



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 20 JANUARY 2026

PRESENT:

Chairperson: Councillor C Head.

Councillors: N Berry, A Bradley, L Monks, T Needham, C Parry and M Walton.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

ALSO PRESENT: One member of the public.

NOT PRESENT:

Councillor M Jackson.

58 APOLOGIES

Apologies for absence were received from Councillors L Bradley, C Brodhurst Brown and E North.

RESOLVED: To approve the reasons for absence.

59 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

60 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

61 MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

62 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report which included an overview of the tag rugby festival and the involvement of local school children at the Christmas market. The Sports and Recreation Officer reported on the progress of the youth club sessions and advised that the participants are excited about the new space being created for them. Members were provided with an overview of the adult programme and asked to consider providing a Pickleball session.

RESOLVED: For a Sports and Recreation meeting to be arranged to discuss the adult fitness provision.

63 COMMUNITY CLEAN UP CHAMPION

Members were provided with a newsletter which included details of how much litter had been collected in December and January, the Clean Up Champion reported that fly-tipping is occurring more frequently across the village. Work is ongoing to deliver a weeklong programme of events for the Great British Spring Clean project.

64 ARMTHORPE COMMUNITY CENTRE MATTERS

a. Access Audit Report

Council members were provided with a copy of the report from the recent inspection of the building in relation to accessibility. The Clerk advised that the Deputy Clerk is working through the report and members will be updated each month and provided with quotes for the recommended work.

b. Electrical Works

Council members were provided with a quote from J P Glasby Ltd to replace lights in the new Youth Club room, replace lights in the bar, washroom and cellar, boiler room and storeroom adjacent to room 4.

RESOLVED: To approve the work required in the Youth Club room at a cost of £998.00 and for the remainder of the works to be carried out in April at a cost of £1,547.80.

c. Provision of Blinds

Council members were provided with a quote from Smart Blinds to install roller blinds in the Youth Club room.

RESOLVED: To approve the quote at a cost of £555.00.

d. Hot Water Issues

The Clerk provided members with an update of the issues occurring with the hot water boiler system and made a recommendation for the system to be replaced with an unvented cylinder tank and immersion heater system. Members were provided a quote from Yorkshire Mechanical Systems and J P Glasby Ltd for the works required.

RESOLVED: To approve for the boiler to be replaced with an unvented cylinder system at a cost of £3,234.87 and for the work to be scheduled for April.

e. Boiler Pressurization Units

Council members discussed the quote and requirement for the works.

RESOLVED: Not to proceed with the works.

f. Fire Risk Assessment

Council members were provided with three quotes to provide a Fire Risk Assessment for the premises.

RESOLVED: To appoint White Safety at a cost of £330.00.

65 NEXT MEETING DATE

RESOLVED: To meet on Tuesday 17th February 2026 at 7pm.

Armthorpe Parish Council

Report of the Sports and Recreation Officer to a meeting of the Council's Community Centre and General Purposes Committee, to be held on 17th February 2026

1. Introduction

The purpose of this report is to update Members of the Committee about (amongst other things) activities undertaken in the previous month since its last meeting.

2. School Sports Competition – Tag Rugby Festivals

The tag rugby festivals of the 2025/26 school sports competition have taken place this month. Pupils have participated in school practice sessions, trial games for selection and the competitive festivals. Children from each school have once again been motivated by this project which allows them to compete against the very best players in Armthorpe.

Boys Tag Rugby Results

Southfield Primary	7	V	Shaw Wood Academy	5
Tranmoor Primary	9	V	Our Lady of Sorrows Primary	6
Southfield Primary	6	V	Our Lady of Sorrow Primary	9
Shaw Wood Academy	3	V	Tranmoor Primary	4
Tranmoor Primary	9	V	Southfield Primary	3
Our Lady of Sorrows Primary	2	V	Shaw Wood Academy	3

Tug a War Winners – Tranmoor Primary

1	Tranmoor Primary	3 Points
2	Southfield Primary	1 Point
3	Shaw Wood Academy	1 Point
4	Our Lady of Sorrows Primary	1 Poins



2.1 Girls Tag Rugby Festival

The girls tag rugby festival was postponed due to adverse weather conditions. The festival is to be re-arranged during the summer months.

ARMTHORPE SPORTS LEAGUE TABLE

1	Tranmoor Primary	8 points
1	Southfield Primary	6 points
3	Our Lady of Sorrows Primary	2 points
4	Shaw Wood Academy	1 point

3. Holiday Programme 2026

I propose to provide an Easter and summer holidays programme in 2026, four days a week at the Armthorpe Community Centre. The camp would be provided 10.00am – 3.00pm and target children aged between 6 – 11-year-old at a charge of £5.00 per day. The camp would again provide a stimulating programme of activities such as outdoor sports, indoor games, inflatable fun, and social activities such as pool and art and crafts, PS5 and bingo.

Easter Holiday Camp Costs

Item	Expenditure 1-day camp 9.30am – 3.30pm (6hrs)	Expenditure 7-day camp
2 x Support Staff	£76.26 per person £152.52 per day	£1,067.64
Inflatable Fun	£150.00 per day	£1050.00
Art and Craft Materials	--	£300.00
Total		£2,417.64

4. Funding

I have applied for funding from the HAF fund to support APC with the costs to deliver this year's Easter holiday programme.

5. Adult Fitness Review

The adults from APCs programme of activities completed a registration form to provide details such as name, address and emergency contacts. The information gathered is to be provided to the Sports and Recreation Sub-Committee. As expected, Council Members will be pleased that most of the adults that attend the groups live in the Armthorpe area.

23.01.2026	Friday Fitness Class	43 Attended	35 live in Armthorpe 3 from outside Armthorpe 4 Not Completed
26.01.2026	Table Tennis Club	11 Attended	9 live in Armthorpe 2 from outside Armthorpe
27.01.2026	Ping Pong Club	6 Attended	6 live in Armthorpe
29.01.2026	Intense Fitness Class	12 Attended	12 Live in Armthorpe

6. Computer Suite

APC staff have been refurbishing the Armthorpe Community Centre Computer Suite. The purpose of this room is to be transformed into a new youth club and holiday camp facility. The fresh, fun new space will be used for young people and adults to enjoy social and leisure activities such as 8 ball pool, air hockey and PS5 gaming. All Council members are welcome to arrange a visit while the refurbishment takes place. I am sure that all the residents of Armthorpe will enjoy the provision for many years to come.



7. Youth Club Facility Grand Opening

I propose that APC provide a grand opening event to launch the new Armthorpe Youth Club facility. The provisional date is to be set for Monday 16th March 2026,

4.30pm at the Armthorpe Community Centre. The launch would display the new fantastic facilities to residents, community clubs, schools and Council members. Additionally, I would suggest that refreshments such as sandwiches, drinks and biscuits are provided.



Litter Picking Monthly Talking Rubbish!



JANUARY/FEBRUARY

HOW DID EVERY ONE DO WITH THEIR NEW YEARS RESOLUTIONS, DID YOU STICK IT OUT FOR JANUARY? THE LITTER PICKERS OF ARMTHORPE SURE DID!

Januaries Total



Januaries Red Bag total came to 87 full bags (excluding recycling, fly tipping, quick picks and items unable to fit in bags)

Areas Covered

Every month, the entire village is attempted to be litter picked, including main roads, side streets and our green spaces. Each week the 3 main roads are picked.

Hatfield, Doncaster, Nutwell, Fiddlers, Parkway, Church, Mere, Shawwood, Tranmoor, Paxton, Mansfield, Pittop park, Rands, Mercel, Mill, Cowhouse, Yorkshire, Maple, Limetree, Beech, Briar, Bevre, Oak.

If you know of a location in the village in need of a litter pick contact Lea.



Join In!



If you fancy taking part in the Fight Against Litter there is a variety of Litter Picking Kits available for free through the Bitter About Litter Project.

-Litter Legend Kit- Includes 10 bags, Gloves, hiziv, grabber, hoop. Ideal for the hardcore litter picker.

-Kidz Kit- Includes 5 bags, kids gloves, grabber, and hiziv as well as fun eco based literature.

LITTER LEGEND OF THE MONTH!



Bev!

June!

Logan!

Each Month we give a shout out to a Litter Legend who deserves the recognition for doing their part for the community and environment.

This month was a tough one to choose who earned the title of Litter Legend, Bev pitched in with the biggest group haul of litter to date as well as her own litter picks, Logan the littlest Litter Picker has picked litter to and from school and in his local park handing out high fives to those he sees using the bins. And June, a multi award winning litter picker has done her part each week through out January to ensure her turf is litter free!

You can order replenishment or extra supplies throughout the month.



If you know of someone who goes out of their way, goes above and beyond or does something special throughout the month, contact Lea and tell about the job well done!



What A GROT SPOT

Part of the days team
Lea, June, Victoria,
Graham and Bev

It was a huge task ahead, a Grot Spot full of cans, bottles and more. An early morning start with the team of Lea, June, Victoria and new recruit Graham, a huge haul of 42 bags were collected from location one. The team grew when Bev tagged in and gave everyone a second wind to tackle more of the trash, totalling 52 bags all in all, the biggest red bag haul in one session since the Bitter About Litter Project started! What an achievement!

Well done to all, the environment can breath for a while!



Get In Touch!

Want to plan a group litterpick for your club or school? Know of a grotspot that needs tackling in the village? Spotted flytipping, overflowing bins or anything litter related, contact Lea, Cleanup Champ



Lea, Cleanup Champ
cleanupchampion@armthorpeparishcouncil.co.uk

How long does it take for your litter to break down in the environment? Let me give you a hint.....It doesnt! Plastic packaging doesnt breakdown, it breaks up, in to millions of tiny microplastics that cause harm to the environment. Its made obvious by the Retro Rubbish found around the village such as this crisp packet from 1990. 36 years and still hanging around, slowly leaching toxins and nanoparticles. How do we solve this? Simple, by making better choices. Responsibly dispose of YOUR LITTER.

Retro Rubbish!



IT TAKES A VILLAGE

The Great British Spring Clean is only around the corner and this years theme is "IT TAKES A VILLAGE" and is calling on the community to help the community to be litter free. Throughout the 2 week campaign the

Cleanup Champ will provide equipment and support for daily litter pick outings in the village.

If you have a club, class, group or local business who would like to take part, book a slot to do your part. If you are a solo litterpicker but would like to join in with the Litter Legends on group litterpicks look out for the

upcoming sessions and locations. More informati on coming soon.....



Follow the Project on



Facebook
Bitter About Litter,
Armthorpe Parish Council Project



Instagram
Bitter_About_Litter_APC

Free Community Meal Opportunity

From Powell, Alex

Date Mon 26/01/2026 16:13

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

 1 attachment (7 MB)

Ark Doncaster_Partners.pdf;

Hello,

I hope this message finds you well. I am reaching out today with an opportunity for the Armthorpe Community Centre to participate in a community meal and climate conversation programme being held this May.

Ark Doncaster is a creative programme that gathers voices from across Doncaster to explore what challenges people are currently facing in our city. The project uses the metaphor of the 'ark' to kickstart conversations about social, cultural and environmental issues. We ask people to think about the following questions:

- What form does the flood take in Doncaster?
- What would an "ark" look like in your community?
- What would you take with you?
- What should we leave behind?

These conversations take place over a meal enjoyed together by members of the community. This meal is provided completely **free of charge** to the host organisation/community group and all participants. As the Ark programme centres around reflection and strengthening community connections, I wondered whether this might be something that would appeal to the community centre, particularly the Community Coffee Shop through its aim to reduce social isolation.

If you would like to discuss this further, I would be happy to arrange an opportunity for us to chat at your convenience. I have also attached our event programme for potential partners if you would like any more information on the Ark initiative.

Thank you for considering collaborating with us and I hope to hear from you in due course.
Best wishes,
Alex

Alex Powell (he/him)
Biosphere Engagement Officer
City of Doncaster Council
Civic Office, Waterdale, Doncaster, DN1 3BU

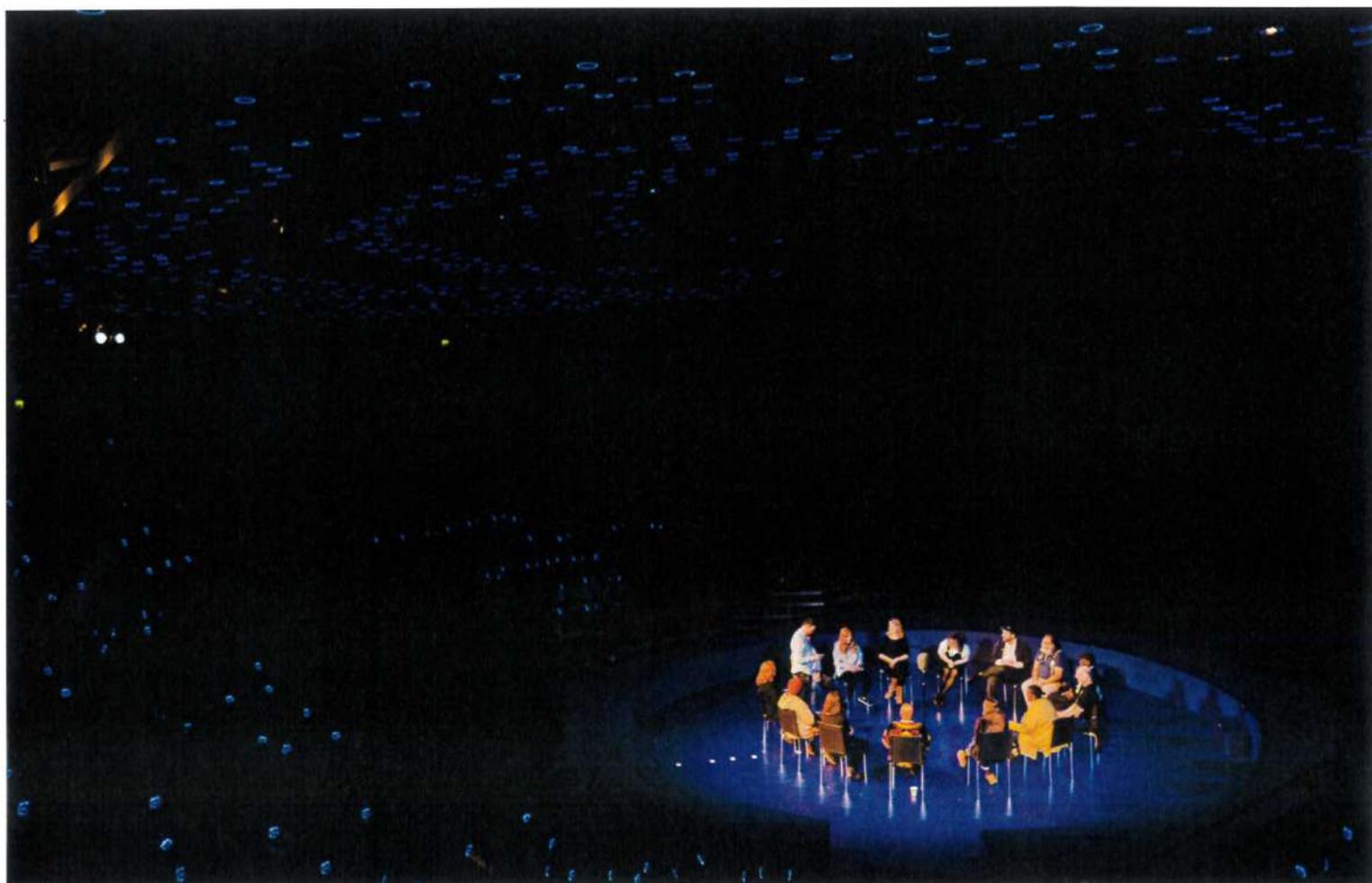
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SHEFFIELD HALLAM
UNIVERSITY WITH CITY OF
DONCASTER COUNCIL

MAY 2026

ark doncaster

A BOROUGH-WIDE CONVERSATION ABOUT CLIMATE,
NATURE, AND HOW WE LIVE TOGETHER.



about ark doncaster

Ark Doncaster is a city-wide creative programme that gathers voices from across Doncaster to ask a simple question: what form does the flood take here, and how will we build our ark?

It is being developed in partnership with City of Doncaster Council and collaborators across the borough, aligned with [Doncaster's emerging UNESCO Biosphere Reserve proposal](#).

Ark uses small, hosted gatherings (meals, walks, workshops, events) to create a shared civic story. Those conversations culminate in a larger public event, the Storm-Gathering, with selected recorded conversations woven into the soundscape.

what is ark?

Ark is a civic, artist-led method for building climate conversation at city scale. It uses the shared myth of the flood to open a practical, human question: what form does the flood take here, and how will we build our ark? The work is designed to be re-made with each place, so that each “flood” and each “ark” reflects local conditions, histories, and priorities.

Ark was first conceived by Dr Tom Payne in 2015 through AHRC-supported work in mid-Wales, and later developed with National Theatre Wales and Sheffield Hallam University through research and community dialogue in Aberystwyth (2019).

In Sheffield (2022), Ark events were attended by 300+ people, culminating in a Crucible gathering with an audience of 400+, alongside wider online radio listenership. The work generated legacy beyond the live programme, including a follow-on exhibition reaching 90,000+ visitors (Sheffield Museums) and inclusion as a case study in a report by the Yorkshire and Humber Climate Commission. In Bradford (2025), Ark engaged 500+ people across the programme, culminating in a district-wide Storm-Gathering and attracting significant international mainstream news attention, demonstrating Ark’s ability to travel across contexts while retaining local specificity.

Across sites, Ark has demonstrated a repeatable, partner-friendly model that combines hosted hospitality (often including free meals), accessible creative participation, and a clear public-facing climax where local voices are held with care and made audible at scale. The approach strengthens local networks, leaves behind usable learning and documentation, and creates a platform for follow-on projects and wider civic and policy conversations.



why doncaster? why now?

UNESCO Biosphere Reserves are special places that protect nature whilst supporting people to use natural resources in ways that don't harm the planet. They aim to find local solutions to global challenges. Becoming a Biosphere would give us the chance to celebrate Doncaster's incredible nature areas, contribute to world-leading research and education, and create new and exciting opportunities for our communities.

Doncaster is currently a Candidate UNESCO Biosphere, with the ambition to secure full status in 2027 (with potential for neighbouring areas to be included). This is a rare moment of possibility. The next stage depends on meaningful public engagement and a credible shared narrative that reflects communities across the whole borough, from town centre to villages, wetlands to limestone landscapes.

Ark Doncaster meets that need. It is a tested civic method for gathering voices at scale through hosted meals and community-led events, then carrying those voices into a public assembly and a clear legacy phase. In 2026, Ark will support consultation and participation in ways that are welcoming, practical and visible, helping to shape the case for Biosphere status and laying foundations for follow-on projects, partnerships and future investment.



what will happen

1. Open call for Storm-Cycle hosts (March 2026): We will invite artists, organisers and community groups across Doncaster to propose a small gathering. A small number will be commissioned, with modest support for delivery (including food and refreshments).
2. The Storm-Cycle (early May 2026): A focused run of small, local gatherings hosted by artists, organisers, community groups, and neighbours across the borough.
3. Paired recorded conversations (mid May 2026): A small number of participants are invited to take part in one-to-one recorded conversations (drawn from across Storm-Cycle activity). These are edited and threaded into the final event.
4. The Storm-Gathering (late May 2026): A major public assembly that shares the work, amplifies local voices, and connects Doncaster-wide perspectives into one room.

storm -cycle

The Storm-Cycle will be a time-limited programme of small, hosted gatherings that carry the Ark conversation into communities across Doncaster. Through an open call, we will commission artists, organisers and local groups to create welcoming events such as shared meals, walks, craft sessions, story circles or other community-led formats. Each gathering will use a clear set of Ark questions to prompt reflection on climate, place, care and what we choose to carry forward. We will provide modest support for delivery, including food and refreshments, so that participation is free and accessible. Storm-Cycle activity will generate themes, relationships and invitations that feed directly into the next phases.

The public-facing questions

- What form does the flood take in Doncaster?
- What would an “ark” look like in your community?
- What would you take with you?
- What should we leave behind?
- What now?



paired conversation

Alongside the Storm-Cycle, we will invite a small number of participants drawn from across the borough to take part in paired, one-to-one recorded conversations. These will be calm, focused exchanges that make space for lived experience, local knowledge and personal reflection, building on what surfaced in the gatherings. Conversations will be recorded with consent and supported by a clear ethical approach. The recordings will be carefully edited and woven into the soundscape of the final event, ensuring that voices from across Doncaster are present and held with care, without placing pressure on individuals to speak publicly.



storm- gathering

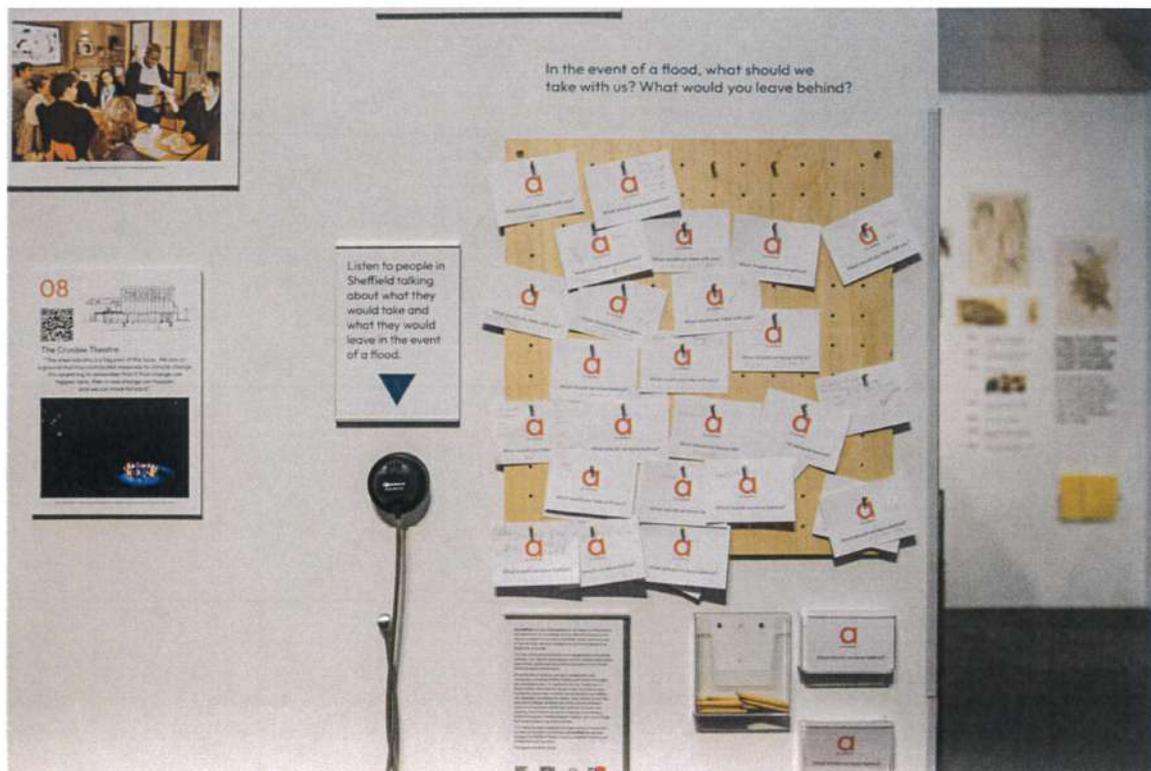
The Storm-Gathering will be a larger public assembly that brings the borough-wide conversation into one room. It will share and amplify what emerged during the Storm-Cycle, combining live elements with an audio soundscape drawn from the paired conversations. At the heart of the event will be a simple, legible format that centres listening and collective reflection rather than performance in the conventional sense. A small number of participants may be invited to join a live circle at the centre of the space, continuing the conversation in public. The Storm-Gathering will mark the culmination of the cycle and the handover into After the Storm, where learning is consolidated, documented and used to support the Biosphere proposal and follow-on work.



after the storm

After the Storm will be the legacy phase that follows the Storm-Gathering. It will translate the activity of the Storm-Cycle, paired conversations and public assembly into usable civic learning, supporting Doncaster's UNESCO Biosphere proposal and identifying practical next steps for partners.

During this phase, we will consolidate themes and insights from across the programme and produce a short legacy report, shaped for partners and stakeholders. Where consent allows, we will curate selected extracts (quotes, images and audio) to evidence the breadth of participation and the shared concerns, hopes and proposals that surfaced. We will also hold a partner debrief to reflect on learning, strengthen relationships, and map follow-on opportunities, such as education strands, nature connection activity, skills and green jobs links, wellbeing-focused work, or further creative commissions. After the Storm is designed to ensure Ark Doncaster leaves a clear trace: documented learning, strengthened networks, and a credible platform for what comes next.



**OPEN CALL
OPENS**
Early March 2026

**OPEN CALL
CLOSES**
Late March 2026

**REVIEW AND
DECISIONS**
End of March

**COMMISSIONS
ANNOUNCED**
Early April

**STORM-CYCLE
DELIVERY**
Early to mid May

**PAIRED
CONVERSATIONS**
Mid May

STORM-GATHERING
Mid to late May

**AFTER THE
STORM**
(May-November)



what we're looking for

We want hosts and partners who can bring people together with care & credibility, including:

- Community organisations, charities, mutual aid networks
- Libraries, museums, venues, faith groups, sports clubs
- Schools, colleges, youth services, older people's networks
- Environmental groups, walking groups, gardening groups
- Local businesses with space, staff networks, or sponsorship capacity



what partners will get

- A clear, tested engagement frame and question-set
- Visibility as part of a borough-wide programme
- Simple producer support (planning, comms assets, documentation approach)
- Connection into a wider network across Doncaster
- A tangible contribution to Doncaster's Biosphere story and public narrative



what we're seeking right now

- Delivery partners
- Spaces to host gatherings, access to communities, local convening power, documentation support.
- Sponsorship and in-kind support
- Support that unlocks more commissions and wider reach (cash sponsorship, catering, venues, printing, travel, staff time, comms amplification).
- Strategic collaborators: Organisations who want to shape the programme and help connect it to wider civic priorities (nature recovery, health, youth, skills, culture).
- Statements of support for the project and the UNESCO Biosphere Reserve Proposal

sponsorship



We are inviting local organisations and businesses to become sponsors of the Ark Doncaster project. There are opportunities to support at different levels.

Sponsorship tiers range from £500–£5000. Each sponsorship will be acknowledged with a feature on our website, references in marketing materials and credits within the commissioned pieces.

With Ark's proven in-person engagement reaching over 500 people in both Bradford and Sheffield, and tens of thousands more through exhibition and on social and mainstream news media, your support will position you as a key player in the development of the Doncaster-Humberhead Biosphere while demonstrating your commitment to climate action.

BRONZE

£500-1000

Support our engagement programme by sponsoring a small commission as part of the Storm-Cycle

Sponsor a
micro-
commission

SILVER

£3000

Help us reach a wider audience by supporting the creation of a short Ark Doncaster documentary

Sponsor a
short
documentary

GOLD

£5000

Elevate the programme by supporting a centre-piece commission

Sponsor a
major
commission

We recognise that some partners may prefer to contribute through in-kind support rather than cash. We welcome proposals of equivalent value, for example venue hire, staff time, catering, production support, marketing and co-promotion. Where helpful, we can agree a clear value for the contribution and map it onto one of the sponsorship packages (for example, a venue partner providing space to the value of £3,000).

Contact

Project lead: Dr Tom Payne (Senior Lecturer in Performance, Sheffield Hallam University)

Council partner: Alex Powell (Engagement Officer, City of Doncaster Council)

Enquiries / expressions of interest: t.s.payne@shu.ac.uk

Biosphere proposal contact (Council): DHBiosphere@doncaster.gov.uk





City of
Doncaster
Council



Doncaster
Humberhead
Biosphere



Sheffield
Hallam
University
Knowledge Applied

Sheffield Creative
Industries Institute

Armthorpe Community Centre Access Audit

Key (Priority)

- 1 & M = Action recommended immediately
- 2 = As soon as practicably possible
- 3 = In relation to the recommendation this could be as routine works or when decorating
- P = Projects and can take longer than previous recommendations
- QW = Regarded as easy to do works with little cost or effort



Ref	Current Findings	Recommendations	Priority	Action Carried Out	Status
1	<p>Getting to the site</p> <p>1.3 Although the site entrance is obvious, there is no signage advertising the Community Centre, the only signs indicate the clubs and classes available. There are many signs, and trying to read them to find what you are looking for could take some time and may cause information overload for some people. Which sign should you read first? It is likely that anyone coming for the first time will be told something along the lines of 'we meet at the community centre'.</p>	Provide clear and visible signage advertising 'Armthorpe Community Centre'.	1	3 quotes obtained and forwarded to Clerk for Committee approval	Complete
2	<p>Site external areas and parking</p> <p>2.1 The general surface of the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.</p>	Provide handrails and if feasible extend horizontally beyond the top and bottom steps.	1	Middle steps - 43 inches - £483 x 2 Top steps - 118 inches - £543 x 2 (although 500mm short)	Work started
2	<p>Site external areas and parking</p> <p>2.2 There is a section of path from the middle parking area (close to the double gates leading to the yard) that is narrow with an open edge. The step nosing is clearly highlighted, but not the open edge. This is not an H & S report, but the narrow width and open edge may be an issue for people falling to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.</p>	It is recommended that this route is not made available.	1	24ft from start of path to bottom step - look for rail	Needs action
2	<p>Site external areas and parking</p> <p>2.3 Lighting is provided to the parking area and the route from the main road to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.</p>	Check the lighting of the access routes and the steps during the hours of darkness and increase if found to be low.	1	Lighting is sufficient	Complete
2	<p>Site external areas and parking</p> <p>2.10 On either side of the entrance ramp, there is a ramp from the path up to the entrance level. These have an indicative gradient of 1:8 – 1:9. No access routes should have gradients steeper than 1:12.</p>	Investigate reducing the gradients to meet guidance.	1	Length for hand rail - 65 inches - £508 x 2 Surface Specialists quote to reduce gradient is £1000.	Work started
5.1	<p>Single sex toilets</p> <p>5.1.5 The water temperature to the taps was not tested. For handwashing this should not exceed 43°C at outlet with the circulating water no less than 60°C.</p>	Check the water temperature to all hand wash basins that are solely used for handwashing (not sinks for washing of kitchen utensils) to ensure that the temperature does not exceed 43°C; if it does, it should be regulated.	1	Need to check temperature For all toilets TMV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT	Needs action

6 Accessible WC	<p>6.1 The facility is accessed through a lobby that also serves as a thoroughfare to the garden entrance lobby. This lobby measures 1730 x 1760 mm. However, this area is used by the swing of the outward-opening toilet door. This means there is not sufficient space for a wheelchair user to be in this space and open the door, the door has to be pulled open whilst only being partially in the lobby. For some people sat in a wheelchair this will not be feasible as it requires them to lean forward and pull the door open from the side and push it away. At the time of my visit a chair was also in this lobby area which creates an obstacle. A couple of options to consider are to automate the door or investigate removing the wall between the lobby and the entrance hall. Both options require specialist advice to be sought.</p>	<p>Consider adding a powered door or removing the wall between the lobby and the entrance hall.</p>	1	<p>Quote received from PC Electricians for automatic door. Clerk taking to Committee for consideration</p>
6 Accessible WC	<p>6.5 One of the key features of an accessible WC is that a person sitting on the WC can reach the wash hand basin, soap and paper towel dispenser to wash and dry their hands. Guidance requires the distance from the front of the WC pan to the nearest edge of the wash hand basin to be 140 mm – 160 mm; in this instance it is 340 mm.</p>	<p>The wash hand basin should be moved closer to the pan.</p>	1	<p>For all toilets TMV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT</p>
6 Accessible WC	<p>6.6 Paper towels are not provided; these are essential to an accessible WC. Some people need to wash and dry their body parts or find the noise of a hot air dryer too loud.</p>	<p>Provide paper towels within reach of the WC pan.</p>	1	<p>Requested quote for paper towel dispenser from Cathedral Hygiene. New Maintenance Operative to install</p>
6 Accessible WC	<p>6.9 There is no emergency pull cord. A red emergency pull cord should hang down on the side wall nearest the WC pan but behind the horizontal grab rail. The cord should be placed in line with the front of the WC pan. There should be red pull bangles at 100 mm and 800-1000 mm above the floor. A reset button should be provided on the same side wall within reach of the WC pan. This is so that it can be cancelled if activated in error.</p>	<p>Provide an emergency pull cord and reset button.</p>	1	<p>Quote received from PC Electricians - Clerk taking to Committee for consideration</p>
6 Accessible WC	<p>6.13 There is a sign above the wash hand basin advising of hot water. For hand washing, the water temperature should be regulated to 43°C at the outlet, with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.</p>	<p>Regulate the water temperature to 43°C at the outlet.</p>	1	<p>Need to check temperature - for all toilets TMV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT</p>
6 Accessible WC	<p>6.14 In the female toilet there is a sanitary product vending machine, but there are no sanitary products available in the accessible WC. Whatever is provided in the male and female toilets should be available (as far as it is practical and reasonable to do) in the accessible WC.</p>	<p>Provide female sanitary products in the accessible WC.</p>	1	<p>Cathedral Hygiene installed vending machine for sanitary products 13/01/26</p>
10.1 Back of hall stairs	<p>10.1.3 These stairs have a handrail on one side only. All stairs should provide handrails to both sides. As the stair design does not meet the guidance, making them steep, the provision of a second handrail is seen as more important.</p>	<p>Provide a handrail to the wall side.</p>	1	<p>2.4m handrail in Wickes £35 Walls are 280cm New Maintenance Operative to install</p>

10.1 Back of hall stairs	10.1.4 The stairs do not have tonally contrasting nosings. Nosings should be readily apparent, slip-resistant and have 30-point LRV difference to the treads and risers. On treads, they should measure 50 – 65 mm, and on risers, they should be 30 – 55 mm.	Provide tonally contrasting nosings.	1	4 steps are 113cm wide and 9 are 115cm wide. Top step is only 3/4cm deep at one side, depth of steps is 23cm B&Q - Anti non slip stair nosing rubber angle step edge trim PVC RO 150cm - £20.09 per strip https://nonslipland.co.uk/products/gp-anti-slip-stair-nosing-500mm-3000mm?variant=55557550899578 - £15.95 for 1200mm length and £29.95 for 1500mm length New Maintenance Operative to install
13 Staff kitchen and main hall kitchen	13.2 The water temperature was not tested at the sinks, but if hotter than 43°C, a warning should be given.	Check water temperature, if hotter than 43°C, add a warning.	1	Need to check temperature Warning sign displayed
15 Emergency egress	15.7 When I visited the site, the main hall had a Christmas tree and decorations obstructing access to the emergency exit doors, which were moved for the room's use on the morning of my visit. However, these doors should never be obstructed.	Ensure emergency exits are not obstructed.	1	Ongoing
6 Accessible WC	6.10 Within the room, there is a walking frame, which compromises the manoeuvring space. The walking frame should not be stored in this toilet.	Store the walking frame elsewhere.	M	Walking Frame stored outside gents toilets
11 Platform lift	11.2 Typically the lift is locked and unlocked when the upstairs rooms are being used. It is recommended to provide information signage advising where the key can be obtained from should it be locked.	Add information signage about the key location if required.	M	Sign displayed
14 Staff office	14.1 This is an open-plan office. Tables provide a floor-to-understand height of 685 mm. It is recommended to provide a height of 700 mm minimum. This is suitable for wheelchair users to access. However, reasonable adjustments should be made to suit the specific disabled employee.	Make reasonable adjustments to suit the specific disabled employee.	M	No disabled employee currently. If/when somebody is appointed with a disability suitable equipment would be purchased

15 Emergency egress

15.3 Evac chairs have not been provided. These are not suitable for all users. Investigate using the lift for emergency evacuation.

and appropriate training and trained staff should always be available in case of an emergency. The platform lift can be used for emergency evacuation, provided the following is followed: it operates on a battery when moving between floors. A risk assessment is carried out at the time of the evacuation, and Building Control must approve its use.

M

The engineer has advised that this is incorrect regarding the platform lift. In the case of a fire the lift cannot be used as it doesn't have a battery backup system this only has a hand wind system in case of an entrapment. A Fire Evacuation Sledge and storage bag has been priced up at a cost of £159.95 inc VAT -

<https://www.safelincs.co.uk/evacuati>
on-sledge-with-wall-mounted-storage-bag/ and signage for the same at a cost of £8.32 -
https://www.keysigns.co.uk/safety-signs-c358/fire-safety-signs-c380/emergency-escape-signs-c565/emergency-evacuation-mattress-sign-p2548?utm_source=google&utm_medium=cpc&utm_term=emergency-evacuation-mattress-sign-size-300mm-x-200mm-mate-size-300mm-x-200mm-material-3mm-plastic-ee33f&utm_campaign=product%2Blisting%2Bads&cid=GBP&glCurrency=GBP&glCountry=GB&gad_source=1&gad_campaignid=17182816252&gbraid=0AAAAAD34LGOIrxGzwc-bpzc-bf7Ashiv12&gclid=EAlalQobChMI52C4KnMkgMVOKRQBh0MIDW4EAYYAvaARF-al vivD RwfF#trihut
Internal Fire Risk Assessment in place from November 2024, reviewed December 2025 and going to PC February 2026. Fire Risk Assessment carried out by external company on Friday 23/01/26 and Report received.

Relocate one of benches onto paving if possible. If not: Heblad.uk - £1725 - Bottom plate picnic table natural con Earth-anchors.com - £695 - Round FastDek 2m x 2m with ground anchorings
New Maintenance Operative to install

2

15 Emergency egress

15.8 The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees, it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors.

M

Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.

2 Site external areas and parking

2.8 All the tables are placed on the grass. Provide a route to some of the tables that is firm and even with the tables also being placed on a firm and even surface.

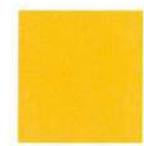
2

Provide access to the tables with firm and even access and have the tables placed on a firm and even surface.

<p>2 Site external areas and parking</p>	<p>2.9 The tables in the garden have no space for a wheelchair user or a child in a pram/buggy to pull up to the table.</p> <p>Provide a garden table with space for a wheelchair/pram/buggy to pull up to the table.</p>	<p>2</p>	<p>£690 for Octagonal Picnic Table with wheelchair accessible spaces - https://uk.glasdon.com/seating/wheelchair-accessible-picnic-tables/waddington-picnic-table?_gl=1*1oi866g*_up*MQ..*_gs*MQ..&gclid=EAIaIQobChMI0MTI-dWwkgMV25FQBh3abBjVEAAYASAAEglHGvD_BwE&gbruid=0AAAAADNP1nOxk5u2soYb01A4D00HSxLXF</p> <p>£755 - https://www.recycledfurniture.co.uk/Disabled-Access-Furniture/Wheelchair-Access-Picnic-Tables-Octagonal</p>
<p>3 Entrance</p>	<p>3.1 There is an incline leading up to the entrance doors with an indicative gradient of 1:16 over a length of 4750 mm. Anything with a gradient of 1:20 or steeper up to a maximum of 1:12 is technically a ramp. The length and gradient comply with current guidance. However, ramps should have handrails on both sides, which are used by people for support.</p>	<p>2</p>	<p>Provide handrails to both sides.</p>
<p>3 Entrance</p>	<p>3.2 The entrance doors open on motion sensors and provide a clear width to allow access for all. The doors and side panels have large areas of glass. White circles at one height have been added for manifestation (permanent marking). Manifestation is there to help identify the glass and help prevent collision, especially if the doors are locked or not working correctly. When entering the circles are relatively easy to see but when exiting they can be lost in the background. It is recommended that manifestation of two tonally contrasting colours is used at two heights.</p>	<p>2</p>	<p>Requested quote from Pipe Dream Fittings - £777, Global Walkways and The Handrail People - £1960</p> <p>Ordered some manifestation contrast</p>
<p>3 Entrance</p>	<p>3.4 The platform lift dominates the entrance hall, it does offer good tonal contrast with the surrounding surfaces. However, it also obstructs a view of the male and female toilets. There is a sign on the wall of the stairs, but nowhere else. Further wayfinding signage should be added when entering the building, giving directions to the WCs, various rooms and the office.</p>	<p>2</p>	<p>Provide further manifestation that contrasts tonally to the existing in the height range of 1400 – 1600 mm above the floor.</p> <p>Signs displayed</p>
<p>5.1 Single sex toilets</p>	<p>5.1.1 The male toilet provides two WC cubicles and three urinals, with the female toilets having four cubicles. There are no cubicles suitable for ambulant disabled people to provide more manoeuvring space and support rails in the cubicle. Every facility should provide at least one cubicle like this.</p>	<p>2</p>	<p>New Maintenance Operative to turn doors around to open outwards and to install grab rails (£9.99 each) in cubicles - One in male toilets and one in female toilets</p>
<p>5.3 Changing room</p>	<p>5.3.3 The showers have no support rails or tip-up seat. Providing these will help with improving accessibility for ambulant disabled users.</p>	<p>2</p>	<p>Wall Mounted Chair Seat - £39.99 and grab rails £9.99 each https://www.careco.co.uk/bathroom/bathroom-accessories/</p> <p>New Maintenance Operative to install</p>
<p>6 Accessible WC</p>	<p>6.7 A mirror is provided above the wash hand basin; this space should be reserved for the soap and paper towel dispensers. The mirror should be on a side wall starting at 600 mm above the floor and extending upwards for at least 1000 mm.</p>	<p>2</p>	<p>New Maintenance Operative to reposition</p>

6 Accessible WC	6.8 The flush to the toilet is placed on the side nearest the side wall, this should be placed on the 'open side' so it is more easily reached from a wheelchair once transferred back.	Reposition the lever flush to the 'open side' of the cistern.	2	Diarrised to discuss with PC Plumber in April 2026 when they attend to install water heater
8 Main Hall	8.3 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2	Quote from Contacta - All 4 rooms (Hall, Lounge & Meeting 3/4) - £10,408. Two quotes for portable system from Contacta - Radio Frequency System £1863 and Portable Large Loop System £2985
8 Main Hall	8.7 This room is laid out to suit its intended use. The chairs seen at the time of the visit hand back support but no arm rests. It is recommended that some chairs with arm rests are provided. Armrests, when provided, help people lower themselves onto the seat and stand up.	Provide some seats with armrests.	2	£63.03 each for 12+ https://www.office-furniture-direct.co.uk/damis-prague-conference-chair-arms?variant%5B%5D=5863&srsltid=AfmBOooaziOLY- mNPg94TMvK_MwcllWLyjuus5vidpW3qjFoel5DKS111AU
9 Horizontal circulation	9.4 The signage to the toilets at the foot of the entrance hall stairs is not visible.	Increase the visibility of the sign.	2	Signs displayed
9 Horizontal circulation	9.5 There is no signage on the ground floor advising of the two rooms upstairs.	Provide signage of the rooms on the first floor.	2	Signs displayed
12 1st floor meeting rooms	12.1 These both have furniture that can be moved to suit its intended use. The chairs are all similar in design and do not have arm rests but do have back support.	Provide some chairs with arm supports.	2	£63.03 each for 12+ https://www.office-furniture-direct.co.uk/damis-prague-conference-chair-arms?variant%5B%5D=5863&srsltid=AfmBOooaziOLY- mNPg94TMvK_MwcllWLyjuus5vidpW3qjFoel5DKS111AU
12 1st floor meeting rooms	12.2 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2	Quote from Contacta - All 4 rooms (Hall, Lounge & Meeting 3/4) - £10,408. Two quotes for portable system from Contacta - Radio Frequency System £1863 and Portable Large Loop System £2985 Also looked at portable hearing loop system - £138 - https://uk.rs-online.com/web/p/induction-loops/0523027
13 Staff Kitchen and main hall kitchen	13.4 Above the sink is a paper towel dispenser, this is at 1400 mm above the floor. This will be out of reach for some people.	Provide a paper towel dispenser with the bottom edge no higher than 1200 mm above the floor.	2	Requested quote for paper towel dispenser from Cathedral Hygiene. New Maintenance Operative to install
2 Site external areas and parking	2.5 The accessible parking bays measure 2330 mm wide x 4900 mm long with 1170 mm wide hatching to the side. The recommended minimum size is 2400 mm wide x 4800 mm long with 1200 mm wide hatching to the side (preferably both sides) and the rear. There is wall mounted signage advising of the bays.	When remarking the bays provide the minimum recommended size and include hatching to the rear.	3	

<p>2 Site external areas and parking</p>	<p>2.7 The garden at the rear has play equipment for children with soft landing surface around it. The play equipment is suitable for children with mobility but there is no sensory play equipment or equipment for children using wheelchairs/walking aids.</p>	<p>When refurbishing, consider adding further play equipment suitable for sensory play and children using wheelchairs and walking aids.</p>	<p>3</p>	
<p>4 Garden entrance</p>	<p>4.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.</p>	<p>When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.</p>	<p>3</p>	
<p>5.1 Single sex toilets</p>	<p>5.1.2 The urinals have the front edge at 635 mm above the floor. It is recommended to provide one at 500 mm.</p>	<p>Provide one urinal with the front edge at 500 mm above the floor.</p>	<p>3</p>	
<p>5.1 Single sex toilets</p>	<p>5.1.3 Modesty screens are not provided between the urinals. Some people will rest walking aids against them or even lean against them; they also provide privacy.</p>	<p>Provide modesty screens between the urinals.</p>	<p>3</p>	
<p>5.1 Single sex toilets</p>	<p>5.1.4 The urinals are white against a white tiled background, this provides poor tonal contrast. It is recommended that there should be good tonal contrast between the urinals and the background they are seen against, it is recommended there should be 30 points LRV difference.</p>	<p>Increase tonal contrast between the urinals and their background.</p>	<p>3</p>	
<p>5.2 Kitchen toilet</p>	<p>5.2.3 There is good tonal contrast between the floor and the walls. However, the tonal contrast between the hand wash basin, hand dryer, and their background could be improved.</p>	<p>When the opportunity arises, increase the tonal contrast between the hand wash basin, hand dryer, and their background.</p>	<p>3</p>	
<p>6 Accessible WC</p>	<p>6.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.</p>	<p>When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.</p>	<p>3</p>	
<p>6 Accessible WC</p>	<p>6.4 The door into the toilet provides a clear effective width (CEW) of 775 mm. Guidance states this should be 800 mm minimum. Increasing the CEW for 25 mm may not be reasonable on its own, but if enlarging the room or relocating this should be taken in to account.</p>	<p>Increase the CEW to 800 mm when the opportunity arises.</p>	<p>3</p>	
<p>7 Lounge bar</p>	<p>7.2 The bar counter has a single height of 1050 mm. It is recommended that a low section is available for people of short stature or using wheelchairs.</p>	<p>When refurbishing, consider a low section of counter.</p>	<p>3</p>	
<p>8 Main Hall</p>	<p>8.5 The kitchen counter provides a single height of 1150 mm. If people come and collect drinks or food from the counter, there should be a low section or provide a single low level counter of 850 mm, which is suitable for both standing and seated users.</p>	<p>Review how the counter is used and consider a low section or all the counter at a lower height if required.</p>	<p>3</p>	
<p>11 Platform lift</p>	<p>11.4 Best practice is to provide audible announcements of floor level reached and direction of travel.</p>	<p>Provide audible announcements.</p>	<p>3</p>	



Essential Aids.com sell Derby Tap Turners to add to the twist action taps to make them usable with a clenched fist - £19.17 when not on offer

3

Provide taps that can be used with a clenched fist.

13 Staff kitchen and main hall kitchen
13.1 The sink next to the office has twist-action taps that require a person to grip and twist their hand to turn. It is recommended that it should be possible to operate taps with the use of a clenched fist.

3

When refurbishing, consider a counter height of 850 mm.

13 Staff kitchen and main hall kitchen
13.3 In the staff kitchen, the worktop has a height of 940 mm above the floor. Providing a counter height of 850 mm is deemed accessible to both seated and standing users.

3

When replacing the fire alarm system lower call points to 1200 mm

15 Emergency egress
15.4 Fire alarm call points are typically sited at 1400 mm high. It is recommended that these are no higher than 1200 mm.

P

Provide a female changing room with a shower.

5.3 Changing room
5.3.1 There is only a male changing room, with a shower, it appears that the female changing room is now the cleaners' store. There should be the same facilities for female users of the building.

P

Provide an accessible changing area with a shower.

5.3 Changing room
5.3.2 There is a high threshold between the changing area and showers in the male changing room. This will create a barrier to access for people who cannot negotiate the threshold. There should also be an accessible shower and change facility.

P

Investigate increasing the room size to 1700 mm x 2200 mm or larger. Failing that move the WC pan to the wall opposite the door.

6 Accessible WC
6.3 The room measures 1975 mm wide x 1770 mm deep. The width is the measured by which wall the toilet pan is attached to. Guidance recommends that accessible WCs should be at least 1500 mm wide (1700 mm preferred) and 2200 mm deep. The room is too small, which impacts the space wheelchair users, and others have to manoeuvre themselves. Although the room is too small, moving the WC pan so that it is on the wall opposite the door and placing the wash hand basin on the side wall in front of it would make it more accessible. Obviously increasing the room size would be preferable. See diagram "Appendix 8. Accessible WC for Independent Use - Plan" on page 10.

P

Investigate providing baby change facilities elsewhere in the building.

6 Accessible WC
6.11 The toilet has a drop-down baby change table. Bay change facilities should not be within the accessible WC except in the smallest of establishments. Combining an accessible toilet and baby changing facility is acceptable only in the smallest of buildings or self-contained units within a building with low levels of demand, where it is not feasible to provide more than one toilet. Combining use can lead to extended wait times for all users



Terms and conditions for hiring Armthorpe Community Centre

PREMISES LETTINGS POLICY

1) Introduction

1.1 This document sets out the Lettings Policy in relation to the letting of the premises, facilities and outdoor spaces of Armthorpe Parish Council.

1.2 The primary intention of letting of the premises is to act as a resource to the community of Armthorpe and to be self-financing. In the event that additional income is raised this will be used to help provide additional services for the Armthorpe community.

1.3 The Council's attitude towards an application for the use of our premises, facilities and open spaces will be a positive one and will endeavor to let out premises, facilities and open spaces as much as possible

1.4 We will seek to encourage local organisations, including businesses, not for profit organisations and particularly registered charities to use the premises, facilities and open spaces for meetings and activities, where such meetings and activities are complementary to the well-being of Armthorpe.

1.5 The Council will not permit lettings to any organization if this creates an effective business or permanent address for the organization at an Armthorpe Parish Council premise, facility or open space. Any requests for lettings that are permanent will require approval by Full Parish Council.

2. BOOKINGS

2.1 The hire rates payable are the rates prevailing at the date of the booked event, as determined by the Parish Council.

2.2 AGREEMENT - The Premises & Facilities Hire Request Agreement forms part of this Policy document (**shown as Appendix 1**), must be completed and signed in respect of every booking of the premises – including the hire of kitchen, equipment or storage. All verbal requests must be confirmed in writing either using the form or by email.

2.3 Bookings will be administered by the Council. We will not accept bookings from persons less than 18 years of age or "Third party bookings" unless otherwise agreed by the Council, under special circumstances.

2.4 On receipt of a signed booking form, the Council will send a confirmation email to the hirer. No booking will be deemed to be confirmed until the hirer has received confirmation of acceptance of the booking, from the Parish Council.

2.5 The Bookings Clerk in consultation with the Clerk, on behalf of the Council, reserves the right to refuse an application for hire/booking and shall not be required to offer any reason or explanation, for refusal.

2.6 The Council reserves the right to require the Hirer to use such other rooms within the Premises as the Council may designate, at its absolute discretion, from time to time.

2.7 The Council will not normally permit lettings for a period of more than 12 months. We may also request references from a new user before agreeing a booking.

2.8 The hire of the premises does not entitle the Hirer to enter or use the premises other than during the specific hours for which are hired, unless prior arrangements have been made with the Council.

2.9 The Standard Conditions of Hire are included in **Appendix 2** for full information.

2.9 SET UP AND TAKE DOWN TIME - The council does provide one hour time free of charge for set up of equipment prior to the booking. However removing equipment or for packing items away should be carried out within the booking session.

2.10 THE HIRER - The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document.

2.11 The Hirer must be aged 18 years or over, is responsible for complying with the conditions of hire and will be in attendance for the duration of the event.

2.12 All charges include the use of furniture. After use, floors must be swept to remove debris, tables must be wiped clean.

2.13 USE OF THE PREMISES OR SPACE - is non-exclusive and the Council will allow other users in other parts of the building at the same time. The agreement only licenses the use of the Designated Room(s) of the Premises, or other facility, hired by the named Hirer, and does not create a legal lease or a landlord/tenant relationship.

2.14 Any additional requirements must be requested at the time of the booking. Unless permission is explicitly granted the hire does not include the use of equipment, storage or any other rooms within the venue and excludes the use of kitchen, lounge/bar unless booked.

2.15 The hirer may not use the premises for any other purpose other than that requested and must not sub-let the premises, the grounds or any part of them or allow their use for any illegal purpose.

2.16 CAPACITY – The capacity of the premises is as follows:

- Main Hall – Standing 200, Dining (round tables) 150, Auditorium Layout 150, Meeting layout (round tables) 150, Meeting layout (rectangular tables) 150
- Lounge/Bar Area – Standing 60, regular layout (seating) 40
- Room 3 – Standing 60, regular layout (seating) 40, Meeting layout (rectangular tables) 40
- Room 4 - Standing 60, regular layout (seating) 40, Meeting layout (rectangular tables) 40

and the Hirer undertakes that these limits **will not** be exceeded.

2.18 INSURANCE - The hirer is responsible for securing whatever insurance they require to cover his/her liabilities and the Council's insurance does not extend to the Hirers liabilities.

2.19 DISCLAIMER – The Parish Council, as owner of the premises shall not be liable or responsible for any loss or damage to any property arising out of the hiring, nor for the loss, damage or injury which may be incurred by or be done or happen to any person, or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss or breakdown of machinery, failure of electrical supply, leakage of water, fire, government restriction or act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer will indemnify the owner against any claims which may arise out of the hiring, or which be made by any persons resorting to the premises during the hiring in respect of such loss, damage or injury.

3. PAYMENT OF HIRE FEES AND OTHER CHARGES

3.1 PAYMENT AT TIME OF BOOKING – where the application for hire is in respect of one off or a series of one-off events, payment must be made in advance of the hire date(s). Failure to do so may result in all bookings being cancelled and the dates re-let to other hirers.

3.2 PAYMENT METHOD – payment should preferably be made by bank transfer, or alternatively cash or card payments can be accepted by visiting the Parish Council office in person. Payment by cheque should be made at least 10 days before the event, to allow time for cheque clearance.

3.3 LETTING HIRE RATES - will be published by premise, facility and open space by the Council. These prices are not subject to negotiation without the express permission of the Parish Council. A full list of charges is shown as **Appendix 3**.

3.4 All persons or groups using its premises will be liable to pay the approved charges. No persons or groups are excluded from this policy, however, registered Charities and not for profit organisations may be offered a discount on the published list of charges. Proof of charitable status will be required

3.5 HIRE CHARGES for Premises, Facilities and open spaces will be reviewed each year by the Committee mandated by the Council. The rental agreement form will also be reviewed annually. Charges will be set at a reasonable rate, consistent with covering costs.

3.6 BOND – A bond may be payable, at the Council's discretion as surety against any cleaning required, or damage found, following the hirers event. Generally, the bond levied will be set at the Clerk's discretion. Bonds that have been paid will be refunded following completion of a satisfactory inspection which is wholly at the discretion of the Parish Council.

3.7 In the event of damage being caused during the hiring out of the premises, the Council reserve the right to retain the surety bond and/or take further action, including court action, to recover associated costs, from the Hirer, as recompense for the damage caused.

3.8 The hire charge and any bond/surety payment are payable, in full, at the time of the booking. The bookings invoice system will be used at all times.

3.9 CANCELLATIONS – In the event of the hirer cancelling a booking, any booking fee due or already paid will not normally be refunded unless 28 calendar days' notice is received, then a 50% refund will be made. The Council may, at their sole discretion waive this clause, under extenuating circumstances.

3.10 The Council reserves the right to cancel a booking if exceptional unforeseen circumstances arise as approved by Full Council and without a reason being stated. In these circumstances all fees/deposits paid by the Hirer shall be refunded.

4. ACCESS AND SECURITY FOR PREMISES

4.1 A Caretaker will be present throughout any lettings. However, any letting of the premises will require a responsible person to be present, at the beginning and end of each letting period that takes place, to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

4.2 The Council reserves the right for a representative of the Parish Council or their appointed officer to enter any part of the building at any time.

5. SUPERVISION

5.1 The Council requires the Hirer to:

- Ensure all persons under 18 years of age are properly supervised by an adequate number of responsible adults.

- Have access to a mobile telephone in case of emergencies.
- Be responsible for the administration and organization of the event as well as the conduct and behaviour of those persons attending.
- Leave the premises at the end of the specified session, this also applies to any outside hires such as DJ's, caterers, entertainers, etc.
- Ensure that all fire exits remain free from obstruction and Fire appliances not removed or tampered with.

5.2 FIRST AID AND ACCIDENTS – there is an accident book, a first aid kit and defibrillator in the small office. Any accident involving personal injury, during a hiring, must be recorded in the Council's Accident Book and reported to the Parish Office.

5.3 IN THE EVENT OF AN EMERGENCY – the hirer should contact a member of the Council's staff, at the Parish Office.

5.4 FIRE MARSHALL – The Hirer must arrange for a nominated person to act as the Fire Marshall who will ensure that, in the event of a fire, the emergency services are called immediately, and the premises are cleared of all persons, using fire evacuation procedures.

5.5 All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed.

5.6 The right of entry to the premises is reserved by the Council and any other agent of the owner and any Police Officer at any time during the Hiring.

5.7 REMOVAL OF BELONGINGS - All property belonging to or associated with the hirer or their agent must be removed immediately at the end of the hiring unless permission is given in writing by the Council. This includes disposal of any associated packaging and rubbish resulting from activities undertaken or from items brought onto the premises.

5.8 Where the hirer fails to remove these items, the Council reserves the right to charge fees for each day or part day until the same is removed.

5.9 LOST PROPERTY – that is handed in to the Council or found by staff will be kept in the Parish Office for a period of 3 months and if not claimed will be disposed of.

6. DAMAGE

6.1 Damages and breakages occurring during the course of the hiring must be reported, as soon as possible, to the Parish Office. Whilst the Hirer is responsible for all damage to the premises and its equipment and for all damage or loss of any property in the premises occurring during the period of hiring or while persons are entering or leaving, a subsequent assessment will be undertaken by the Council. Depending on the outcome, may result in a deduction being made against the deposit or an invoice raised or other action taken to cover the damage or loss.

6.2 The wearing of sports boots is not permitted in the premises and persons wearing such footwear or other footwear considered likely to cause damage will be refused entry, to the premises. The hirer is responsible for compliance with this condition.

6.3 The use of any materials by the Hirer preparing the floor for dancing or any other activities is prohibited (not including rubber mats used during activities to protect users and the floor).

7. GENERAL BOOKING CONDITIONS

7.1 CAR PARKING AND SAFETY – the pedestrian areas and other access areas between the main highway, entrance gates and main doors must be always kept clear to ensure access for the emergency

services. Drivers must also remain alert to the movement of pedestrians and the disabled in these designated areas.

7.2 Users park their cars/vehicles in the car park entirely at their own risk. They should also observe and respect that designated persons spaces are reserved for disabled users.

7.3 HEATING – The Council is committed to minimizing the use of energy for environmental and economic reasons. The heating is normally pre-set for the period of hire, and the controls should not normally be interfered with, if the temperature isn't satisfactory (too warm or too cold) the Hirer is to speak to the member of staff on duty and request that it be altered accordingly.

7.4 NOISE – The Hirer must ensure that their use of the premises is considerate to residents in the neighborhood and should not cause nuisance and annoyance. The Hirer is to keep the level of amplified music to an acceptable level, and all amplified sound must cease by **MIDNIGHT**, or as directed by the Parish Council.

7.5 CLOSING TIMES – **ALL** functions must end and the premises be vacated by the time specified on their booking Agreement, or as detailed on the premises or events license agreed by City of Doncaster Council, unless otherwise agreed, by the Parish Council, prior to the event.

7.6 CLEANLINESS - The Hirer shall leave the premises and the equipment, including toilets and kitchens in a clean and tidy condition. Failure to do so may result in the Council retaining the Hirers Surety Bond. Hirers should ensure that all work surfaces are wiped clean, crockery/cutlery or other equipment is adequately washed and replaced, as appropriate.

7.7 KITCHEN FACILITIES – the Council provides a limited amount of equipment for use. The hirer should therefore take steps to ensure that there is sufficient equipment to fulfil their needs prior to their event so they can then arrange to bring additional items, as required.

7.8 DISPOSAL OF WASTE - All food waste and rubbish must be bagged and removed from the kitchen and placed in the large refuse bin at the rear of the building. **N.B.** hirers should provide their own rubbish bags/sacks as they are not provided by the Parish Council.

7.9 SMOKING AND VAPING & USE OF SMOKE MACHINES - or other smoke generators for Discos are strictly prohibited in all areas of the premises throughout as use of these will activate the Fire Alarm system.

7.10 ALCOHOL – under no circumstances can alcohol be used in the building without first applying and receiving agreement by the Parish Council. The Parish Council has an events licence and fully licensed bar for hire. Alcohol will not be permitted to be consumed outside of the building(s).

7.11 PUBLIC PERFORMANCE LICENCES – the Parish Council holds a PRS (Performing Rights Society) License and a PPL (Public Performance) License. All users who play copyright music must provide the Parish Office with a copy of their PPL license in relation to their specific group and activities.

7.12 NOTICES AND FIXINGS - The Council does not allow anything to be put up or secured onto the walls without prior permission – this includes notices, placards, decorations, pictures or fixtures etc. and reserves the right to refuse any future bookings or to cancel any bookings already made by the Hirer, if any damage to the premises is found after the previous use by the Hirer.

7.13 WHEELED TOYS, BIKES AND VEHICLES – All wheeled toys, bicycles etc. are forbidden as they can cause damage to the floor (with the exception of personal mobility aids).

7.14 CATERING – The Hirer may use the kitchen facilities (if pre-booked) for providing hot and cold refreshments and for the reheating of pre-prepared foods. The Hirer is required to follow guidelines displayed within the kitchen area.

7.15 ELECTRICAL – The hirer is not permitted to bring in supplementary heating appliances unless permission is granted. If electrical equipment is to be used, the Hirer shall be responsible for ensuring the electrical equipment is in safe conditions and complies with current electrical safety guidelines including Portable Appliance Test Certificates (or be under one year old). No additional lights or extensions from existing light fittings shall be used without prior consent from the Council. To safeguard people's health, no laser effect lighting is to be used by D.J.s or bands.

8.0 COMPLIANCE

8.1 The Hirer is required to comply with all legislation including: Health and Safety, Equality and safeguarding. 7 days prior to the event, the Hirer must supply the Council with a copy of relevant documentation/ certification for the following, where applicable:

- **Insurances** – e.g. Public Liability Insurance.
- **Risk Assessments** - relative to the type of activity to be undertaken.
- **Food handling** – as applicable.
- **Portable appliance testing** – *where hirers use their own electrical equipment.*

8.2 SAFEGUARDING - The hirer is responsible for ensuring that all relevant Safeguarding requirements are in place and maintained, as per their own respective Safeguarding Policy and Procedures. This may include confirmation that relevant safeguarding/criminal record checks have been carried out through the Disclosure & Barring Service (DBS) for all staff and volunteers that work with children, young people and/or other vulnerable groups.

8.3 Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Council to be just cause for immediate cancellation of a room hire or series of hirings and may result in forfeiture of the entire security deposit.

9. REVIEW

9.1 This Policy will be reviewed annually by the Clerk/Deputy Clerk on behalf of the Council, and any amendments will be considered for approval by the full Parish Council. However, the Council reserves the right to change these Terms & Conditions at any time, without prior notice.

9.2 Hire charges for Premises and Facilities will be reviewed annually.

Dated: 22nd December 2025
Approved: 1st December 2026
Review: March 2027 and then annually thereafter

Hire Agreement 2025/26

Before completing, please read the Terms and Conditions for hiring Armthorpe Community Centre

Hirer's details

Name of Hirer:	Daytime phone number:
Email:	
Name of Organisation:	
Position within organisation (e.g. secretary):	
Full postal Address:	Address for invoice (if different):

Booking details

Use start date:	
Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet.	
Space/s required:	
Space/s booked to be used for:	

Booking times

	0900-1300	1300-1800	1800-2359
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Appendix 2

Standard Conditions of Hire Armthorpe Community Centre (“The Premises”)

1. The hirer will, during the period of the hiring, accept responsibility for supervision of the premises, the fabric and contents, their care, safety from damage, however slight or change of any sort.
2. The hirer will be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the adjoining highway.
3. The hirer will be responsible for the behaviour of all persons using the outdoor play area. Adult supervision of children is necessary. If there is no supervision the premises supervisor will have no alternative than to close the park. All litter must be cleared from the park after the event by the hirer
4. The hirer shall ensure that any music or entertainment shall accord with the limit set on the premises noise limiter and shall not cause or permit such equipment to be bypassed. Failure to do so shall result in the premises supervisor closing the event.
5. The hirer will ensure that the kitchen is left in a clean and tidy condition, failing this an additional charge of £100.00 will be imposed to cover cleaning costs.
6. The hirer shall comply with all conditions and regulation made in respect of the premises by Armthorpe Parish Council, South Yorkshire Fire Authority and City of Doncaster Council otherwise, particularly in connection with any event which includes public dancing, music, or any similar public entertainment or stage production.
7. At the end of the period of hire, the hire shall be responsible for leaving the premises and surroundings in a clean and tidy condition, and any contents temporarily removed from their usual positions must be reinstated, otherwise Armthorpe Parish Council shall be at liberty to make an additional charge. Any rubbish should be placed in the correct bins. Red Top- General Rubbish Green Top- Cardboard & Recycling
8. In the event of a fire on the premises, the hirer shall be responsible for ensuring that all attended are evacuated from the premises.
9. The hirer shall not use the premises or allow the premises to be used for any unlawful purpose.
10. The hirer shall not allow any alcohol of any description to be brought onto the premises or drank in the car park. Anyone found to be on the premises with alcohol will be asked to leave and will not be permitted to re-enter. If they refuse to leave, then Armthorpe Parish Council will

have no alternative than to stop the event. If the bar is hired, then all beverages must be purchased from there, including water and soft drinks.

11. Facilities at the Community Centre are available for use between the hours of 9am and 11pm.

12. If the bar is hired the bar will close 1 hour prior to the event. If an extension for the bar is required, permission for this will be at the discretion of the Bar Manager and needs to be arranged at least one month before the event.

13. The hirer shall not bring on to the premises any helium balloons, balloons containing confetti or glitter, confetti or table confetti smaller than a 1p coin, glow sticks & party poppers. Any balloons and balloon arches which are to be disposed of must be removed from the hall and popped by the hirer. If the balloons are discharged or sprayed with High Shine in the hall, the hirer will be charged £100.00 for floor cleaning.

14. Candles, naked flames (excluding birthday cake candles) & smoke machines are not permitted in any part of the building.

15. Armthorpe Community Centre does not allow birthday parties for people between the ages of 16 & 21 years.

16. For children's parties, only one bouncy castle/inflatable insurance cost will be incurred by the hirer regardless of the number of inflatables in use.

17. The hirer shall pay the booking fee in full upon making a booking, if more than one month's notice is provided to cancel the booking a refund of 50% will be provided.

19. The hirer shall leave the premises at the end of the specified session, this also applies to any guests and outside hires such as DJ's, caterers, entertainers, etc.

18. Should the hirer exceed the allocated booking time, an additional fee of £50.00 per hour shall be incurred.

19. Hirers must provide one month's notice to cancel the booking.

20. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, Armthorpe Parish Council shall not be liable to the hirer for any resulting consequential loss and/or damage whatsoever.

21. Vehicles may be left in the car park overnight at the owner's risk.

Appendix 3

Armthorpe Community Centre Hire Charges

Commercial Hire (Monday to Thursday)		Charges
Main Hall		£38.00 Per Hour
All Other Rooms		£28.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)		£268.00
Main Hall, Lounge & Bar (12 Hours)		£536.00
Commercial Hire (Friday to Sunday)		Charges
Main Hall		From £38.00 Per Hour
All Other Rooms		From £28.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)		£268.00
Main Hall, Lounge & Bar (12 Hours)		£536.00
Charity & Voluntary Organisations		Charges
All Rooms		£20.00 Per Hour
Main Hall, Lounge & Bar (6 Hours)		£134.00
Main Hall, Lounge & Bar (12 Hours)		£268.00
Ancillary Hire		Charges
Kitchen		£80.00
Stage & Pelmet		£100.00
Event Backdrop (Various Styles/Colour)		£75.00
Hot Water Vacuums & Crockery (£1.00 Per Person if over 20 attendees)		£17.00
Projector & Screen		£50.00
Sound System & Microphone		£25.00
Bouncy Castle (Insurance Cover)		£15.00
Supply of Tablecloths		Pricing on Request
Supply of Chair Covers		Pricing on Request
Supply of Chair Ribbons (Various Colors)		Pricing on Request
Specifications		
Hall Size- 17m x 10m (2394 sq ft)		
Lounge & Bar Size- 10.5m x 5m		
Meeting Room 3 Size- 10m x 7m		
Meeting Room 4 Size- 10m x 4.5m		
Round Table- 152.2cm (Diameter) Quantity: 20		
Rectangular Table- 183cm (l) x 74cm (w) Quantity: 28 White Tables & 19 Brown Tables		
Chairs- 46cm (w) x 84cm (h) Quantity: 200		
Armthorpe Community Centre, Church Street, Armthorpe, DN3 3AG		
Tel: 01302 830543		
Email: Bookings@armthorpeparishcouncil.gov.uk		



Item 9e

Summary of Quotes Received

Project: Entrance Signs

Description: Provision of a sign at the entrance to Arnthorpe Community Centre.

Date of Summary: 9th February 2026

Company	Description of Works	Cost
Green Frog Signs	Provision and installation of 5400mm x 500mm ACM sign to be installed to existing frame work	£517.00 (plus VAT)
Signline	Provision of Flat Di-bond sign (black) with white lettering and logo	£1,122.00 (plus VAT)
	Provision of Aluminium Tray sign (black) with white lettering and logo	£1,633.00 (plus VAT)
Signs Express	Supply and fit printed gloss laminated flat aluminium composite panel, overall size 5,400mm x 400mm to be mounted on existing framework	£417.62 (plus VAT)
Magenta Signs	Provision of Vinyl and Acrylic 3,048mm x 1,524mm sign with black aluminium composite backing panel and installation	£885.00 (plus VAT)
	Provision of premium sign (larger layout) on 3,048mm x 1,524mm black aluminium composite material board and installation	£925.00 (plus VAT)



Green Frog Signs

Unit 3

Guildhall Industrial Estate

Sandall Stones Road

Kirk Sandall

Doncaster

DN3 1QR

Tel: 01302 888173

Fax: 01302 888234

sales@greenfrogsigns.co.uk



For the attention of: **Bev**

Company: **Armthorpe Parish Council**

Address:

Sent By: **Kevin**

Date Sent: **22/01/2026**

Quote: **17694**

Dear Bev,

We thank you for your recent enquiry regarding signage or associated products, and are pleased to quote as follows:

Re:- Exterior Entrance Sign

Item	Qty	Description	Unit Price	Total
a)	1	Exterior Sign – to be mounted to existing frame work 5400mm x 500mm, ACM with full colour print		£357.00
b)	1	Installation (if required)		£160.00

TOTAL: £517.00

All prices are subject to VAT at 20% £620.40

50% Deposit £310.20

Terms

Payment: 50% deposit, may be requested upon order, with full outstanding balance due on delivery or collection except for authorised credit accounts, when payment is due within 30 days.

If there is anything that is unclear please do not hesitate to contact us on Doncaster (01302) 888173.

We will call you in a few days to ensure you have received this quotation.

Green Frog Signs sales terms and conditions apply, all designs and visuals supplied remain the property of Green Frog Signs until an order is placed and payment received.

Yours sincerely,

Kevin

Green Frog Signs

RE: APC Branding

From :

Date Thu 22/01/2026 11:43

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Sarah,

Hope you're well.

Firstly – WOW on our brand guidelines, these are excellent and I wish more people had this structure to their logo's / colours. I see a few companies adopt this, but not enough.

Please find below the pricing for the signs, we've shown two options:-

Quotation Reference - 51491

Option 1

Flat Di-bond sign

Black material, white lettering + logo

Supply and install

Price @ £1,122 + VAT

Option 2

Aluminium Tray

Black material, white lettering + logo

Supply and install

Price @ £1,633 + VAT

Happy to explain the difference in the two options if you want to discuss.

Let me know how you want to proceed.

Thanks

Spence

Spencer Johnston

Director, Signline (Part of the RSJ Print Group)

 +44 _____

 www.signlineyorks.co.uk



 _____

From: clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Sent: 20 January 2026 14:38

To: Spencer@signlineyorks.co.uk

Subject: APC Branding

Hi Paul,

Apologies for the delay, please find attached the branding information for the proposed sign.

Kind Regards

Sarah

QUOTATION GJR35837 / 1



Sarah Youngman
Armthorpe Parish Council
Armthorpe Community Centre, Church Street
Armthorpe, Doncaster, DN3 3AG
Tel: -
Mob

Signs Express (Sheffield)
Unit 18, Aspen Court, Centurion Business Park
Rotherham, South Yorkshire, S60 1FB
01709 374 331

26 January 2026

Dear Sarah

Re: Entrance signage

Thank you for your enquiry, we are pleased to provide a quote for the services discussed which is laid out below.

Qty	Description	Unit Price	Total
1	To supply and fit printed gloss laminated flat aluminium composite panel overall size 5400mm x 400mm (supplied in 3 sections) mounted on to existing steel frame using face fixing screws. Please note: installation will be via mobile access tower, the entrance will need to be closed off during the installation. Sizes to be checked before manufacture.	£417.62	£417.62

Sub Total	£417.62
VAT	£83.52
TOTAL	£501.14

We look forward to hearing from you in due course.

Yours sincerely

Gareth Russell

Gareth Russell

Payment Terms:

Minimum Order £25.00
Payment by BACS, Card or Cash only. Cheques are not accepted.
A 50% deposit or full payment is required for non-account holders.
For authorised credit accounts, payment is required within 30 days of the date of Invoice.

Quotation Terms:

Lead time is approximately 7 - 10 working days. Please let me know if this is not acceptable, we will always try to meet your requirements.

All designs and visuals remain the property of Signs Express (Sheffield) until an order is placed and payment received.

Any consents that may be required for the installation or erection of internal or external signage are the responsibility of the recipient of this quotation.

Your property is only covered by our insurance policies out of hours when secured inside our premises. If your property is left outside at any time, please ensure that you have adequate cover as vehicles, contents and property are left at the owner's risk.



SIGNS EXPRESS

STANDARD TERMS AND CONDITIONS OF THE SALE OF GOODS AND PROVISION OF SERVICES

1. Interpretation
 - 1.1 "Conditions" means the standard terms and conditions set out in this document and (unless the context otherwise requires) includes any special terms and conditions agreed in writing between the Customer and Signs Express.
 - 1.2 "Contract" means the contract between the Customer and Signs Express for the supply of Goods and/or Services in accordance with these Conditions.
 - 1.3 "Customer" means the person who orders the Goods and/or Services and is accepted by Signs Express.
 - 1.4 "Goods" means the goods which Signs Express sells to the Customer under these Conditions, as set out in the quotation.
 - 1.5 "Order" means the Customer's order for Goods and/or Services, whether made by email, by fax, by telephone or by any other means.
 - 1.6 "Order Confirmation" means Signs Express's acceptance of the Order, provided by Signs Express to the Customer within written or electronic form.
 - 1.7 "Quotation" means the quotation for the Goods and/or Services provided by Signs Express to the Customer in written or electronic form.
 - 1.8 "Services" means any services provided by Signs Express in connection with the supply of Goods and/or Services, as set out in the Quotation, and/or
 - 1.9 "Signs Express" means Signs Express business providing the Goods and/or Services, details of which are given in the Quotation and/or www.signsexpress.co.uk.
 - 1.10 Any reference to these Conditions in any provision of a contract shall be construed as a reference to the provisions in amended form set out in this document.
 - 1.11 The headings to these Conditions are for convenience only and shall not affect their interpretation.
2. Making the Contract
 - 2.1 Each Order will be deemed to be an offer by the Customer to buy the Goods and/or Services in accordance with these Conditions. The Contract will be made when the Order is accepted by Signs Express by the issue to the Customer of an Order Confirmation. The Contract will not be made until an Order Confirmation has been issued by Signs Express or Signs Express's commercial provision of the Goods and/or Services.
 - 2.2 Signs Express may accept or refuse an Order at its discretion, and is not obliged to accept or refuse an Order to supply any Goods or Services which are, in the Order Confirmation, has been issued by Signs Express or Signs Express's commercial provision of the Goods and/or Services.
 - 2.3 The Contract is subject to these Conditions and to the Contract for the provision of any other terms and conditions and all details, and of any other matters referred to by Signs Express, but subject to the provisions of the Contract and all details.
 - 2.4 Notwithstanding these Conditions, nothing shall be deemed to be a contract between the Customer and Signs Express unless the Customer makes an order which is accepted by Signs Express.
 - 2.5 The Customer must ensure that the information on the Order Confirmation is accurate and complete and that the Customer is authorised to supply the Goods and/or Services. Signs Express will not be responsible for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 2.6 All Goods are subject to inspection by Signs Express at its premises or at any other place specified in writing by Signs Express. The Customer must ensure that the Goods are ready for inspection at the time specified in writing by Signs Express. The Customer must ensure that the Goods are ready for inspection at the time specified in writing by Signs Express. The Customer must ensure that the Goods are ready for inspection at the time specified in writing by Signs Express.
 - 2.7 Any delay or non-compliance with these Conditions shall be deemed to be a breach of the Contract and the Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
3. Provision of the Goods and Services
 - 3.1 The Goods will be supplied and delivered to the Customer in accordance with the terms and conditions set out in the Quotation. It is the responsibility of the Customer to check the quantity in which the Goods are to be supplied, and to ensure that the Goods are ready for inspection at the time specified in writing by Signs Express.
 - 3.2 If the Goods are not delivered to the Customer at the time specified in writing by Signs Express, the Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 3.3 Signs Express warrants the Goods to be of the quality and standard specified in the Quotation. Signs Express will not be responsible for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 3.4 No Order which has been accepted by Signs Express may be cancelled by the Customer without the agreement in writing of Signs Express. Signs Express will not be responsible for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 3.5 All orders, drawings, specifications, instructions and specifications issued by Signs Express or contained in any of Signs Express's correspondence with the Customer shall be deemed to be part of the Contract. Signs Express will not be responsible for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 3.6 The Customer shall be responsible for ensuring that the Goods are ready for inspection at the time specified in writing by Signs Express. The Customer shall be responsible for ensuring that the Goods are ready for inspection at the time specified in writing by Signs Express. The Customer shall be responsible for ensuring that the Goods are ready for inspection at the time specified in writing by Signs Express.
 - 3.7 At the request of the Customer, Signs Express may remove materials (including all materials) from the Customer's premises at the request of the Customer. Signs Express may remove materials (including all materials) from the Customer's premises at the request of the Customer. Signs Express may remove materials (including all materials) from the Customer's premises at the request of the Customer.
 - 3.8 Signs Express requires the Customer, prior to the provision of the Goods and/or Services, to obtain any necessary consents and approval from the relevant authorities for the Goods, including but not limited to any planning and/or building consents; and the use of any land, and any other matters which may be required for the Goods (including but not limited to the right to use the land and any other matters which may be required for the Goods (including but not limited to the right to use the land and any other matters which may be required for the Goods).
 - 3.9 All material planning rights (including but not limited to any planning and/or building consents) shall remain the property of Signs Express and the Customer shall not be allowed to reproduce the Goods without the prior written consent of Signs Express.
4. Price of the Goods
 - 4.1 The price of the Goods and/or Services shall be as set out in the Quotation or (where no price has been quoted or a quoted price is not entered) shall be the price indicated by Signs Express in its normal price list from time to time.
 - 4.2 Signs Express reserves the right to vary the price of the Goods and/or Services from time to time.
 - 4.3 Any increase in the price of the Goods and/or Services shall be deemed to be a breach of the Contract and the Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 4.4 Any change in the price of the Goods and/or Services shall be deemed to be a breach of the Contract and the Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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5. Terms of Payment
 - 5.1 Subject to any special terms and conditions agreed in writing between the Customer and Signs Express, Signs Express shall be entitled to invoice the Customer to the price of the Goods and/or Services as set out in the Quotation and/or as set out in the Order Confirmation. The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 5.2 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 5.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
6. Delivery
 - 6.1 Delivery of the Goods shall be made by the Customer, including the Goods in Signs Express's premises in any form after Signs Express has notified the Customer that the Goods are ready for inspection at the time specified in writing by Signs Express. The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 6.2 The Goods shall be deemed delivered to the Customer when Signs Express issues the Goods and/or Services to the Customer in accordance with the terms and conditions set out in the Quotation and/or as set out in the Order Confirmation.
 - 6.3 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 6.4 Any delay in the delivery of the Goods and/or Services shall be deemed to be a breach of the Contract and the Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 6.5 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 6.6 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 6.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
7. Risk and Property
 - 7.1 Risk of damage to or loss of the Goods and/or Services shall pass to the Customer at the time when Signs Express notifies the Customer that the Goods and/or Services are ready for inspection at the time specified in writing by Signs Express.
 - 7.2 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 7.3 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 7.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
8. Warranties, Disclaimers and Indemnity
 - 8.1 Signs Express warrants that for a period of 24 months from the date of delivery of Goods and/or Services, the Goods and/or Services will be free from material defects in workmanship, materials and workmanship.
 - 8.2 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 8.3 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 8.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
9. Data Protection
 - 9.1 Any personal data which Signs Express processes in connection with the supply of Goods and/or Services shall be processed in accordance with the provisions of the Data Protection Act 1998 and any subsequent amendments.
 - 9.2 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 9.3 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 9.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
10. General
 - 10.1 Any dispute arising out of or in connection with these Conditions shall be referred to the arbitration of a single arbitrator appointed by the Customer and Signs Express.
 - 10.2 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
 - 10.3 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.
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 - 10.10 The Customer shall be liable for any loss or damage to the Customer's information or for any loss or damage to the Customer's information or for any loss or damage to the Customer's information.



Job Ref

Ref: 35837

Estimator

Gareth

Signed

Print/Name

Date



5400 mm



Armthorpe Community Centre
Home of Armthorpe Parish Council



Armthorpe Parish Council

400 mm



Armthorpe Community Centre
Home of Armthorpe Parish Council



Armthorpe Parish Council



Armthorpe Community Centre
Home of Armthorpe Parish Council



Armthorpe Parish Council

Please check the artwork thoroughly including sizes, colours and spelling (including contact details)
We cannot be responsible for any artwork errors once the job and proof has been approved verbally or by email.

Re: New message from "Magenta Signs"

From Magenta Signs <sales@magentasigns.co.uk>

Date Thu 15/01/2026 15:48

To deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>

 1 attachment (43 KB)

flatcut letters onloctors.JPG

Hi Bev,

Please find attached two design previews for the new signage.

Regarding the design layout: Due to the fixed dimensions of the sign, incorporating both lines of text while maintaining visibility from the roadside was a challenge. However, we have developed the two options below which strike the best balance between including the necessary information and ensuring the text is large enough to be legible from a distance.

Please see the cost breakdown for both options below:

Option 1: Vinyl & Acrylic Combination

- **Header Text:** "Armthorpe" in 5mm brushed steel or white acrylic (customer choice) mounted on stand-off fixings for a 3D effect.
- **Sub-text & Logo:** "Home of Armthorpe" and side logo produced in high-quality cut vinyl graphics.
- **Backing Board:** Black ACM (Aluminium Composite Material) board, cut into two equal panels (10ft x 5ft total) and riveted to the current scaffolding structure.
- **Artwork Fee:** (1 Hour) — Included
- **Installation:** Two-person team including scaffolding equipment.

Option 1 Total: £885.00 + VAT

Option 2: Premium Header

- **Header Text:** "Armthorpe" in 5mm brushed steel or white acrylic mounted on stand-off fixings (Larger/Premium layout).
- **Backing Board:** Black ACM (Aluminium Composite Material) board, cut into two equal panels (10ft x 5ft total) and riveted to the current scaffolding structure.
- **Artwork Fee:** (1 Hour) — Included
- **Installation:** Two-person team including scaffolding equipment.

Option 2 Total: £925.00 + VAT

Option 3 - a last minute Idea

I have not worked out a costing, but it will cost more than the other 2 options.

Customer Name: - Bev Walton	Job Name: Armthorpe Com.Ctr	Font: -
Date: 15-01-26	Colour: - n/r path	Drawn By: D.Carey



Unit 11 Oakleaf Industrial Estate,
Oakleaf Court Rossington
Doncaster DN11 0PS
E: sales@magentasigns.co.uk
T: 01302 822466
M: 07738 261247
W: www.magentasigns.co.uk

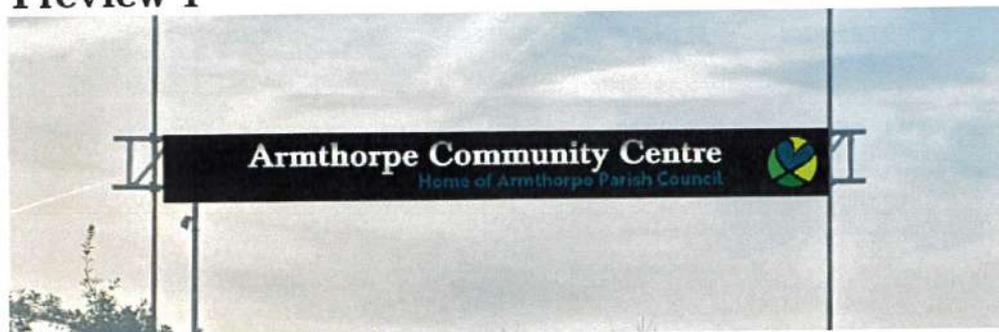
Vehicle Livery, Vehicle Wrapping, Digital Printing,
Banners, Vinyl Graphics & Canvas

The design shown on this drawing is copyright protected and is the property of Magenta Signs. This drawing should not be used, copied, communicated, disclosed in whole or in part - except in accordance with a contract, licence or agreement with Magenta Signs.

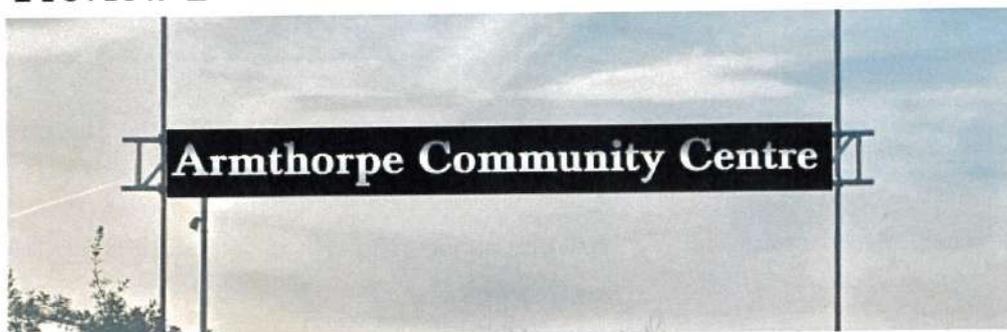
All dimensions are in mm.

Computer screen and desktop printers may not give a true representation of finished colours.

Preview 1



Preview 2



Preview 3



Please check this visual carefully, paying special attention to the layout, spelling of names, telephone numbers and punctuation. If you are happy with the visual please sign in the box below. If you have any alterations, please indicate them on the visual and send them back to us by email. Alternatively you can contact us on the details provided. Please note that you will accept all responsibility for any errors or omissions that have not been clearly marked or communicated.

Signed: _____
Printed: _____
Company: _____
Date: _____

Please let me know which option you would prefer, or if you have any questions regarding the layout.

Kind regards,

Dan Carey
MAGENTA SIGNS LTD

We've Moved! Magenta Signs Ltd has moved to our new address:
Unit 11, Oakleaf Industrial Estate, Oakleaf Court, Rossington, Doncaster, DN11 0PS

By accepting any quotes or layouts you are agreeing to our [terms and conditions](#).

Satisfied with our service? We'd appreciate it if you left a review!

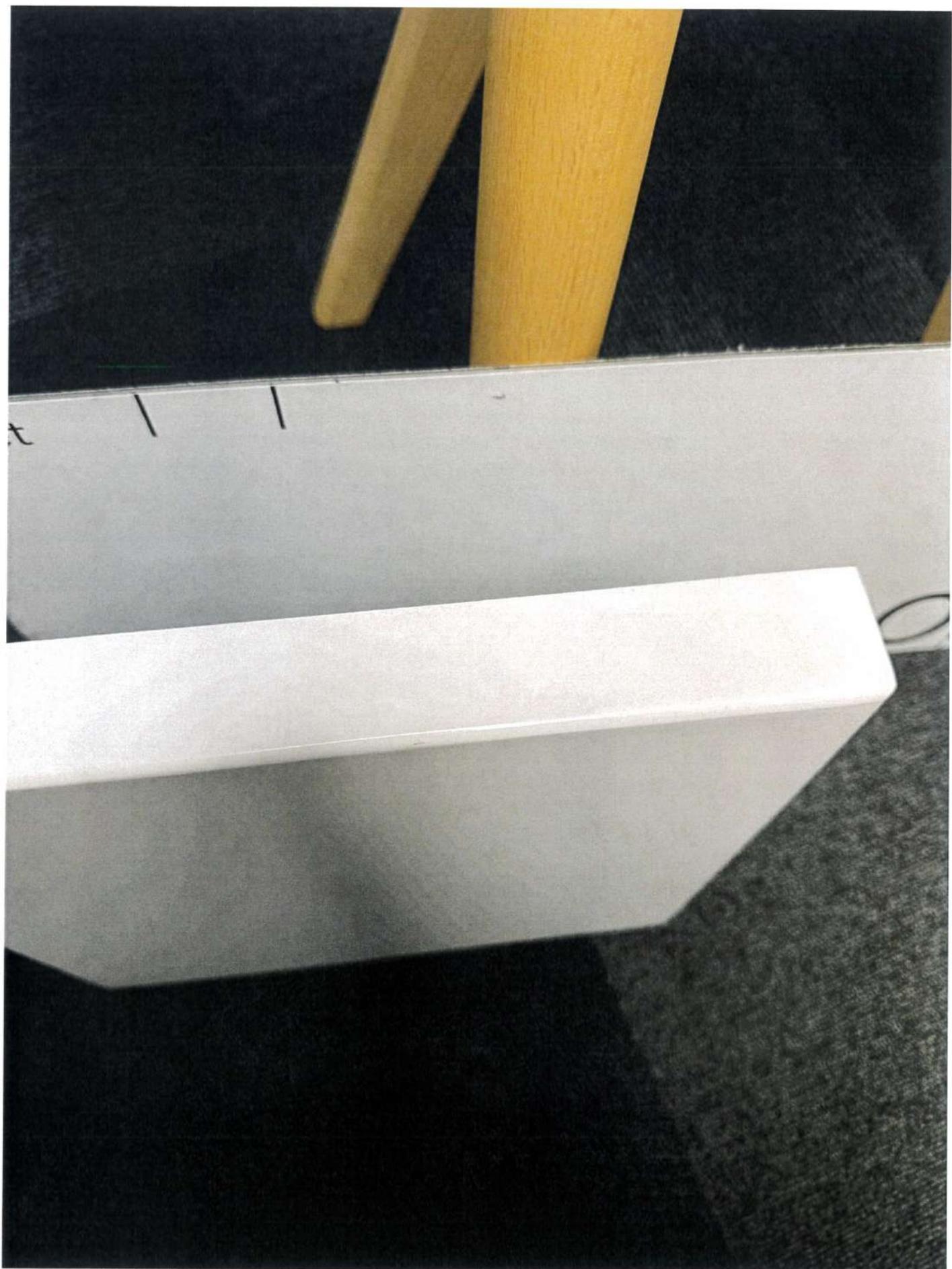
[Google](#) | [Yell](#) | [Facebook](#)



Design | Print | Banners | Signs | Wrap | Frosting | Wallart

Tel: 01302 822466

Magenta Signs Ltd, Unit 11 Oakleaf Industrial Estate,
Oakleaf Court, Rossington, Doncaster, DN11 0PS



Auto Opener for Disabled WC.

From Mark Lewis

Date Thu 22/01/2026 16:10

To clerk@armthorpeparishcouncil.co.uk <clerk@armthorpeparishcouncil.co.uk>

Good afternoon Sarah,

Thank you for your valued enquiry regarding the replacement of the door closer on the disabled toilet to a fully automatic opener. This complete kit for single doors helps you meet the regulatory requirements of the EN16005 standard, with safety sensors, signage, push button operation and finger-guards. A maglock will be interfaced with the unit to lock the door. The power will be taken from the small distribution board in the youth club. The cable will be installed above the ceiling in the corridor. An unswitched fused spur will be mounted above the door inside the disabled WC.

Price £4,650.00p excluding VAT

Validity of the quotation is 30 days

We trust the foregoing meets with your approval and look forward to hearing from you in due course.

Kind Regards,
Mark



Mark Lewis
Project Engineer
Mobile:
Tel: 0114 287 2046
Unit 6A
Nine Trees Trading Estate
Morthen Road
Rotherham
S66 9JG

RE: Large Area Room Loop Submission - Contacta Budgetary Quote 55068

From Avril Mayes

Date Mon 02/02/2026 11:08

To deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>

 1 attachment (104 KB)
Q55068.pdf;

Good morning Bev,

I hope you had a lovely weekend.

Please find attached our budgetary quotation for the provision of hearing loop systems to the four areas discussed at Armthorpe Parish Council.

A 10% discount has been applied within the attached quotation.

The systems are intended to support activities such as meetings, training sessions and sports activities. No integration with existing audio systems is required.

Provisional system design (subject to survey)

- All four rooms have been specified with perimeter hearing loops, based on the existing wood and carpet floor finishes
- Single-turn perimeter loops have been allowed for each space
- Loop cable to be installed at floor level around the perimeter of each room (final routing and suitability to be confirmed during site survey)
- Each room to include a wireless lapel microphone system for a presenter or meeting chair
- Lapel transmitters can also be placed on a table and used as a local boundary microphone if preferred
- Main loop equipment to be housed within a 2U wall-mounted cabinet or existing furniture (subject to survey)
- Standard double 230V power socket required in each room
- A rechargeable loop tester included for periodic system checks

Please note that the final specification and pricing are subject to confirmation following a site survey.

If you have any questions, or if you'd like to proceed with arranging the survey, please let me know.

Kind regards,
Avril

Avril Mayes
Sales Executive



 www.contacta.co.uk

 Contacta Systems Ltd, Office 13, Dana Estate, Transfesa Road, Paddock Wood, Tonbridge, TN12 6UT

contacta 

Budgetary Cost Estimates



Delivery address to be confirmed

Quotation No. : 55068
 Lead No. : A431
 Name : ARMTHORPE PARISH COUNCIL
 Doc. date : 28/01/2026
 Contact Person : Bev Walton
 Contact Email : deputyclerk@armthorpeparishcouncil.gov.uk
 Page : 1 of 6

Item no.	Position	Item name	Qty.	Unit Price	Disc %	Net Total GBP
CABLE-1.5TRI-WH	Main Hall	BI 1.5mm Sq Tri Rated White	1.00	64.00	10.00	57.60
RL-BACK-BOX		Back Box with Front and Glands	1.00	10.00	10.00	9.00
V22-PLUS-UK	Main Hall	V22 Plus Hearing Loop Driver UK	1.00	822.50	10.00	740.25
IL-AC-WM-2C-LT		WIRELESS UHF with 2 x LAPEL MICS	1.00	335.00	10.00	301.50
RL-SLRACK-350-2U		2U 19 inch Desktop Data Rack 350 style	1.00	96.00	10.00	86.40
MBR-FIXINGS		MBR M6 cage nut washer screw	2.00	3.00	10.00	5.40
LEAD-XLR-6.35		3 pin XLR - 6.35mm 1metre lead	1.00	15.00	10.00	13.50
IR-EXTLEAD-4W3M		4 Way power strip 3m lead White	1.00	17.50	10.00	15.75
RL-XLR-SWW		XLR Socket Wallplate White	1.00	27.00	10.00	24.30
EXTLEAD-0.5-XLR		BI 0.5m XLR Extension Lead	1.00	10.00	10.00	9.00
XLR-3PIN		XLR to 3 pin Phoenix connector	1.00	16.50	10.00	14.85
RL-CERT		LAL commissioning certificate	1.00	0.00		0.00
CABLE-1.5TRI-WH	Lounge	BI 1.5mm Sq Tri Rated White	1.00	64.00	10.00	57.60
RL-BACK-BOX		Back Box with Front and Glands	1.00	10.00	10.00	9.00
V22-PLUS-UK	Lounge	V22 Plus Hearing Loop Driver UK	1.00	822.50	10.00	740.25
IL-AC-WM-2C-LT		WIRELESS UHF with 2 x LAPEL MICS	1.00	335.00	10.00	301.50
RL-SLRACK-350-2U		2U 19 inch Desktop Data Rack 350 style	1.00	96.00	10.00	86.40
MBR-FIXINGS		MBR M6 cage nut washer screw	2.00	3.00	10.00	5.40
LEAD-XLR-6.35		3 pin XLR - 6.35mm 1metre lead	1.00	15.00	10.00	13.50
IR-EXTLEAD-4W3M		4 Way power strip 3m lead White	1.00	17.50	10.00	15.75
RL-XLR-SWW		XLR Socket Wallplate White	1.00	27.00	10.00	24.30
EXTLEAD-0.5-XLR		BI 0.5m XLR Extension Lead	1.00	10.00	10.00	9.00
XLR-3PIN		XLR to 3 pin Phoenix connector	1.00	16.50	10.00	14.85
RL-CERT		LAL commissioning certificate	1.00	0.00		0.00
CABLE-1.5TRI-WH	Room 3	BI 1.5mm Sq Tri Rated White	1.00	64.00	10.00	57.60
RL-BACK-BOX		Back Box with Front and Glands	1.00	10.00	10.00	9.00
V22-PLUS-UK	Room 3	V22 Plus Hearing Loop Driver UK	1.00	822.50	10.00	740.25
IL-AC-WM-2C-LT		WIRELESS UHF with 2 x LAPEL MICS	1.00	335.00	10.00	301.50
RL-SLRACK-350-2U		2U 19 inch Desktop Data Rack 350 style	1.00	96.00	10.00	86.40
MBR-FIXINGS		MBR M6 cage nut washer screw	2.00	3.00	10.00	5.40
LEAD-XLR-6.35		3 pin XLR - 6.35mm 1metre lead	1.00	15.00	10.00	13.50
IR-EXTLEAD-4W3M		4 Way power strip 3m lead White	1.00	17.50	10.00	15.75

RL-XLR-SWW		XLR Socket Wallplate White	1.00	27.00	10.00	24.30
EXTLEAD-0.5-XLR		BI 0.5m XLR Extension Lead	1.00	10.00	10.00	9.00
XLR-3PIN		XLR to 3 pin Phoenix connector	1.00	16.50	10.00	14.85
RL-CERT		LAL commissioning certificate	1.00	0.00		0.00
CABLE-1.5TRI-WH	Room 4	BI 1.5mm Sq Tri Rated White	1.00	64.00	10.00	57.60
RL-BACK-BOX		Back Box with Front and Glands	1.00	10.00	10.00	9.00
V22-PLUS-UK	Room 4	V22 Plus Hearing Loop Driver UK	1.00	822.50	10.00	740.25
IL-AC-WM-2C-LT		WIRELESS UHF with 2 x LAPEL MICS	1.00	335.00	10.00	301.50
RL-SLRACK-350-2U		2U 19 inch Desktop Data Rack 350 style	1.00	96.00	10.00	86.40
MBR-FIXINGS		MBR M6 cage nut washer screw	2.00	3.00	10.00	5.40
LEAD-XLR-6.35		3 pin XLR - 6.35mm 1metre lead	1.00	15.00	10.00	13.50
IR-EXTLEAD-4W3M		4 Way power strip 3m lead White	1.00	17.50	10.00	15.75
RL-XLR-SWW		XLR Socket Wallplate White	1.00	27.00	10.00	24.30
EXTLEAD-0.5-XLR		BI 0.5m XLR Extension Lead	1.00	10.00	10.00	9.00
XLR-3PIN		XLR to 3 pin Phoenix connector	1.00	16.50	10.00	14.85
RL-CERT		LAL commissioning certificate	1.00	0.00		0.00
IL-RX30	Test Kit	Rechargeable Loop Listener	1.00	109.50	10.00	98.55
IR-RX2-DC1		1 Bay IR Receiver/RX30 Charger	1.00	87.50	10.00	78.75
D		Standard Delivery - up to 20kg	1.00	14.50		14.50
LABOUR5	2 ENGINEERS 3 DAYS	Labour - Day Rate - Mon/Fri	6.00	544.00		3,264.00
SURVEY	MAIN HALL, LOUNGE, ROOMS 3 & 4	Survey Charge	1.00	108.00		108.00

Quote / Job Notes:

FOR ARMTHORPE PARISH COUNCIL
 1 X PERIMETER LOOP - LOUNGE
 1 X PERIMETER LOOP - MAIN HALL
 1 X PERIMETER LOOP - ROOM 3
 1 X PERIMETER LOOP - ROOM 4
 SUBJECT TO SURVEY
 SUPPLY & INSTALL
 2 ENGINEERS 3 DAYS
 10% DISCOUNT APPLIED AS VALUE EXCEEDS £5K

Total Goods	Total Discount	VAT	Total Due GBP
8,674.00	587.50	1,734.80	10,408.80

Contacta Systems Ltd, Office 13, Dana Estate, Transfesa Road, Paddock Wood, Tonbridge TN12 6UT - GB - VAT: GB985336088,
 CRN: 02994507

Tel: 01732 223900 Mail: sales@contacta.co.uk Web: https://www.contacta.co.uk

This proposal is based on our interpretation of your requirements. The below Terms & Conditions are generic and do not apply to all products and services.

INSTALLATION: Unless otherwise requested all installations are quoted as being during normal working hours which are
Monday-Friday 09.00hrs - 17.00hrs

COUNTERWORK: We presume that all counters are of traditional standard timber or MDF construction. Please advise if otherwise. With reference to Securicom STS-K003L flush mounted speech enhancement systems, it is a requirement that the counterwork is cut out (by others) to accept the flush mounted plates prior to our engineer arriving on site to install. Cut out drawings are available on request.

ROOM LOOPS: A budgetary price for room loop installation will be given based on the information supplied to us. A site survey by one of our engineers is required prior to any order being placed to establish and confirm that the correct product has been quoted for the application. We reserve the right to amend our quotation following the recommendations made by our engineer after the survey.

For all room loop installations, our engineers must have full, clear and unrestricted access to the cable installation area, where the loop cable will be laid, immediately upon arrival, on the agreed start date and time. Our engineers must then continue to have free and unrestricted access for the full duration of the installation. We reserve the right to charge for additional labour time, should our engineers be restricted from completing the quoted works.

Upon completion of laying the room loop cable, Contacta will not be held liable or responsible for any subsequent damage to the room loop cable, should additional services perform work on site in and around the room loop cable area. It is of vital importance, to ensure full performance of the loop is maintained, that there is no damage to the loop at any point after installation. Please note that warning tape will be laid as to provide sufficient warning to such service providers.

SOCKETS: A 13 amp switched socket (to be provided by others) is required to be available within 1m of each location.

PRICES: The above prices are exclusive of VAT and MCD. Except as agreed otherwise in writing, all prices are given by Contacta on an ex-works basis. All delivery prices are valid only on the day of issue and may need to be revised at the time of order. We use third party couriers for deliveries and cannot guarantee the pricing will not change.

PAYMENT TERMS: 30 days. As we are not CIS registered, retention cannot be deducted from any payment.

VALIDITY: This proposal is valid for 30 days.

WARRANTY: We offer a 5-year warranty* to our Customers for all our large area loop drivers. For our other products there is a 1-year warranty* that applies. The warranty will begin from dispatch date from our warehouse.

***EXCEPTIONS:** The warranty will be invalid for any product that has been misused, tampered with or is faulty as a result of standard wear and tear, or careless handling. Any water damage will void the warranty and cosmetic damage will also not be covered. Cable, stickers & batteries are excluded from the warranty policy. All products which are not manufactured by Contacta are covered for a standard 1-year warranty period. The Portable Loop (IL-PL20-2) warranty will be void if not charged within a 12-month period. The Portable Large Area Loop (PLALS1, PLALS-HH, PLALS-TC) has a 5 year warranty on the hearing loop driver, the rest of the product has a 1-year warranty.

Please note: If you wish to proceed payment can be made by a BACS transfer which MUST include our quote reference on the payment to avoid any processing delays.

This proposal is subject to our standard terms and conditions as displayed overleaf.

BASIS OF THE SALE.

1.1. Contacta Systems Limited ("Contacta") shall sell and the person or company (as appropriate) placing the order ("Buyer") shall purchase the Goods in accordance with any written quotation of Contacta which is accepted by, or any written order of the Buyer which is accepted by Contacta, subject in either case to these Conditions, which, together with any special terms agreed in writing between Contacta and the Buyer, shall govern the contract between Contacta and the Buyer ("Contract") to the exclusion of any other terms and conditions, including the Buyer's own standard terms and conditions.

1.2. No variation of these Conditions shall be binding unless agreed in writing between the authorised representatives of the Buyer and Contacta.

1.3. Contacta's employees or agents are not authorised to make any representations concerning the Goods unless confirmed by Contacta in writing and any advice or recommendation given by Contacta or its employees or agents to the Buyer as to the storage, application or use of the Goods which is not confirmed in writing by Contacta shall be followed by the Buyer entirely at its own risk.

1.4. Any typographical, clerical or other error or omission in any sales literature, quotation, price list, acceptance of offer, invoice or other document or information issued by Contacta shall be subject to correction without any liability on the part of Contacta.

2. ORDERS AND SPECIFICATIONS

2.1. The Buyer shall be responsible to Contacta for ensuring the accuracy of the terms of any order (including any applicable specification) submitted by the Buyer, and for giving Contacta any necessary information relating to the Goods within a sufficient time to enable Contacta to perform the Contract in accordance with its terms. The quantity, quality, and description of and any specification for the Goods shall be those set out in Contacta's quotation (if accepted by the Buyer) or the Buyer's order (if accepted by Contacta).

2.2. Contacta reserves the right to make any changes in the specification of the Goods which are required to conform with any applicable safety or other statutory requirements or, where the Goods are to be supplied to Contacta's specification, which do not materially affect their quality or performance.

2.3. No order which has been accepted by Contacta may be cancelled by the Buyer except with the agreement in writing by Contacta and on terms that the Buyer shall indemnify Contacta in full against all loss (including loss of profit), costs (including the cost of all labor and material used), damages, charges and expenses incurred by Contacta as a result of cancellation.

2.4. Any goods which are bespoke or made to order are liable for full payment and cannot be cancelled, or returned. For the avoidance of doubt, this does not affect the Buyer's rights if the goods are deemed to be faulty.

3. PRICE

3.1. The price of the Goods shall be Contacta's quoted price or, where no price has been quoted (or a quoted price is no longer valid), the price listed in Contacta's published price list current at the date of acceptance of the order. All prices quoted are valid for 30 days only.

3.2. Except as agreed otherwise in writing between the Buyer and Contacta, all prices are given by Contacta on an ex-works basis.

3.3. The prices quoted are exclusive of delivery, insurance, Value Added Tax, duties and any special packaging, which the Buyer shall be additionally liable to pay to Contacta.

4. TERMS OF PAYMENT

4.1. The Buyer shall pay the price of the Goods in full without set-off or deductions 30 days from the invoice date to Contacta, notwithstanding that delivery may not have taken place and the property in the Goods has not passed to the Buyer. The time of payment of the price shall be of the essence of this Agreement.

4.2. If the Buyer fails to make any payment on the due date then, without prejudice to any other right or remedy available to Contacta, Contacta shall be entitled to:

4.2.1. Cancel the Agreement or suspend any further deliveries to the Contractor;

4.2.2. Demand payment of all outstanding balances whether or not due and/or cancel any outstanding orders from the Buyer.

4.2.3. Appropriate any payment made by the Buyer to such of the Goods (or the goods supplied under any other contract between the Buyer and Contacta) as Contacta may think fit (notwithstanding any purported appropriation by the Buyer); and charge the Buyer interest (both before and after any judgement) on the amount unpaid, at the rate of 8 per cent per annum above Bank of England base rate from time to time, until payment in full is made and to claim fixed sum compensation in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 and recover any reasonable third party legal costs incurred in the collection of any overdue amounts.

5. INSOLVENCY OF BUYER

5.1. This clause applies if:

5.1.1. the Buyer makes any voluntary arrangement with its creditors or becomes subject to an administration order or (being an individual or firm) becomes bankrupt or (being a company) goes into liquidation (otherwise than for

the purpose of amalgamation or reconstruction); or

5.1.2. an encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Buyer; or

5.1.3. the Buyer ceases, or threatens to cease, to carry on business; or

5.1.4. Contacta reasonably apprehends that any of the events mentioned above is about to occur in relation to the Buyer and notifies the Buyer accordingly.

5.2. If clause 5.1 applies then, without prejudice to any other right or remedy available to Contacta, Contacta shall be entitled to cancel the Contract or suspend any further deliveries under the Contract without any liability to the Buyer, and if the Goods have been delivered but not paid for the price shall become immediately due and payable notwithstanding any previous agreement or arrangement to the contrary and if any of the Goods have not been delivered Contacta may sell the Goods at the best price readily obtainable and (after deducting all reasonable storage and selling expenses) account to the Buyer for the excess over the price under the Contract or charge the Buyer for any shortfall below the price under the Contract.

6. RISK

6.1. Risk of damage to or loss of the Goods shall pass to the Buyer at the time of delivery or, if the Buyer wrongfully fails to take delivery of the Goods, the time when Contacta has tendered delivery of the Goods and the Buyer shall insure the Goods from the date of delivery until title has passed to it.

7. TITLE RETENTION

7.1. Until the purchase price of the Goods comprised in this or any other contract between Contacta and the Buyer and all other sums whatsoever which are or shall become outstanding from the Buyer to Contacta shall have been paid or satisfied in full (and if by cheque, then only upon clearance), title to the Goods remains vested in Contacta (notwithstanding the delivery of the same and the passing of the risk therein).

8. DELIVERY

8.1. Any dates quoted for delivery of the Goods are approximate only and save as provided in clause 8.3 Contacta shall not be liable for any delay in delivery of the Goods howsoever caused.

8.2. Where the Goods are to be delivered in instalments, each delivery shall constitute a separate contract and failure by Contacta to deliver any one or more of the instalments in accordance with these Conditions or any claim by the Buyer in respect of any one or more instalments shall not entitle the Buyer to treat the Contract as a whole as repudiated.

8.3. If Contacta fails to deliver the Goods for any reason other than any cause beyond Contacta's reasonable control or the Buyer's fault, and Contacta is accordingly liable to the Buyer, Contacta's liability shall be limited to the excess (if any) of the cost to the Buyer (in the cheapest available market) of similar goods to replace those not delivered over the price of the Goods.

9. DIVISIBILITY

9.1. Contacta reserves the right to make deliveries/and or services by instalments and render a separate invoice in respect of each such instalment.

9.2. Any delivery/and or service made by instalments shall be deemed to arise from a separate contract.

9.3. If Contacta exercises its right to make deliveries/and or services in accordance with 9.1 above, then any delay in the provision of such deliveries/and or services, or failure to deliver any further instalment or instalments, whatever the reason, shall not entitle the Buyer to reject the contract or the delivery/services of any other instalment or to withhold payment in respect of any instalment previously delivered/serviced.

10. WARRANTY

10.1. Contacta hereby warrants to the Buyer that Contacta shall free of charge and at its sole discretion either repair, replace or provide a refund or credit note to the value of sums already paid in respect of defective Goods where the defects appear under proper use within the product's warranty period which starts from date of dispatch or such other period or periods as may be agreed in writing between Contacta and the Buyer whichever is the first to expire, subject to the exclusions in clause 10.2.

10.2. In all cases, Contacta reserves the right to inspect products to verify the fault subject. Product faults caused by accident, neglect, misuse or normal wear and tear will invalidate the warranty. All defects covered under warranty shall be found to Contacta's reasonable satisfaction to have arisen solely from Contacta's faulty design, workmanship or materials.

10.3. Subject to Condition 10.5 and notwithstanding anything else contained in these Conditions or the Contract, in no circumstances shall Contacta be liable, in contract, tort (including negligence or breach of statutory duty) or otherwise howsoever, and whatever the cause thereof, (i) for any loss of profit, business, contracts, revenue, or anticipated savings, or (ii) for any special indirect or consequential damage of any nature whatsoever.

10.4. Subject to Condition 10.5 Contacta's liability to the Buyer in contract, tort (including negligence or breach of statutory duty) or howsoever otherwise arising shall be limited to the price of the Goods specified in the Contract.

10.5. Nothing in these Conditions shall operate or be construed to operate so as to exclude or restrict the liability

of Contacta for death or personal injury caused by reason of the negligence of Contacta or of its servants, employees or agents.

10.6. Contacta shall not be under any liability for any failure to perform any of its obligations under the Contract due to any event outside the reasonable control of Contacta.

11. CONFIDENTIALITY

11.1. Contacta and the Buyer undertake not to use or disclose any information concerning the business and affairs of the other that it obtains or receives during or after the performance of the Contract and shall procure that all their relevant employees' agents and sub-contractors are made aware of and comply with this undertaking.

11.2. The provisions of clause 11.1 above shall not apply to the whole or any part of any information to the extent that it is trivial or obvious or which at the time of disclosure was in the public domain or already in the other's possession other than as a result of a breach of this clause.

11.3 Notwithstanding the provisions of this clause 11, Contacta shall be entitled to refer, in the course of promoting or advertising Contacta, its supply of Goods to the Buyer after prior consultation with the Buyer.

12. DATA

12.1. All personal data relating to the Buyer collected by Contacta from which Contacta can identify the Buyer may be recorded electronically and used in accordance with the Data Protection Act 1998. For purposes of identification, billing and marketing, Contacta will collect that data and will also hold onto it for its own use in the business of Contacta, processing orders, administration and future changes to the site to improve and develop its services, as well as for marketing, advertising and promotional purposes. Contacta may also use the information or parts of it to occasionally broadcast it or notify the Buyer about Contacta events, promotions or related activities that the Buyer may find useful.

13. INTELLECTUAL PROPERTY

13.1. All copyright, design right, trade mark rights, patent rights and rights in know how and other like rights whether registered or unregistered which subsist now or in the future ("Intellectual Property Rights") in the Goods, documents, drawings, specifications, designs, programmes or any other material prepared or created by Contacta or its employees, agents or sub-contractors shall vest in and shall remain the property of Contacta.

13.2. The Buyer shall not be entitled and agrees not to manufacture, reproduce, copy, modify or adapt the Goods and any part thereof for any purpose other than that for which they were furnished, or do any other act inconsistent with Contacta's ownership of Intellectual Property Rights in clause 13.1 above.

14. GENERAL

14.1. Contacta reserves the right to sub-contract the fulfilment of the Contract (including any installation) or any part thereof.

14.2. Any notice required or permitted to be given by either party to the other under these Conditions shall be in writing addressed to that other party at its registered office or principal place of business or such other address as may at the relevant time have been notified pursuant to this provision to the party giving the notice.

14.3. No waiver by Contacta of any breach of the Contract by the Buyer shall be considered as a waiver of any subsequent breach of the same or any other provision.

14.4. If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provisions in question shall not be affected thereby.

14.5. A person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.

14.6. Clause headings are included for convenience only and shall not affect the interpretation of these Conditions.

14.7. The Contract shall be governed by English law and the parties shall submit to the non-exclusive jurisdiction of the English courts. Governing Law and Jurisdiction The contract shall be subject to and construed in accordance with English law and English courts shall have jurisdiction.