome break away from all our worries over these challenging times.

Moving forward, Connexions 4 Youth project has many activities and projects planned, from fundraising and charity events, to litter pick and following the success of our involvement with Leap and HATS in the Community Arts project in the South West Ward, we intend to carry on improving the appearance of areas across the town. Whilst also offering much more in the way of Young Leader learning programmes. *If you would like to learn more about the committee and how you can get involved, simply contact Casey on: 07940 402644.*



**Saturday the
9th October
at
Connexions
Community
Hub
10am to 2pm**

Parent, Toddler Group

STAY AND PLAY MONDAY

£3 for upto 2 Adults and 3 Children
includes one drink. 50p per extra person or hot drink
Every Monday 10am until 12pm

After a long year of completing sessions online, we are so glad that we have begun our face-2-face sessions. Having all the children and parents back to play, chat and discuss the reality of having or looking after children is incredible! We have some fun ideas for the group, and we can't wait to meet some new parents, guardians and children.

The summer not only brought warm weather but some fun activities for the community. Our summer sessions this year brought a mix of sensory play and messy discovery play through food, painting and building. Here at Connexions we know how important it is for families to learn and explore together. Not only will it help with a child's development but also can create a fun bonding environment for all involved.

Our Annual Accounts 2020 –2021

Connexions Community Hub - Income and Expenditure Account 2nd August 2020 to 2nd August 2021

Registered No: 1172174

Grant Income	28280.00	
Course Fees	0.00	
Refunds	0.00	
Hire Fees	2310.00	30590.00
<i>Less expenses:</i>		
Rent	4124.00	
Internet	245.00	
Insurance	1061.00	
Training Fees	1728.00	
Repairs/Maintenance	2815.00	
Bank Transfers	2290.00	
Utilities	2087.00	
Online Purchases/Subscription	5072.00	
Rates	304.00	
Events	2248.00	<u>21974.00</u>
Total Income over expense:		<u>8616.00</u>
Balanced as at 02 September 2018		

Checked and Approved by : *Tracey J Craig* (Treasurer/Trustee)

Approved by all Trustees at Connexions Community Hub - Trustee Meeting which took place on:
September 2021

All income and expense submitted to the Charity Commission in the form of our Annual Return on:
8th June 2022; as laid down within the requirements of the Charities Act 2011 (Part 8).

Connexions Community Hub
6-8 Church Street
Gainsborough
Lincolnshire

'Better Together'

Phone: 01427 678695
Administrator:01427 372170
E-mail: mylincs@outlook.com

Registered Charity no:1172174

Creative spaces managed and
provided by

**CONNEXIONS
COMMUNITY HUB**



Where Community Matters

Registered Charity no: 1172174

PAPER E



Grant Application Form

1. Name and Contact Details

Applicant Name: Stepping Stone Theatre For Mental Health

Address: [REDACTED] Blyton, Gainsborough DN21 [REDACTED]

Telephone Number: 01427 [REDACTED]

Email: justask@steppingstonetheatre.co.uk

- Type of Organisation:
- School/College
 - Sports Club
 - Youth Group
 - Educational Organisation
 - Other (Please specify below)
 - Mental Health writing and Theatre Group

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Over the last two years, Stepping Stone Theatre for Mental Health have presented a celebration day for International Mental Health awareness. The 10th of October is recognised Globally as a Mental Health awareness day.

The event not only highlights issues concerning mental health in Gainsborough, but it also offers a great opportunity for mental health agencies and members of the community to meet in a non-clinical, more social environment. Experts meet other experts and people who may have certain mental health challenges also have the opportunity to find out what kind of support is being offered in our communities of Gainsborough.

What Stepping Stone would like to do is present another mental health celebration day. Again, our members would perform extracts from the first in our new booklets, 'In Our Own Words'. This is the follow up project; continuing the work already done on the Lock Down Legacy Projects.

It is often the stigma which surrounds mental illness which stop people from getting help and support, at events such as this we promote good mental health and give people a voice who often find it difficult to speak for themselves about their mental health

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

We will be inviting people from the Gainsborough Mental Health Community as well and service users. We also open the invitation to local support agencies such as the volunteer centre services and agencies such a BRIC and HAT. We also make a point of asking as many social prescribers and peer link support workers as we can. This again gives an opportunity for services users to meet organisations out of a formal setting. We also invite members of the local council and West Lindsey District council. Again, this offers a great opportunity to network in an informal setting with not only each other, but members of the mental health community too.

How many people do you expect to benefit from your project?

1 – 10 61 – 100

11 – 30 101 - 200

31 – 60 200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: £630

How much are you seeking as a grant from Gainsborough Town Council: £450

Please provide a breakdown of your project costs in the table below.
(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item .	Cost
Volunteers refreshments on rehearsal days x 4 days	£50.00
Rehearsal room and venue hire	£150.00
Printing of scripts, running orders etc	£50.00
Travel	£50.00
Event Catering	£200.00
Volunteer Expenses	£50.00
Props for event	£50.00
Contingency	£30.00
TOTAL	<u>£630.00</u>

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
		£
		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

Based on the success of the previous two years, this has highlighted that there was a need for mental health, statutory and voluntary services to meet in an open informal way with members of the mental health service agencies and other service users. Once again, the community has let us know how useful these events are and a celebration of good mental health is a great platform for sharing best practice and useful information. It is also an opportunity to promote the excellent work being done by organisations such as VCS and Stepping Stone Theatre For Mental Health, SHINE and the Trinity Foundation.

5. Schedule

When will your project start? **September 1st 2023**

For how long will your project continue? **October 15th 2023**

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed...*William Rodgers (Bill)* *Kate Hull Rodgers* Date...01/08/2023

Name.....William Rodgers (Bill) Kate Hull Rodgers

Position in Organisation...Artistic Director (Bill) Administrator (Kate)

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

Stepping Stone Theatre for Mental Health

Constitution

This addition to the constitution was adopted by Stepping Stone Theatre for Mental Health at its meeting on 19th September 2018.

1. Name, Address, Aims and Objective

1.1 The group shall be called Stepping Stone Theatre for Mental Health.

1.2 The group's offices and business/correspondence address is

██████████

██████████

Blyton,

Lincolnshire,

England,

United Kingdom,

DN21 ██████

Please email Kate/Bill at justask@steppingstonetheatre.co.uk

Telephone: 01427 ██████

1.3 The society has been formed for the purpose of enhancing the wellbeing of its members through creativity.

1.4 We also aim to provide a leisure and social activity to people with mental health challenges, to help end the stigma which often surrounds mental illness. Reasonably priced entertainment and opportunities in all aspects of stagecraft to all sectors of the community.

1.5 The Society is a non-profit making organisation.

2. Management – Officers and Committee

2.1 The group shall be managed by a Management Committee of elected officers and ordinary committee members drawn from the membership. The following roles are to be upheld:

2.1.1. Chairperson – who will preside and have a casting vote at committee meetings

2.1.2 Secretary – who shall be responsible for the taking of minutes and the distribution of all papers as well as being responsible for keeping records of attendance

2.1.3 Treasurer – who shall be responsible for the accounts

2.1.4 At least 5 other members but no more than 7 other members

2.2 A quorum shall consist of 3 committee members, two of which must MC Officers.

2.3 The committee has the power to elect a temporary chairperson should the elected chair not be able to attend the same meeting.

2.4 The committee needs to ensure that minutes of each meeting are kept. These minutes will be available for release to members once they have been signed and dated by the chair of the board.

- 2.5 All officers and committee members shall serve for three years until the next AGM but shall be eligible for re-election.
- 2.6 The management committee shall have the power to appoint competent people to undertake all aspects of each production and the group's affairs.
- 2.7 The management committee shall have the power to co-opt from membership to fill any casual vacancy on the committee until the next annual general meeting.
- 2.8 These appointees are required to report to the management committee from time to time but do not carry voting rights which remain with the elected members.
- 2.9 The management committee shall have the power to dismiss any of these appointees if proved to be necessary.
- 2.10 The committee or members may propose any alterations to the rules but these must be confirmed at the Annual General Meeting or Extra Ordinary Meeting convened for the purpose before they can take effect.
- 2.11 Meetings will occur every four months which will be approximately September, January and May. These meetings are not open to members of the group they are only open to members of the board.

3. Annual General Meeting, Minutes and Extra-Ordinary Meetings

- 3.1. The Annual General Meeting shall be held each year not later than 31st July to transact the following business:
 - 3.1.1. To receive and approve the report of last year's activities
 - 3.1.2. To receive and approve the Treasurers report, statement of income and expenditure and current balance.
 - 3.1.3. If relevant to elect any officers or committee members for the ensuing year.
 - 3.1.4. Register of members and attendance
- 3.2. All directors must attend the AGM wherever possible.
- 3.3. Notice of any particular resolution, which any member may wish to raise at the AGM or EOM (Extra Ordinary Meeting), shall be given in writing to the secretary at least three weeks before the meeting so that the agenda can be sent out two weeks before the meeting.
- 3.4. Notice convening the AGM or EOM shall be given or sent in writing to members not less than five weeks before the meeting and two weeks for the agenda.
- 3.5. A special or extra-ordinary general meeting may be convened at any time within 21 days from the requisition in writing signed by not less than six members, specifying the object of the meeting. Notice of such a meeting shall be sent to all members not less than 7 days before the meeting specifying the matters to be dealt with.
- 3.6. Members will be notified via email of any dates for meetings.
- 3.7. Any charity trustee may call a meeting of the charity trustees.

4. Members

- 4.1. People are entitled to be a member of this group if they are users or volunteers of the project and /or they support the project and participate in the activities.
- 4.2. Members may introduce visitors at rehearsals and readings and shall be responsible for their behaviour.
- 4.3. Expulsions of the members may be made by voting at no less than a quorum.
- 4.4. No member that has been expelled may be introduced as a visitor.
- 4.5. Members must be over the age of 16.

5. Ceasing to be member

- 5.1. Members may resign at any time in writing to the above address.
- 5.2. Any offensive behaviour, including but not limited to racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the code of conduct or equal opportunities policy may be asked not to attend further meetings / rehearsals or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

6. Register of Members

- 6.1. The secretary shall maintain a Register of Members, including addresses and this shall be produced and confirmed at the AGM.
- 6.2. Members must notify the Secretary of any change of address or alteration of other details in the register.

7. Productions

- 7.1. A register is maintained of all participants for each and every show.
- 7.2. Members shall not consume alcohol anywhere at a production venue before or during a performance (i.e. backstage, dressing rooms, on stage, etc.)

8. Dissolution

- 8.1. If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 8.2. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.
- 8.3. If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities. Members must have belonged to the group for twelve months or more.

9. Accounting records, accounts, annual reports and returns, register maintenance

- 9.1. The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the

preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- 9.2. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

10. Minutes

10.1. The charity trustees must keep minutes of all:

- 10.1.1. appointments of officers made by the charity trustees;
- 10.1.2. proceedings at general meetings of the CIO;
- 10.1.3. meetings of the charity trustees and committees of charity trustees including:
 - 10.1.3.1. the names of the trustees present at the meeting;
 - 10.1.3.2. the decisions made at the meetings; and
 - 10.1.3.3. where appropriate the reasons for the decisions;
- 10.1.4. decisions made by the charity trustees otherwise than in meeting

11. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO's powers include power to:

- 11.1 Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- 11.2 Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- 11.3 Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- 11.4 Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so and provided it complies with the conditions laid out in this constitution;
- 11.5 Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;

12. Application of Income or Property

- 12.1 The income and property of the CIO must be applied solely towards the promotion of the objects.

12.1.1. A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

12.1.2 A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

12.2 None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:

12.2.1. A benefit from the CIO as a beneficiary of the CIO;

12.2.2. Reasonable and proper remuneration for any goods or services supplied to the CIO.

12.3. Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised.

13. Benefits and payments to charity trustees and connected persons

13.1 No charity trustee or connected person may:

13.1.1. Buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

13.1.2. Sell goods, services, or any interest in land to the CIO;

13.1.3. Be employed by, or receive any remuneration from, the CIO;

13.1.4 Receive any other financial benefit from the CIO; unless the payment or benefit is permitted of this clause, or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

13.3 Scope and powers permitting trustees' or connected persons' benefits

13.3.1. A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

13.3.2. A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

13.3.3. Subject to this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

13.3.4. A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

- 13.3.5 A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- 13.3.6 A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
- 13.4. Payment for supply of goods only controls the CIO and its charity trustees may only rely upon the authority provided by this clause if each of the following conditions is satisfied:
 - 13.4.1. The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
 - 13.4.2. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
 - 13.4.3 The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or with regard to the supply of goods to the CIO.
 - 13.4.4. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
 - 13.4.5. The reason for their decision is recorded by the charity trustees in the minute book.
 - 13.4.6. A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- 13.5 In this clause: “the CIO” includes any company in which the CIO:
 - 13.5.1 Holds more than 50% of the shares; or
 - 13.5.2 Controls more than 50% of the voting rights attached to the shares; or
 - 13.5.3 Has the right to appoint one or more directors to the board of the company

14. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- 14.1 Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

- 14.2. Absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).
- 14.3. Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

15. Membership of the CIO

15.1 Admission of new members

- 15.1.1. Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in this clause and also in the code of conduct.

A member may be an individual, a corporate body, or [an individual or corporate body representing] an organisation which is not incorporated.

15.2 Admission procedure the charity trustees:

- 15.2.1. Require applications for membership to be made in any reasonable way that they decide;

- 15.2.2. Shall, if they approve an application for membership, notify the applicant of their decision within 21 days

- 15.2.3. May refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

- 15.2.3. shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

- 15.2.4. Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

- 15.3. Membership of the CIO cannot be transferred to anyone else [except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer].

- 15.4. It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

15.5. Membership of the CIO comes to an end if:

- 15.5.1. The member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or

- 15.5.2. The member sends a notice of resignation to the charity trustees; or

- 15.5.3. Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

- 15.5.4. The charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

15.5.5. Before the charity trustees take any decision to remove someone from membership of the CIO they must:

- 15.5.5.1. Inform the member of the reasons why it is proposed to remove him, her or it from membership;
- 15.5.5.2. Give the member at least 21 clear days' notice in which to make representations to the charity trustees as to why he or she or it should not be removed from membership;
- 15.5.5.3. At a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;
- 15.5.5.4. Consider at that meeting any representations which the member makes as to why the member should not be removed; and
- 15.5.5.5. Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

16. Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

17. Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- 17.1. To exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- 17.2. To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - 17.2.1. Any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - 17.2.2. If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that is reasonable to expect of a person acting in the course of that kind of business or profession.
- 17.3. Eligibility for trusteeship
 - 17.3.1. Every charity trustee must be a natural person.
 - 17.3.2. No one may be appointed as a charity trustee:
 - 17.3.2.1. if he or she is under the age of 16 years; or
 - 17.3.2.2. if he or she would automatically cease to hold office under the provisions of this constitution
 - 17.3.3. No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

- 17.3.4. At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

18. Retirement and removal of charity trustees

18.1. A charity trustee ceases to hold office if he or she:

- 18.1.1. Retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- 18.1.2. Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- 18.1.3. Dies;
- 18.1.4. In the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- 18.1.5. Is removed by the members of the CIO in accordance with this constitution or is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision). A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with this constitution, and the resolution is passed by a two-thirds majority of votes cast at the meeting.

18.2 A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

19. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

20. Taking of decisions by charity trustees

Any decision may be taken either:

- 20.1. At a meeting of the charity trustees; or
- 20.2. By resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
- 20.3 A copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- 20.4 The majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner

as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

21. Delegation by charity trustees

- 21.1. The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- 21.2. This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements –
 - 21.2.1. A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - 21.2.2. The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - 21.2.3. The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

22. Execution of documents

- 22.1. The CIO shall execute documents by signature.
- 22.2. A document is validly executed by signature if it is signed by at least two of the charity trustees.
- 22.3. If the CIO has a seal:
 - 22.3.1. It must comply with the provisions of the General Regulations; and
 - 22.3.2. It must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

23. Use of Electronic Communication

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- 22.1. The requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- 22.2. Any requirements to provide information to the Commission in a particular form or manner.

24. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees

25. Accounting records, accounts, annual reports and returns, register maintenance

- 25.1. The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be

sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- 25.2. The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.



PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

STEPPING STONE THEATRE FOR MENTAL HEALTH

Total number of trustees your organisation has

7

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name: Jamie SIMPSON	Name: JOHN ROBERTS	Name: MICHELLE LEIGHTON	Name: IAN BURGESS
Signature: [Redacted]	Signature: [Redacted]	Signature: [Redacted]	Signature: [Redacted]
Date: 25-07-2019	Date: 27-07-2019	Date: 25-07-2019	Date: 25-07-2019

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - have an IVA, debt relief order and/or a bankruptcy order
 - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - have been found in contempt of court for making (or causing to be made) a false statement
 - have been found guilty of disobedience to an order or direction of the Charity Commission

Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf



PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK *complete additional forms if you have more than 4 trustees*

Organisation name (Your organisation name as it appears in your governing document)

STEPPING STONE THEATRE FOR MENTAL HEALTH

Total number of trustees your organisation has

7

Trustee 1

Name: MARK BRISCOE

Signature:

Date:

09-08-2019

Trustee 3

Name: WILLIAM RODGERS

Signature:

Date:

17-09-2019

Trustee 4

Name: KATE HULL RODGERS

Signature:

Date:

17-09-2019

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity.

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

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understand your organisation's purposes (objects) and rules set out in its governing document
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* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf

Charity Name Stepping Stone Theatre		No (if any) 1165525	CC16a
Receipts and payments accounts			
For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,620	-	-	2,620	70
Grants	21,680	-	-	21,680	67,145
Foyle Foundation	3,000	-	-	3,000	-
WLDC Lottery	153	-	-	153	349
Co Op	-	-	-	-	2,662
Sub total (Gross income for AR)	27,453	-	-	27,453	70,226
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts	27,453	-	-	27,453	70,226

A3 Payments

Props	243	-	-	243	263
Printing & advertising	3,751	-	-	3,751	1,699
Insurances	303	-	-	303	303
Travel & entertaining	1,720	-	-	1,720	1,632
Trustee & meeting expenses	27	-	-	27	65
Venue hire & catering	1,034	-	-	1,034	156
Equipment repairs & accessories	60	-	-	60	807
Website & domain name	86	-	-	86	220
Bank charges	67	-	-	67	17
Sundries	653	-	-	653	535
Subscriptions	-	-	-	-	192
Volunteer expenses	250	-	-	250	360
Workshop, mentoring and sessional costs	32,000	-	-	32,000	35,200
Administration costs	8,000	-	-	8,000	8,800
Sub total	48,194	-	-	48,194	50,250

A4 Asset and investment purchases, (see table)

Lap Top	-	-	-	-	694
Karaoke Machine	-	-	-	-	1,263
Sub total	-	-	-	-	1,957
Total payments	48,194	-	-	48,194	52,207

Net of receipts/(payments)	- 20,741	-	-	- 20,741	18,019
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	42,855	-	-	42,855	24,836
Cash funds this year end	22,114	-	-	22,114	42,855

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Last year to nearest £
B1 Cash funds	Cash at bank	22,114	-	42,854
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	22,114	-	42,854

Categories	Details	OK	OK	Agreement
		Unrestricted funds to nearest £	Restricted funds to nearest £	Error Endowment funds to nearest £
B2 Other monetary assets				
	Shed	836	-	836
	Computer & broadcast equipment	4,011	-	4,011
	Buddy Bench	737	-	737
	Lap top	694	-	694
	Karaoke machine	1,263	-	1,263

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Burgess	20.7.23
	Kate Hull Rodgers	20.7.23

PAPER F

**Officer Report to the
Property & Services Committee**

Report Author: Rachel Allbones

Report Date: 07.09.2023



Gainsborough
TOWN COUNCIL

Christmas Lights Festival

1. Summary

The Committee is asked to consider supporting the Christmas Lights festival and associated financial contribution.

2. Background

In previous years GTC, WLDC and Marshalls Yard have jointly funded the Christmas event with Marshalls Yard being the event organisers.

For 2023 WLDC are organising the Town Centre Christmas Lights Festival and Marshalls Yard are organising their own Christmas event schedule for the Yard.

Promotion for both sites and events will be done collectively in order to reach a wider audience.

Cllr Key and the Interim Town Clerk have met with WLDC twice to discuss proposals for the festival. Please see the presentation at Appendix A.

The Interim Town Clerk also met with the Towns Manager to discuss thoughts hanging bunting across from lampposts the buildings to liven up the Market Place. LCC have already agreed the use of their lampposts for this as the bunting will not be too heavy.

The Towns Manager asked if the Towns Council could financially support the purchase and erection of the festival bunting.

3. Cost / Budgets

The Council have budgeted £5,000 towards the Christmas Lights switch on event (11000).

The Council has an underspend of £926.33 for Anchor Point / Electrical Testing (11010).

The Council has an underspend of £3,000 for potential use of old Christmas Lights (11055).

4. Recommendation

- a) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted.
- b) To agree to support the purchase and erection of the festival bunting, Committee to agree financial contribution.

Christmas Lights Festival

Details of Event



The event will take place across Market Place and Market Street, alongside Marshall's Yard's activities on their site.

The Christmas Lights Festival will run on:

Friday 17th November 4pm – 8pm

Saturday 18th November 10am – 7pm

Traditional Fairground Rides

Swing Boats



Carousel
(with Fairground Organ)



Traditional Fairground Rides

Carousel Horse Props



High Striker



Side stall with 2 Games



Costs associated with Fairground Rides

- Childrens Carousel
- Traditional 6 set of swing boats
- Fairground organ playing Christmas music
- High Striker
- Carousel horse props x 2
- Side stall with 2 games

Total £4950 + VAT



Additional Hires

Comedy Elves – £1232 (Saturday)
3 x 30 Minute performances



LED Skaters - £1225 (Friday)
3 x 30 Minute Performances



Balloon modeler - £1590
(Both Days)



Catering and Beverage

Traditional lodge-style eateries serving:

- German Sausages
- Chestnuts
- Hot Chocolate
- Mulled Wine
- Baileys
- Donuts

Plus offer out to more traders



Laser Lights Show

Laser Lights Show Including:

- Truss Pyramids lit with giant illuminated snowflakes and reindeer
- Laser projected on to Town Hall with Festive images and patterns
- Giant revolving sparkulars (cold to touch)
- Snow Machine
- Bubble Machine

£2995 + VAT



Giant Snow Globe

Giant snow globe for event attendees to have a photo opportunity and to provide a focal point for the event.

Globe hire for both days including CRB checked staffing.

£3500 + VAT



Centre Stage

A centre stage containing performances from local, community and schools, plus live bands over the 2 days.

Performers and staging TBC

Total Costs for Activities

Fairground Rides - £4950 + VAT

Comedy Elves - £1232 + VAT

LED Skaters - £1225 + VAT

Balloon Modeler - £1590 + VAT

Laser Lights Show - £2995 + VAT

Giant Globe Hire - £3500 + VAT

Total - £15492 + VAT

(Plus costs associated with the stage, performances, advertising, road closures, security, first aid and more)

In conclusion

Friday 17th November:

- Swing Boats (Free)
- Carousel (Free)
- High Striker (Free)
- Side stall with 2 games (Payable)
- Giant Snow Globe (Free)
- Laser Lights Show x 2 performances (Free)
- Stage with live entertainment (Free)
- Balloon Modeller (Free)
- LED Skaters (Free)

Saturday 18th November:

- Swing Boats (Free)
- Carousel (Free)
- High Striker (Free)
- Side stall with 2 games (Payable)
- Giant Snow Globe (Free)
- Laser Lights Show x 2 performances (Free)
- Stage with live entertainment (Free)
- Balloon Modeller (Free)
- Comedy Elves (Free)

Other Activities *Proposed* at Marshall's Yard



Please note, the following items are proposed and not yet confirmed:

- Santa's Grotto
- Horse and Carriage – route to include Town Centre and Gainsborough Old Hall (exact route TBC – only running during daylight)
- Light Up Drummers
- Brass Band

PAPER G

Remembrance Sunday Commemorations – 12 November 2023

Responsibility	Action	Deadline	Complete	Comments
Town Council	Contact the Church to let them know we're unable to print the Order of Service due to stationery costs	16 June 2023	Done	12.07.2023 – as of now, have not heard back from the Church. Commemorations 31.07.2023 – contacted RBL Gainsborough directly (as not heard back from any of the aforementioned contacts) Meeting – discussed splitting cost of producing Order of Service
Town Council	Contact vicar and RBL-All Saints Parish Church- to confirm service will actually take place. Ask how many readers they require and ask Mayor etc to fill spots	End July Ask who is doing what, who contacting who etc.	Done	18/07/2023 – made initial contact 20.07.2023 - Response from Church - service will proceed. 24.07.2023 – contacted church regarding readers (and if needed). 3 readers – President of RBL, Gainsborough Mayor and Church Speaker.
Town Council	Check how many staff trained for road closure, contact LCC if staff training required.	End July	Done Dave, Greg, Cliff + Cllr Dannatt (confirmed via Teams with Rachel on 01.08.2023)	Greater Lincoln and Gainsborough Highways Division, 4th Floor City Hall, Lincoln. LN1 1DN Tel: 01522 782070 Traffic Management for Community Events (TMCE) - Lantra – is this needed? 24.07.2023 – checked in Teams regarding staff training needs. Above contact not needed.
Town Council	Contact RBL and the Church to set up a meeting for early September	End July	Done	Church enquired about Tue Sept 5 th

				<p>Contacted both the Church + RBL by 26/07/2023 – not heard back from RBL.</p> <p>11.08.23 – made contact with RBL – they have not yet confirmed.</p> <p>Meeting took place 05.09.2023 at 10am – attendees from both the Church & RBL.</p>
Town Council	Register event and apply for Road Close with LCC	13 August 2023 (13 weeks prior to event)	01.08.2023 – application submitted (submission reference – XXXXXXXXXX) AWAITING RESPONSE	Register an event affecting the highway – Lincolnshire County Council
Town Council	Book the public address system	13 August 2023	Done 25.07.2023 – Cllr Craig confirmed	25.07.2023 – enquired with Cllr Craig as he provided it last year.
Town Council	Register the event with the police	13 August 2023		<p>Question – do we need to inform the police regarding the event: How to tell us about an event or procession Lincolnshire Police (lincs.police.uk)</p> <p>26.07.2023 – Stephen said that LCC should contact police, emergency services (etc) once we've completed the form.</p>
Town Council	Get quote and sort cleaning the War Memorial	20 October 2023 (of actual clean)	Done – 04.09.2023	07.08.2023 - Submitted quote request –

				16.08.2023 – followed up with Retford Memorials. 23.08.2023 – quote received.
Town Council	Organise bugler for the Last Post and Reveille	15 September 2023	Done – 29.08.2023	28.06.2023 – contacted Edward, he confirmed he should be available (asked regarding timings, I said I'd get back to him). Will check back in again closer to the time. 29.08.2023 – confirmed
Town Council	Contact Gainsborough House to check that it's ok to plug in the public address system	15 September 2023	Done – 04.09.2023	Confirmed over phone at 11:37am. They will provide keys closer to the time.
Town Council	Send invitations to include where to arrange wreaths The Deputy Lieutenant of Lincolnshire The Mayor of Gainsborough The Member of Parliament for Gainsborough Gainsborough and District branch, X The Royal British Legion The Chair of West Lindsey District Council The Royal Air Force Grenadier Guards The Royal Artillery The Police Service The Fire and Rescue Service On behalf of the RAF veterans Gainsborough Service and Veterans breakfast club The Royal Marines association The Salvation Army St John's Ambulance Service Lion's international Rotary international	15 September 2023		All Saints Church – requested RBL put them on the order list.

	<p>Air training corps Army cadet force 6th Gainsborough Sea Scouts 3rd Gainsborough Whiteswood scouts Girl Guiding Gainsborough Academy Queen Elizabeth's High School NHS – John Coupland Hospital, Scotter Ward Gainsborough Old Hall Air cadets Others wanting to pay their respects</p>			
Town Council	<p>Write notice to local residents advising of road closure and deliver (x?? letters, Parnell Street, Gladstone Street & Fawcett Street (after Cecil Street))</p>	15 September 2023		
Town Council	<p>Write to Police HQ</p>	22 September 2023		
Town Council	<p>Send Press Release to: Gainsborough Life ████████████████████ Gainsborough Standard <i>newsroom@gainsboroughstandard.co.uk</i> Go Gainsborough gainsboroughgo@gmail.com</p>	22 September 2023		
Town Council	<p>Wreaths British Legion will continue to remind invitees about wreaths.</p> <p>If we get any enquiries about wreaths – refer them to ██████████ Royal British Legion as written on invitation.</p>	22 September 2023		

	Order our Wreath from Victoria at Poppy Appeal			
Town Council	Write Risk assessment/event plan	6 October 2023		
Town Council	Check Union flags in case they need dry cleaning / poles painting.	6 October 2023		
Town Council	Contact vicar regarding actual service. Give name of bible reader/s for inclusion on church service sheets	6 October 2023		
Town Council	Remove wreaths from the war memorial and tidy troughs	13 October 2023		
Town Council	Get advance notice of road closure signs dates changed	13 October 2023		
Town Council	Ask Mayor to do church reading	20 October 2023		
Royal British Legion	Receive requests for wreaths and organise distribution.	3 November 2023		
Town Council	Ensure enough staff and volunteers for road closures (4 closures, 2 for each closure)	20 October 2023		
All Saints' Church	Produce church order of service, to include war memorial act of remembrance	27 October 2023		
All Saints' Church	Prepare a blueprint/plan for seating at the Church	27 October 2023		
All Saints' Church & Royal British Legion	Arrange an on-site visit between the Church and All Saints (so Standard Bearers (Etc) can look around prior to the day, view the chandelier and doors (etc).	27 October 2023		
Royal British Legion	Produce war memorial act of remembrance sheet	27 October 2023		

Royal British Legion	Draw up the order of wreath laying for approval	27 October 2023		
Royal British Legion	Liaise with Army and Air cadets regarding guard of honour and showing the Deputy Lord Lieutenant, Mayor and Chair of WLDC to their seats	27 October 2023		RBL to try and make contact with army cadets and/or air cadets.
Town Council	Put advance notice of road closure signs out	27 October 2023		
Town Council	Trim hedges and branches in the vicinity of the war memorial, removal of weeds	27 October 2023		
Town Council	Advise church and RBL on seat reservations	30 th October 2023	.	Need to know how many councillors are attending.
Town Council	Deliver There but not There to the Church to be located on the alter	6 November 2023		
Town Council	<ol style="list-style-type: none"> 1) Prepare flags for the war memorial 2) Prepare Tommy's for the war memorial 3) Charge radios 4) Organise road closure bollards and signs 5) Hi-Viz vests for volunteers 	9 November 2023		
Town Council	<p>Internal team debriefing</p> <ol style="list-style-type: none"> 1)Who is with who 2)What street they're on, 3)Times closures are in place 4)Who will make the call when all closures need to be lifted. 	10 November 2023		
Town Council	<ol style="list-style-type: none"> 1) Put 'Road Closed' signs on roads - 2 x Gladstone Street, Parnell Street and Fawcett Street and remove them afterwards. 2) Leaf blower to clear around war memorial 3) Put flags and Tommy's at the war memorial 	12 November 2023		

Royal British Legion	RBL to inform the Church if wreaths are to be laid out in the Church	10 November 2023		
All Saints' Church	Prepares reserve seating	12 November 2023		
All Saints' Church	Organise scouts acting as ushers/seaters/greeters on the day.	12 November 2023		RBL DA to speak with Scouts as they have contacts
Royal British Legion	Use chalk to mark out area for public and for wreath layers	12 November 2023		
Royal British Legion	<ol style="list-style-type: none"> 1) Ensures standard bearers know the procedure. 2) Organise and announce wreath laying party at War Memorial. 3) State the 'Exhortation' and 'Dedication' Appendix 9 <ol style="list-style-type: none"> 4) Give a brief closure 	12 November 2023		

Remembrance Sunday meeting notes – 05.09.2023

Attendees:

All Saints Church – S B

Royal British Legion – D A

Gainsborough Town Council – N G

All Saints Church

Readings – Church to email across copies of any readings for any readers on the day (1 from each authority)

- President of RBL
- Gainsborough Mayor
- Church Speaker

Church to email across copies of readings through to RBL and the Church for readers prior to Remembrance Sunday.

To complete a seating plan for the Church – allocated areas for groups

Produce Church Order of Service (to include war memorial act of remembrance) – reusable ones (500) that don't specify speakers, just the overall authorities.

Church to inform GTC and RBL of the cost of producing the Order of Service (due to discussion of splitting the cost)

Royal British Legion

RBL Chairman meeting bugler on Remembrance Sunday at 10:30am at the War Memorial

RBL contacting about wreaths – i.e 'British Legion will continue to remind invitees about wreaths'

Scouts acting as ushers/seaters/greeters on the day – RBL to discuss with them and then inform the Church.

Decide where the Tommys (Etc) need positioning – have a meeting at the Church

- 1x Tommy is already at the Church, another is stored with GTC
- Cross is brought out for Remembrance Sunday and RBL has a corner
- Give standard bearers (etc) the opportunity to look around, see the positioning of doors/chandelier.

Inform the Church if poppy wreaths are to be laid out on the day

RBL to chalk out the area around the war memorial on the day – an area for specific groups and general public

RBL to try and make contact with army and/or air cadets

Addition of All Saints Church's wreath on the arrangement list.

Gainsborough Town Council

GTC staff will be stationed at road closures (4 closures, 2 individuals to each) from approx. 9am to 12pm.

Inform the Church how many town councillors will be attending,

Send out invitations to specified list (please see Appendix A below) – the finalised list will be sent to RBL.

Order GTC wreath directly from Victoria @ Poppy Appeal (also to redirect any enquiries to the Poppy Appeal email as it was confirmed by RBL during the meeting this was a public email okay to share).

- List is based on list from last year, list on Remembrance Sunday plan as well as discussion during the meeting

Done:

- LCC road closure – event registered, awaiting response
- PA system booked; Gainsborough House confirmed we can connect to their building (Awaiting keys)
- Confirmed bugler is available

To be done:

- Writing to local residents (GTC)
- Writing to Police HQ (GTC)
- Press release (GTC)
- Send invitations

Appendix A - Remembrance Sunday Invitations

The Deputy Lieutenant of Lincolnshire
The Mayor of Gainsborough
The Member of Parliament for Gainsborough
Gainsborough and District branch, X The Royal British Legion
The Chair of West Lindsey District Council
The Royal Air Force
Grenadier Guards
The Royal Artillery
The Police Service
The Fire and Rescue Service
On behalf of the RAF veterans
Gainsborough Service and Veterans breakfast club
The Royal Marines association
The Salvation Army
St John's Ambulance Service
Lion's international
Rotary international
Air training corps
Army cadet force
6th Gainsborough Sea Scouts
3rd Gainsborough Whiteswood scouts
Girl Guiding
Gainsborough Academy
Queen Elizabeth's High School
NHS – John Coupland Hospital, Scotter Ward
Gainsborough Old Hall
Air cadets
Others wanting to pay their respects

PAPER H

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
St Georges	Signage - Info	Low 4	Bolt is missing.	Replace.	Nut missing from clamp bolt.
	Open Access	Low 5	Additional comments are noted below.	Read the notes for further action.	Site is not dog proof due to no gates.
	Signage - Fitness	Low 4	Missing item.	Replace.	Sign missing. Replace.
	Fitness - Treadmill & Twister	Low 6	The surface is cracking.	Repair.	Wet pour area is cracking.
	Fitness - Cross Trainer - Small	Low 6	Hand grip is missing.	Replace missing grip.	Both hand grips missing - replace.
	Fitness - Cross Trainer - Large	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion.
	Seating	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	
	Litter Bin	Low 7	RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.	Move the bin or seat as appropriate.	
	The Overall Site - Fitness	Medium 12	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider re-locating the equipment.
	Climber - Rota Web	Medium 8	Item is damaged.	Repair.	Net damaged, one section missing. Replace / repair.
			Moderate repairs are needed.	Repair.	Unit does not freely rotate.
	Fitness - Chest Press & Seated Row	Low 5	Paintwork is in poor condition.	De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting in places.
	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Very Low 0	Swing seat(s) missing.	Replace.	Two seats missing.
	Rocker - Seesaw	Low 7	Surface is wearing.	No Tasks for this Finding	Holes appearing underneath the seat area.
	Multiplay	Medium 10	Bolt(s) missing.	Replace missing bolt(s).	Ramp foot board bolts missing and one foot board missing.
Low 5		Cap missing.	Replace.	All 8 post caps missing.	
Medium 10		Fixtures loose or missing.	Tighten.	Access net top fixing bolts loose to the crossbar.	
The Overall Site	Medium 8	Item has some parts missing.	Replace the missing parts.	Perimeter fencing leading to the main road is damaged and missing. Repair / replace.	
	Medium 8	The equipment has come to the end of its life. Parts have been removed, but the remains present a hazard.	Read the notes for further action., Remove completely to a safe condition.	Equipment has been removed, leaving the surfacing in place with large gaps creating trip points. Consider removing the areas and landscaping the area.	

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

Sandsfield Lane North	Swing - Toddler - 1 Bay 2 Seat	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.		
		Low 5	Incorrectly installed.	Install correctly according to the manufacturer's instructions.	The unit is leaning with the slope of the ground. Consider reinstalling the unit. Level out seat by increasing the chain length one side.	
		Low 6	Surface needs repair.	Repair.	Repair grinder cuts in the surfacing.	
	Slide	Low 4	Shrinkage / separation of the surface. This may give a trip hazard.	Read the notes for further action.	Read the notes for further action.	Joints opening up - repair.
		Medium 8	Bird fouling present.	It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.		
		Medium 8	Surface needs repair.	Repair.		Repair patch missing exposing tarmac sub base below.
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.		
	Swing - Junior - 1 Bay 2 Seat	Medium 8	Bird fouling present.	It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.		Seats are unusable. Fit anti-bird device to the top bar.
		Low 6	Chains links worn.	Replace the worn parts.		Replace worn parts.
		Medium 9	Surface needs repair.	Repair.		Surface holes in wet pour. Joints opening up and section missing. Repair.
		Very Low	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.		
	Mayflower	The Overall Site - Fitness	Medium 12	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider re-locating.
		Signage - Fitness	Low 5	Missing item.	Replace	Sign missing - replace.
		Medium 8	The supports are loose in the ground.	Re-set.	Loose in the ground.	
Fitness - Cross Trainer - Large		Low 6	Bolt is missing.	Replace.	Foot plate bolt missing.	
Swing - Toddler - 1 Bay 2 Seat		Low 7	Surface is uneven.	Make good.	Concrete adjacent to the swing is uneven creating a potential trip point.	
Rocker - Seesaw		Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit squealing when in use.	
	Fencing	Low 5	Cap missing.	Replace.	Several post caps missing.	
	Signage - Info	Very Low 3	Bolt is missing.	Replace.		
		Medium 8	The supports are loose in the ground.	No Tasks for this Finding		

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

Danes Road	Gates - Maintenance	Medium 8	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate., Read the notes for further action.	Gates touch in the middle. Alter the hinge bolts to allow a 12 mm gap between the gates.
	The Overall Site - Fitness	Medium 12	Fitness equipment has been installed in the immediate vicinity of children's playgrounds without being separated from general playing activities by an appropriate distance, fencing or other structural measures.	Relocate equipment.	Consider new location.
	Signage - Fitness	Very Low 3	Missing item.	Replace.	Sign missing. Replace.
	Carousel - Whirl - Mini	Medium 11	Bearings require service.	Service the bearings.	Excess movement in the bearings.
		Low 5	Item has some parts missing.	Secure. Replace the missing parts.	The carousel's skirt is not secure to the frame and some missing. Replace and secure.
	Swing - Mixed - 1 Bay 1 Junior 1 Toddler Seat (Near Carousel)	Low 6	There is wear to the surfacing due to foot drag.	Although the seats are set at an acceptable height it is recommended that these are raised by 100 mm to help prevent wear.	Raise the flat seat to approximately 500 mm.
		Low 7	Some chain wear.	No Tasks for this Finding	
		Medium 12	Surface needs repair.	Replace.	Grass mats damaged and missing exposing sharp ground mesh below.
		Very Low	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Ball Shoot - Funball Game	Low 4	Item is cracked.	Read the notes for further action.	Small hole in the centre and the outer frame has some rough edges to the ball shoot openings. Repair.
	Slide	Low 6	The surface is cracking.	Repair.	
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Rocker - Platform	Low 4	Item is bent.	Repair.	Platform is bent and fittings missing allowing the plates to lift. Replace screws and secure.
		Low 4	Item has some parts missing.	Replace the missing parts.	Rubber section to the middle seat is missing.
	Multiplay - Senior	Very Low 0	There is offensive graffiti on the unit.	Remove.	
		Medium 11	Item has dog damage.	Replace.	Rota footboard has dog damage leaving sharp edges. Replace.
Low 6		Wire is exposed.	Read the notes for further action.	Monitor for broken wires and replace if found.	
Medium 9		Surface needs repair.	Replace.	Grass mats missing from around the slide run-out.	

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

	Low 6	Surface is wearing.	Replace.	Grass mats are wearing thin and are damaged around the edges allowing the mats to gap. Replace affected mats.
Swing - Junior - 1 Bay 2 Seat (Near Rocker)	Medium 10	Bolt is missing.	Replace.	Top bar bolt missing.
	Low 4	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	
	Medium 10	Surface needs repair.	Read the notes for further action. Replace.	Grass mats missing. Replace.
	Low 4	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
Fitness - Leg Press	Low 5	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion.
Fitness - Cross Trainer - Small	Low 6	Hand grip is missing.	Replace missing grip.	Replace handgrips.
Fitness - Treadmill & Twister	Medium 9	Bolt is missing.	Replace.	Treadmill bolt missing.
Fitness - Hand Bike	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Edges opening up around the area.
	Low 6	Hand grip is missing.	Replace missing grip.	Both grips missing.
	Medium 9	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit stiff in motion.

Litter Bins	Very Low 3	Item is not secure.	Secure.	Litter bin can be moved around in the park or toppled over.
Fitness Signage	Low 6	Sign is unreadable.	Read the notes for further action.	Sign is wearing, consider replacing.
Shelter	Low 4	Item has some parts missing.	Replace the missing parts.	Down pipe and corner guttering missing and ridge tiles missing.
Fitness - Walker	Medium 10	Item broken.	Replace., Repair.	The right arm pin welds have broken. Replace.
MUGA	Medium 8	The net is damaged.	Remove the net.	Both nets.
Swing - Toddler - 1 Bay 2 Seat	Medium 8	Bird fouling present.	Consider fitting an anti-bird strip or upward-facing cable ties to the top bar to prevent birds from landing.	
	Medium 8	Item is damaged.	Repair.	Fencing adjacent to the mushroom seats is damaged. Replace.
Multiplay - Junior	Low 5	The equipment is dirty or algae covered.	Clean off.	Units are dirty.
	Medium 9	Chains links worn.	Replace the worn parts.	Eye bolts worn on the access net climber.
	Low 4	Item has some parts missing.	Replace the missing parts.	Barrier panel part missing leaving bolt hole exposed which creates a potential finger trap.
	Medium 8	The equipment is dirty or algae covered.	Clean off.	Hand rails full of algae.
Rocker - Car	Low 4	Monitor.	Read the notes for further action.	The wet pour sub base is starting to sink in places. Monitor.
Rocker - Bike	Very Low 2	Monitor.	Monitor.	Monitor rubber central bush starting to wear.
Play Panel - Fuel Station	Medium 8	Encroaching vegetation or trees.	Read the notes for further action.	Trim back vegetation to 1.5 m away from the unit.

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

Richmond Park

Rocker - Seesaw	Medium 8	Encroaching vegetation or trees.	Read the notes for further action.	Trim back vegetation to 1.5 m away from the unit.
Multiplay - Toddler	Medium 8	Encroaching vegetation or trees.	Read the notes for further action.	Trim back vegetation to 1.5 m away from the unit.
Ball Shoot - Funball Game	Very Low 0	Item has some parts missing.	Replace the missing parts.	Two ground tiles missing.
	Low 5	Minor repairs are needed.	Repair.	Some damage to the edge of one end tube. Smooth off.
Swing - Junior - 2 Bay 4 Seat	Medium 10	Fixtures loose or missing.	Tighten/replace.	Top bar loose to the middle post. Signs of corrosion starting.
	Medium 8	Bolt is missing.	Replace.	Swing guard bolt missing.
	Medium 9	Swing seat is damaged.	Read the notes for further action.	Monitor damage to the seat.
Carousel - Overhead	Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting.
Balance Beam - Inclined - With Stepping Logs	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
Roller Balance Beam	Low 7	Fixtures loose or missing.	Read the notes for further action.	End fitting loose in the post due to the split in the log. Monitor.
	Low 6	Strimmer damage to supports is likely to accelerate timber rot.	Read the notes for further action.	
	Medium 9	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging to the carousel is within the falling space (1.1 m).
Balance Beams - With Stepping Log	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
Stepping Link	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
Log Walk	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
	Medium 9	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging within the falling space (1.1 m).
Rope Bridge	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
Wobble Board - With Stepping Logs	Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
Rocker - Lay Back	Medium 9	Item is worn.	Replace.	Replace worn rubber pivot section.

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

	Swing - Group	Low 6	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis.	Dismantle and inspect according to manufacturer's instructions.	
	Multiplay - Junior - Timber	Medium 10	Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	
	Carousel - Rota Rider	Medium 9	Bolt is missing.	Replace	Platform bolts x4 missing, leaving a potential finger trap.
	Swing - Rope - Horizontal	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Shackles squealing when in motion.
Aisby Walk 1	Seating - Lean-Ons x2	Medium 8	Item is cracked.	Replace.	Seat clamp cracked / split. Replace.
	The Overall Site - Log Retainers	Low 7	Timber is decayed.	Replace affected parts.	Logs starting to decay at ground level and some missing.
	Climber - Overhead - Bars	Medium 8	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	The protective surface under all bars and rings must be kept in good condition.	
	Rocker - Rodeo Board	Low 5	Cap missing	Replace	Cap missing and damaged.
		Medium 8	The supports are loose in the ground.	Re-set.	Below ground fixings loose in the ground.
	Runway - Rigid - Overhead	Low 5	Cap missing.	Replace.	Clamp covers missing.
		Low 5	Cap missing.	Replace.	
		Medium 10	Fixtures loose or missing.	Read the notes for further action.	Rubber cover is loose to the track. Re-glue.
		Low 4	The rope has been taped, making it impossible to determine the extent of damage.	Remove the tape to determine the full extent of the damage.	
	Runway - Rigid - Skate	Medium 9	Item broken.	Repair.	Fixing snapped off in the post. Replace.
Medium 8		Bolt is missing.	Replace.	Bolt missing from post.	
Medium 8		Item is cut.	Read the notes for further action.	Foot board rubber cut exposing the frame below. Monitor.	
Aisby Walk 2	Signage - Fitness	Very Low 2	Item has some parts missing	Replace the missing parts.	Sign missing - replace.
	Signage	Low 4	Item is damaged.	Replace.	Sign damaged.
	General Surface - Tarmac	Low 7	Surface is uneven	Make Good	Areas are uneven, holes and crumbling in places. Make good.
	Carousel	Medium 8	The supports are loose in the ground.	Read the notes for further action.	Excess movement in the unit. This is either because the spindle loose in the ground or bearing wear. Internal inspection required.
	Swing - Junior - 1 Bay 2 Seat	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Wet pour edges opening up.
		Low 5	Item is bent.	Read the notes for further action.	Bent leg. Monitor.
		Low 6	The surface is crumbling.	Repair.	Concrete edges crumbling. Repair.
		Very Low 0	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
		Low 6	The surface is crumbling	Repair.	Concrete edges crumbling.

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

	Slide	Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Climber - Rota Web	Low 4	Missing item.	Replace	Net missing - replace
		Low 6	The surface is crumbling	Repair.	Concrete edges crumbling - repair.
	Fitness - Chest Press & Seater Row	Medium 8	Item has some parts missing.	Replace the missing parts.	Seat missing.
		Low 5	Paintwork is in poor condition.	De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting in places.
	Fitness - Treadmill & Twister	Low 4	Item is not working.	Repair.	Two end rollers on the treadmill not rotating.
		Low 5	Surface needs repair.	Repair.	Surfacing cracking.
	Fitness - Hand Bike	Low 5	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit stiff in motion.
		Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.
	Fitness - Cross Trainer - Small	Low 6	Hand grip is missing.	Replace missing grip.	Two hand grips missing. Replace.
		Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.
Aisby Walk 3	Swing - Toddler - 1 Bay 2 Cradle Seat	Medium 10	Surface needs repair.	Repair.	Repair large hole.
		Low 6	Swing seat is damaged.	Read the notes for further action.	Monitor seat.
	Rocker - Turtle	Very Low 3	Missing item.	Replace.	Consider replacing missing item.
	Carousel - Rotator - Pole	Very Low 3	Missing item.	Replace.	Unit removed - consider replacing.
	Signage - Info	Very Low 2	Item has some parts missing.	Replace the missing parts.	Sign and post missing.
	Skate - Grind Box - Stepped	Low 5	Item is damaged.	Read the notes for further action.	Slight damage to the top board - monitor.
	Skate - Quarter Pipes x4 - With Hips	Medium 10	Fixtures loose or missing.	Tighten/replace.	Platform boards lifting. Secure.
		High 14	Item is damaged.	Replace.	Ramp boards damaged. Replace all affected boards.
		Medium 10	Screws or bolts are missing.	Replace.	Foot plate screws missing creating a lip which could cause trips and falls.
	Skate - Spine Ramp - with Driveway	Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.	
		Medium 10	Rivets are missing.	Replace.	Several rivets missing and loose allowing the boards to lift. Replace and secure all boards.
Aisby Walk Skate Park	Skate - Driveway - Hump	Medium 10	Item is damaged.	Replace.	Ramp board damaged. Replace affected boards.
		Medium 10	Rivets are missing.	Replace.	Replace missing foot plate fitting.
	Medium 8	Item is damaged.	Read the notes for further action.	Boards damaged. Replace affected boards.	
	Medium 10	Item is damaged.	Read the notes for further action.	Ramp boards damaged. Replace all affected boards.	
	Skate - Half Pipe - With Quarter Pipe & Roll Off	Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.	
	Gates x 2	Low 6	Gate buffer(s) required.	Fit a buffer.	Both gates.

Play area Inspections carried out 9 August 2023

Below is a report of items needing remedial tasks

Levellings 1	Seating - Benches x4	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	
		Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	
Levellings 2	Trim Trail - 7 Element	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Medium 9	Strimmer damage to supports is likely to accelerate timber rot.	Prevent further damage.	
		Low 7	Timber is decayed.	Replace affected parts.	Stepping logs have some decay at ground level.
Levellings 3	Youth Shelter	Very Low 0	There is graffiti on the unit.	Remove.	
	Combination Goal - Arena	Low 7	Surface is uneven.	Make good.	Tarmac uneven.
		Low 7	Surface is uneven.	Make good	Tarmac area uneven in places, grass growing through.
		Medium 11	Bolt is missing.	Replace.	Backboard bolt missing and panel bolts missing and loose. Replace and secure.

PAPER I



Safety Inspection Report

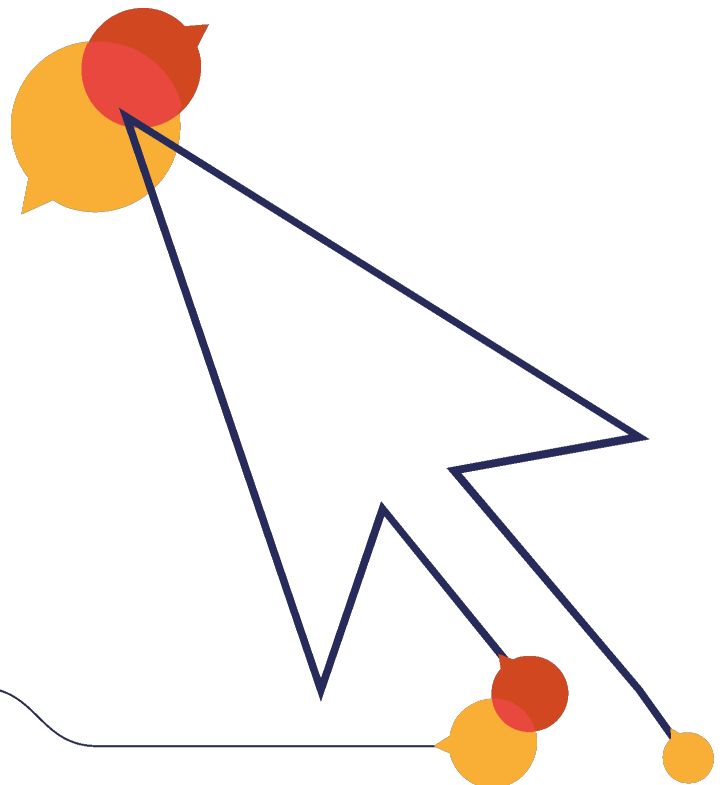
Annual Inspection

Aisby Walk Skate Park



Gainsborough Town Council

09 August 2023



Safety Inspection Report

Annual Inspection

Site name: **Aisby Walk Skate Park**
Date of inspection: **09 August 2023**
Inspector: **David Owen**



How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

The image shows a report form for a 'Primary Item'. It includes a header 'Primary Items', a main section for the asset name and manufacturer, a large area for an asset image, a risk assessment section with a color-coded scale for innate and actual risk levels, a standards compliance section with a checkmark, and a 'Finding' section with fields for description, tasks, notes, and finding photos. Numbered callouts 1 through 6 point to specific parts of the form: 1 points to the asset name, 2 to the manufacturer, 3 to the innate risk level, 4 to the actual risk level, 5 to the standards compliance section, and 6 to the finding details.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Standards:
EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Surface: Grass

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

Finding Photos

asset image here asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07


Signage - Info



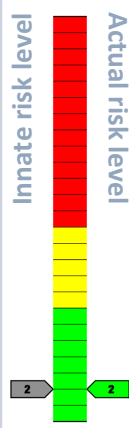
Innate risk level

Actual risk level

Risk level:
Very low

 Risk score as low as possible

Remedial tasks:
1



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Sign missing.

Risk level:
Very low

Risk score:
2

Finding Photos



Seating x 4



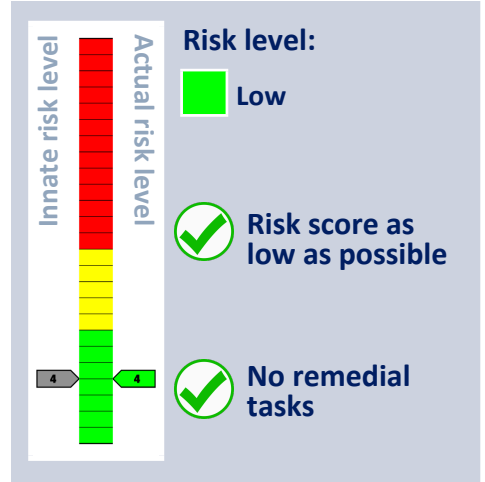
Innate risk level

Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

General Surface - Tarmac



Skate - Grind Box - Stepped

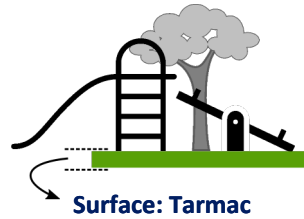
Manufactured by Streetscape Products & Services Ltd



Risk level:
High

Risk score as low as possible

Remedial tasks:
1



Standards:

EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Item is damaged.

Tasks

Read the notes for further action.

Note

Slight damage to the top board. Monitor.

Risk level:
Low

Risk score:
5

Finding Photos



Skate - Quarter Pipes x 4 - With Hips

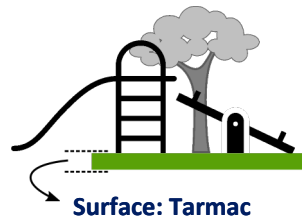
Manufactured by Streetscape Products & Services Ltd



Risk level:
High

Risk score as low as possible

Remedial tasks:
4



Standards:



EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

Fixtures loose or missing.

Tasks

Tighten/replace.

Note

Platform boards lifting. Secure.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

Item is damaged.

Tasks

Replace.

Note

Ramp boards damaged. Replace all affected boards.

Risk level:

 High

Risk score:

 14

Finding Photos



Maintenance Finding

Description

Screws or bolts are missing.

Tasks

Replace.

Note

Foot plate screws missing creating a lip which could cause trips and falls.

Risk level:

 Medium

Risk score:

 11

Finding Photos



Standard Compliance Finding

Description

The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.

Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

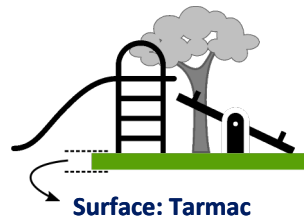
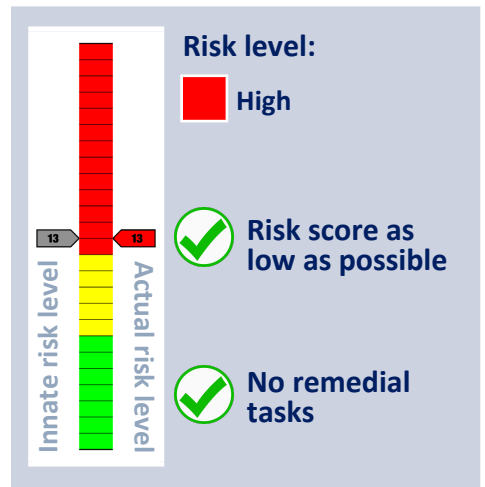
 7

Finding Photos



Skate - Grind Rail - Inclined (End)

Manufactured by Streetscape Products & Services Ltd



Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Skate - Spine Ramp - With Driveway

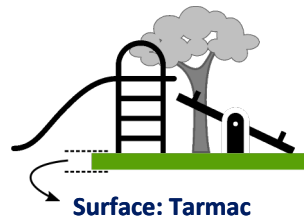
Manufactured by Streetscape Products & Services Ltd



Risk level:
High

Risk score as low as possible

Remedial tasks:
2



Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Rivets are missing.

Tasks

Replace.

Note

Several rivets missing and loose allowing the boards to lift. Replace and secure all boards.

Risk level:

Medium

Risk score:

10

Finding Photos



Maintenance Finding

Description

Item is damaged.

Tasks

Replace.

Note

Ramp board damaged. Replace affected boards.

Risk level:

 Medium

Risk score:

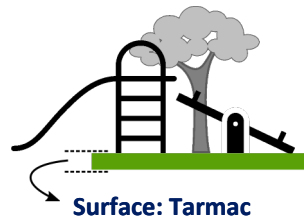
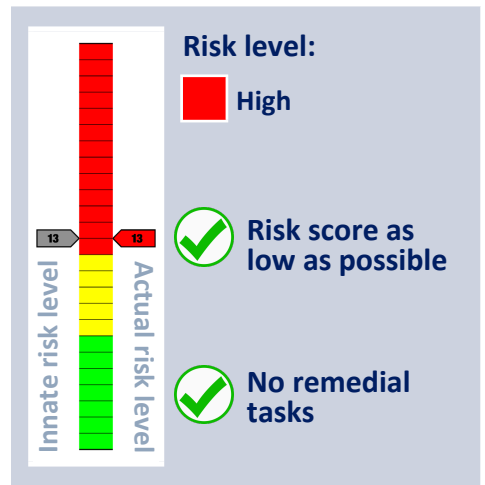
 10

Finding Photos



Skate - Grind Box

Manufactured by Streetscape Products & Services Ltd



Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Skate - Driveway - Hump

Manufactured by Streetscape Products & Services Ltd



Risk level:
High

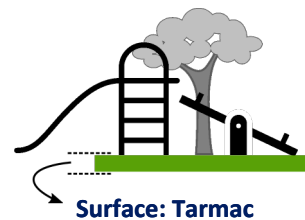
Risk score as low as possible

Remedial tasks:
2

Standards:

EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Maintenance Finding

Description

Rivets are missing.

Tasks

Replace.

Note

Replace missing foot plate fitting.

Risk level:
Medium

Risk score:
10

Finding Photos



Maintenance Finding

Description

Item is damaged.

Tasks

Read the notes for further action.

Note

Boards damaged. Replace affected boards.

Risk level:

 Medium

Risk score:

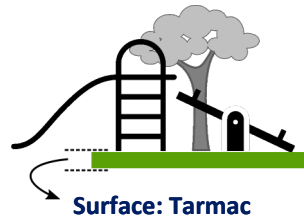
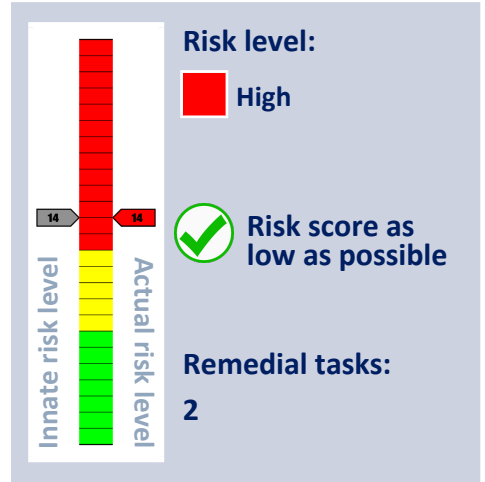
 8

Finding Photos



Skate - Half Pipe - With Quarter Pipe & Roll Off

Manufactured by Streetscape Products & Services Ltd



Standards:



EN 14974:2019

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

Item is damaged.

Tasks

Read the notes for further action.

Note

Ramp boards damaged. Replace all affected boards.

Risk level:

 Medium

Risk score:

 10

Finding Photos



Standard Compliance Finding

Description

The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.

Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

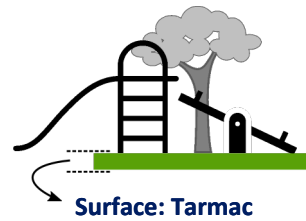
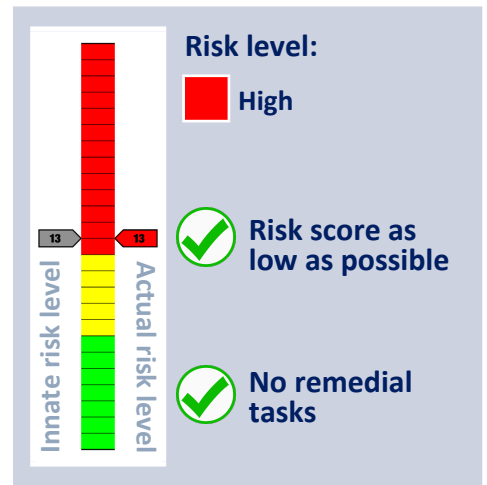
 7

Finding Photos



Skate - Grind Rail - Sloped (Middle)

Manufactured by (Unknown)



Standards:

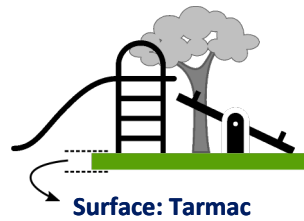
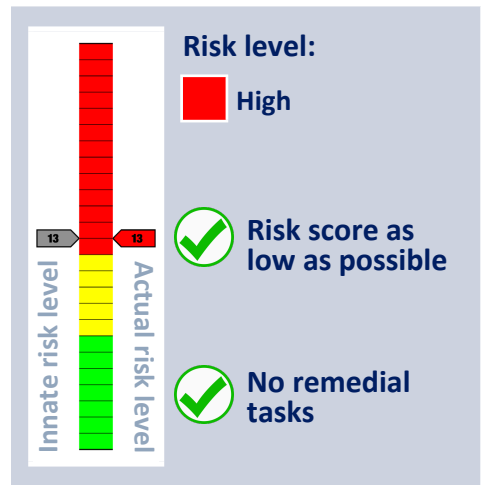


EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Skate - Grind Rail

Manufactured by (Unknown)



Standards:



EN 14974:2019

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	



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PAPER J

PAPER K