



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 17 FEBRUARY 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: N Berry, C Head, L Monks, T Needham, and C Parry.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

NOT PRESENT:

Councillors L Bradley and M Jackson.

66 APOLOGIES

Apologies for absence were received from Councillors A Bradley, E North and M Walton.

RESOLVED: To approve the reasons for absence.

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

None.

68 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

69 MINUTES OF THE MEETING HELD ON 20TH JANUARY 2026

Council members were provided with a copy of the minutes.

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

70 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 results. The Sports and Recreation Officer provided members with the associated costs to deliver an Easter programme and advised that an application had been made to the HAF Programme via City of Doncaster Council. Council members were also provided with an update of the work to create a new space for the Youth Club project.

RESOLVED: For the Easter programme to be discussed at the next Sports and Recreation Sub Committee meeting.

71 COMMUNITY CLEAN UP CHAMPION

Members were provided with a newsletter which included details of how much litter had been collected in January and February, the Clean Up Champion also provided an overview of the plans for the Great British Clean Up event. Council members made a suggestion for the newsletter to be distributed to members of the public via the library and community centre.

72 ARK DONCASTER PROJECT

Council members were provided with an overview of the Ark project which is a project being delivered by City of Doncaster Council and Sheffield Hallam University. Members were asked to consider being involved in the project by allowing the organisers to host events at the community centre.

RESOLVED: To invite the Engagement Officer to a Full Council meeting to discuss the matter further.

73 ARMTHORPE COMMUNITY CENTRE MATTERS

a. Access Audit Report

Council members were provided with a copy of the report outlining the progress with obtaining costs for the recommendations from the Access Audit report.

b. Youth Club Facilities

Discussed under item 70.

c. Hot Water Boiler

The Clerk advised that the new boiler installation is scheduled for week commencing 13 March. The works are expected to take approximately three days to complete. During this period, the community centre will have no running water, and as a result the building will need to remain closed to members of the public and to staff for the duration of the works.

RESOLVED: For staff to be given the opportunity to work from home or take annual leave.

d. Hirers Agreement

Council members were provided with a copy of the updated terms and conditions for hiring Armthorpe Community Centre.

RESOLVED: To approve the document with the following amendments: 5.2 for the member of staff on duty at the event to be the designated first aider. 5.4 for the member of staff on duty to be the designated fire Marshall at the event and for the main hirer to be briefed on the procedures for evacuation.

e. Entrance Signs

Council members were provided with quotes to install signage at the entrance of the community centre. On the existing scaffolding.

RESOLVED: To request quotes for a sign with lighting and columns rather than using the existing scaffolding.

f. Accessible Toilet Automatic Opener

Council members were provided with a quote to install an automatic opener on the door along with an alarm system and associated electrical works.

RESOLVED: To look into an alternative system such as a key activation system.

g. Induction Loop System

Council members were provided with a quote to install induction loops in all meeting spaces.

RESOLVED: For the Clerk to prepare a report outlining the costs for all the work included in the Access Audit Report to enable members to create a plan to complete the works.

74 **NEXT MEETING DATE**

RESOLVED: To meet on Tuesday 17th March 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 March 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. Easter Holiday Camp

Over the past few weeks, I have been actively promoting the APC Easter Holiday Programme. Promotion has been carried out through a range of channels, including social media platforms, posters, and leaflets distributed to children and families across the Armthorpe community.

In addition, I have arranged visits to local schools to speak directly with pupils about the activities on offer, ensuring they are fully informed and encouraged to participate.

Based on the level of engagement and interest generated so far, I am confident that the programme will achieve strong participation levels throughout the Easter holiday period.

3. Scarborough Celebration Trip

Adults from the Armthorpe Community Fitness Class will take part in a celebration trip to Scarborough on Monday 20th July. The visit will include a structured walk along the seafront, followed by an opportunity for participants to socialise and strengthen peer connections in an informal setting.

This initiative not only recognises the group's commitment and engagement but also serves as a valuable opportunity to promote wider adult provision within the community, including the table tennis club and ongoing fitness sessions. The trip will further support wellbeing, social inclusion, and sustained participation across our adult programmes.

4. Youth Club Facility Launch

Armthorpe Parish Council formally will open the new youth club facilities on Monday 16 March at Armthorpe Community Centre.

We were pleased to secure funding through the Better Youth Spaces Fund, which has enabled the development of this enhanced provision for young people within the Armthorpe community. The investment has significantly improved the space, creating a welcoming and well-equipped environment to support youth engagement and development.

The opening event will provide an opportunity to showcase the new facilities to residents, partners, and community groups, highlighting the positive impact of the funding and our ongoing commitment to youth services. Light refreshments will be provided, and we hope that the event will be well attended.

5. Cleethorpes Trip

Armthorpe Parish Council will be providing a complimentary day trip to Cleethorpes on Friday, 7th August for low-income families who may otherwise be unable to take a holiday this year.

The initiative aims to offer children and their families the opportunity to enjoy a traditional seaside experience, including time on the beach and the option to purchase refreshments.

Travel will be by coach, departing from Armthorpe Community Centre at 9:00am and leaving Cleethorpes at 4:00pm for the return journey. Please note that places are limited to the capacity of two coaches.

Families wishing to be considered for the trip must complete the attached application form and return it to Armthorpe Community Centre by 30th June. All applications will be reviewed by the Parish Council, and places will be allocated accordingly.

6. HAF Funding

I have successfully secured £4,817.64 in funding from the HAF (Holiday Activities and Food) programme to deliver a holiday activity camp during the Easter school holidays. The camp will run four days a week at Armthorpe Community Centre from 10:00am to 3:00pm and will cater to children aged 6 to 11 years.

The project is designed to offer a stimulating and engaging programme, including outdoor sports, indoor games, inflatable activities, and social opportunities such as arts and crafts, PS5 gaming, and bingo. Children eligible for free school meals will be able to attend the programme at no cost, while a nominal fee of £5.00 per day will apply to children not eligible for free school meals.

This initiative aims to provide children with an enriching holiday experience, promoting both physical activity and social engagement in a safe and supportive environment.

7. Youth Club Sessions

I am currently delivering two youth club sessions: a junior session for children aged 6–11 and a senior session for young people aged 12–16. Both sessions are performing well, consistently attracting strong participation numbers.

Feedback and observation indicate that the young people are engaged and enjoying the activities offered. The sessions provide a diverse range of opportunities,

including sports, games, pool, PlayStation 5, and social activities, with participation from both boys and girls.

Looking ahead, we aim to further develop the sessions as we transition to the new youth club facilities, creating additional opportunities for engagement, learning, and social interaction.

Overall, the sessions are fostering an inclusive, enjoyable, and active environment for all attendees, with exciting potential for growth in the new facilities.

8. Sports and Recreation Meeting

Members of the Sports and Recreation Sub-Committee agreed that Carl Hughes will report any matters requiring a decision to the Sub-Committee for discussion and recommendation. All standard or routine matters will be referred to the Community Centre and General Purposes Committee.

It is recommended that the Terms of Reference for the Sports and Recreation Sub-Committee be reviewed to incorporate delegated authority to the Sports and Recreation Officer, ensuring clarity and appropriateness of responsibilities.

The Sub-Committee recommended that the five adult sessions currently delivered by Armthorpe Parish Council remain unchanged: Senior Fitness Class, Intense Fitness, Table Tennis Club, Ping Pong Club, and Rose House Fitness.

These sessions will continue to be provided free of charge to all adults; however, priority for places will be given to residents of Armthorpe.

Subject to availability at the Community Centre, pickleball sessions for adults will be introduced on a trial basis.



Litter Picking Monthly

Talking Rubbish!

FEBRUARY/MARCH



NOT LONG NOW UNTIL THE UKS BIGGEST ANNUAL LITTER AWARENESS CAMPAIGN! THE GREAT BRITISH SPRING CLEAN 2026 IS JUST AROUND THE CORNER AND THE BITTER ABOUT LITTER PROJECT HAS CHOSEN TO TAKE ON A GREAT THEME.....

"IT TAKES A VILLAGE!"

SO GRAB YOUR LITTER GRABBER, CHUCK ON A HIGH VIZ VEST AND LETS TACKLE THE TRASH TOGETHER!

THE TOTAL IS IN



February might be the shortest month with fewer days to pack those Trash Stomps in but that didn't slow the incoming of full red bags of litter! 81 of them to be precise! That's lots of litter and lots of recycling to do!

#1 SPOT



The most prolific litter this month and trending since November '25 has been drinks containers. anything from glass and plastic bottles through to cans and cartons with the most notable been beer/cider cans.

YOUNG LITTER LEGEND



Keep Britain Tidy received 200 entries for the Young Litter Legend Awards for the Great British Spring Clean and (drum roll please.....) our very own Littlest Litter Picker has been awarded the title of Young Litter Legend! Congratulations Littlest Litter Picker, very well deserved! Keep up the good work and inspiring those to join you in your fight against litter in the environment!



LITTER LEGEND OF THE MONTH!

Julia did an awesome job litter picking along Armthorpe Rd approaching Armthorpe making the way to the village look fantastic and welcoming! She collected a dozen bags of litter and a number of canisters from both the path and grass verge ready for Spring!



Ode to The Litter Pickers

The litter picking stars can be found

Picking litter off the ground
Going up and down the street,
Helping to keep our village neat.

Every girl and every boy,
doing their task, full of joy
Why they travel near and far,
It's because they are a star.

A star that shines so very clear
And we are so glad that they are here,

To help to keep our village clean,
I'm sure you all know what I mean

by Jeff Mawdsley

DECADES LATER



Litter doesn't just disappear, depending on what it's made of it can take anywhere up to hundreds of years to degrade! Plastic is the worst culprit of litter, it doesn't breakdown, it slowly breaks up into microplastics and leaches toxins into the environment through the process. A plastic bag from 2002 was found on a litter pick through Shaw Wood recently, despite been in the elements for over 2 decades it is still very much recognisable showing just how long this trash sticks around.

THE COUNT DOWN IS ON!



The Great British Spring Clean is almost here! Between March 13th and March 31st, Bitter About Litter is putting on a number of litterpicking sessions for the public to be able to attend and join in to help keep our community litter free!

If you have a group, club or business who would also like the opportunity to do your own litter pick, you can book a date and location for your session and Bitter About Litter will join in with all the equipment you will need.....you just bring the can-do-attitude!

Message Bitter About Litter at cleanupchampion@armthorpeparishcouncil.gov.uk or message on Bitter About Litters facebook page.

Join In with the Bitter About Litter Project for The Great British Spring Clean 2026!
There's still spaces available to book your litterpick or simply join in on one below!

After all, It Takes A Village!

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
				13 Team Bitter About Litter Join In Briar Field 12.11	14 Team Bitter About Litter Join In Le Ep H. 11	15
16	17	18 Team Franover Primary	19 Team Bitter About Litter Join In Pere Lane 13.11	20 Team Bitter About Litter Join In Spar 12.11	21	22
23	24	25 Team Acorn Hill Join In El Top Hill	26	27 Team Shaw Wood Academy Wedghey	28	29
30	31					

If your school, club, group or business would like to join in with a team message Bitter About Litter on Facebook or email cleanupchampion@armthorpeparishcouncil.gov.uk

Check in on Bitter About Litters Social Page for the latest updates of Litterpicking Sessions

KIDS AGAISNT LITTER!

Calling all Creative Kids! Back in February, GBSC packs were sent out to Armthorpe Primary Schools inviting them to join in with a litter picking session and to get their creative juices flowing.

Litter Critter asked for the kids of Armthorpe to help him make posters, write poetry or any creative way to get the message across about how litter can effect us and the environment.

There's still time to take part to be for a chance to win awesome eco goodies and spread the message "It Takes A Village!"

Deadline to hand your artwork in to your school is March 9th and digitally to cleanupchampion@armthorpeparishcouncil.gov.uk between march 13th-31st. Already the wonderful art is coming in, looking fab.....it's going to be a tough competition!

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

Follow the Project on



Facebook
Bitter About Litter,
Armthorpe Parish Council Project



Instagram
Bitter_About_Litter_APC



Lea, Cleanup Champ cleanupchampion@armthorpeparishcouncil.gov.uk

THE
Great British
SPRING CLEAN 2026

KIDS OF ARMTHORPE!
We Need Your Creative Talent!



Can you help get the message across about how litter impacts our community?

Use your creative talents to produce a poster to spread awareness how litter can have negative effects on the our home, Planet Earth.....and how it all starts here in our Village.

Make an A3 Poster

Inspired by this years theme "It Takes A Village" to encourage others to stop littering and to join the fight against litter in our Village

Ideas to get those creative juices flowing:

- "It Takes A Village". Think about what this phrase means
- Community Spirit, Team Work, Helping One Another
- The Union Jack Flag
- The Great British Spring Clean
- Community Pride
- Encourage the use of bins around the village
- Can't see a bin, pop your litter in your pocket until you do
- Reduce, Reuse, Recycle
- Your Rubbish, Your Responsibility

Posters will be displayed at the Community Centre during The Great British Spring Clean Campaign.
The Winner will be voted for by Armthorpe Parish Council to win Eco Prizes!





HEALTH AND SAFETY POLICY

General Statement

Armthorpe Parish Council has adopted a health and safety policy to protect all of its employees, visitors, contractors, and users of premises, and to encourage safe working practices.

The Policy provides the framework by which the management of health and safety within the Council will be conducted, including the necessary arrangements and organisation. Good communication and competence throughout the organisation will be essential to the success of the Policy.

Statement of Health, Safety and Welfare Policy

The Councillors of Armthorpe Parish Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, volunteers, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Armthorpe Parish Council will continue to ensure that its policy, legal obligations, and experience are applied effectively throughout the council where it has legal obligations. The Council will obtain as and when appropriate, professional advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Objectives

The Councillors of Armthorpe Parish Council objectives in this respect are to:

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who could be affected by their work activities, record the significant findings of such assessments and make them available to employees, volunteers, contractors, and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments.
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health.
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects.
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the council.
7. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work.

8. Inform employees, volunteers, contractors, visitors, and users of premises of the risks associated with their work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
10. Provide first aid equipment, facilities, and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises.
11. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work.
13. Advise all employees, contractors, and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
14. Ensure that accident prevention within Armthorpe Parish Council is an integral part of operational management and is supported by a competent advisory service.
16. Ensure the proper direction and control of all persons other than employees allowed access to the council's premises and also ensure they are not put at risk by the council's work activities.
17. Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
18. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council.
19. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
20. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

Organisation and Responsibilities

1. The Parish Council will: -

- a) Consider overall trends and issues likely to affect the council.
- b) Monitor the health and safety performance of the council and compliance with legislation.
- c) Promote a positive health and safety culture within the council.
- d) Ensure that adequate resources are available to discharge the council's health and safety commitments.
- e) Where necessary, give assistance to the Clerk in conducting inspections in the interests of effective Health and Safety management;
- f) Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

2. The Clerk, on behalf of the Parish Council, is to co-ordinate the implementation of the health, safety, and welfare policy. The Clerk will: -

- a) Advise on planning and development of health and safety training to meet the council's requirements.

- b) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
- c) Advise on legal requirements affecting health, safety and welfare, and implementation of the council health, safety, and welfare policy.
- d) In conjunction with the Deputy Clerk or nominated Councillors, ensure regular routine site inspections are conducted, reporting on failures to meet the standards set and situations where council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).
- e) Maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports, and investigations.
- f) When notified or become aware of an accident or hazardous incident, take immediate action to prevent a recurrence or further accident and to complete the necessary accident report.
- g) Foster at the work place an understanding that injury prevention and damage control are an integral part of council business and operational efficiency.
- h) Plan for conducting suitable and sufficient risk assessments in relation to work activities to eliminate control over risk to the health and safety of employees.
- i) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and council procedures, and take steps as far as is reasonably practicable to ensure that they are properly implemented.
- j) Ensure that all works are conducted on council premises and all plant, machinery, and equipment where relevant complies with statutory requirements and approved or agreed standards.
- k) Ensure that where the council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the codes of practice and current regulations.
- l) Ensure that employees are conversant with the council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident or dangerous occurrence is thoroughly investigated and that effective follow-up action ensues.
- m) Provide adequate first aid supplies and facilities in accordance with current regulations and ensure that a responsible person is appointed to take control of the situation.
- n) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- o) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are conducted and the appropriate records kept.
- p) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- q) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and council instructions.
- r) Ensure that all employees are competent to perform their duties safely having received adequate information, instruction, and training and where necessary, that they hold a valid certificate of competence.
- s) Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific regulations and the relevant system of work and adequate training records kept.
- t) Ensure that regular consultation with the workforce takes place.

u) Function as contact and liaison point for the Health & Safety Executive.

3. All employees and volunteers are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities and are required to cooperate with Armthorpe Parish Council in the fulfilment of its duties with regard to health, safety, and welfare at Work.

Each employee, therefore, will be responsible for: -

- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
- b) Co-operate with the Armthorpe Parish Council to enable compliance with all its statutory and Council duties.
- c) Not interfering with or misusing anything provided in the interest of health, safety, and welfare.
- d) Not to initiate, or continue, any process or activity that places employees, or others, in danger, or is in breach of statutory obligations with respect to health and safety.
- e) Reporting to the Clerk incidents that have led to, or may lead to, injury or damage.
- f) Assisting as required in the investigation of accidents or incidents.
- g) Wearing the appropriate protective equipment where required.
- h) Take reasonable care for their own health and safety and of that of other people who may be affected by their activities.
- i) Ensure that they do not put at risk the safety of anyone else who may be affected by the work they are conducting or recklessly interfere with or misuse anything provided in the interest of health, safety, and welfare.
- j) Not misuse any plant, equipment, tools, or materials.

Arrangements

1. Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Armthorpe Parish Council including the requirement to assess the risk to health and safety to employees and others arising out of Armthorpe Parish Council undertaking.

Armthorpe Parish Council will conduct risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be conducted on all council workplaces and on all activities organised by the council. Risk assessments will be conducted using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the danger with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.

- Providing appropriate information, instruction & training.

The Clerk is responsible for: -

- a) Ensuring that all appropriate risk assessments are conducted, recorded, and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring, and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction, and training is provided.

All employees have a duty to: -

- a) Take reasonable care for themselves and others' health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

The Clerk holds Armthorpe Parish Council risk assessments centrally. Copies of risk assessments and safe systems of work are available to view on request by relevant employees, volunteers, and contractors.

2. Contract workers

It is Armthorpe Parish Council's policy that when contractors are used, they will represent the company in the same way as direct labour and are required to work to the council's policy.

The Clerk is responsible for the appointment of competent contractors. Competence is assessed by checking relevant insurance policy cover, qualification and experience, contractor references and establishing safe methods of work before work commences. Records of competency checks are retained as per record keeping policies.

Arrangements are made to ensure that they are acquainted with, and adhere to, the council's safety policy, and any other procedure or special instructions which may be in force relevant to specific operations. In particular, work is monitored periodically for safety and quality. Where appropriate a formal record of checks conducted is retained.

A copy of the safety policy and other relevant information is given to the subcontractor upon acceptance of terms and conditions of the contract agreement.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the council's policy is strictly adhered to.

The council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee, or general public there to be no exceptions.

Further to the above, it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Clerk by telephone.

Should a contractor use a sub-contractor for any works it is a requirement under the Health and Safety at Work etc. Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

3. Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The site supervisor or the Clerk will complete the council accident book and the RIDDOR accident report form.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following: -

- Fatalities.
- Specified injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 3 days.
- Work related illnesses (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the local manager and or Clerk.

Employees' responsibilities

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers, or contractors in the nearest accident book and to bring the accident to the attention of a local manager or Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore: -

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's Responsibilities

The Clerk is to: -

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a recurrence.
- Ensure that if an injured employee is absent from work, or unable to conduct their normal work for more than 3 days (not including the day of the accident) the correct form is completed and submitted to the RIDDOR database on the HSE website.

Implementation

All Councillors and Staff have responsibility to ensure this policy is implemented and followed. Failure to do so may result in Disciplinary Action being taken against staff or Councillors being reported to City of Doncaster Council's Monitoring Officer under the Code of Conduct.

Monitoring

The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Any breach of the policy to be reported to the Clerk	Anyone
Reports will be investigated and remedial action taken if required	Clerk
Review and update risk assessments Clerk	Clerk/Deputy Clerk
Undertake following Health and Safety Inspections annually of all sites; <ul style="list-style-type: none"> - Electrical testing - Gas testing - Fire equipment - Portable Appliance Testing - First Aid equipment - Display Screen Assessment 	Clerk and specialist tester
Health and Safety training is up to date for all staff; <ul style="list-style-type: none"> - Health and Safety - First Aid - Manual Handling - Legionella Awareness - Fire Safety/ Fire Warden - RoSPA 	Clerk in conjunction with all staff and specialist training provider

Policy Consultation

A copy of the policy has been given to all staff and is placed centrally in the Clerk's Office and also on the Parish Council Website.

Related Policies

Councillor Code of Conduct
Disciplinary Policy

Dated: 10th March 2026

Approved: 17th March 2026

Due Review: Annually



Fire Safety Policy & Procedures

Contents:

Fire Safety Policy

1. General Statement
2. Employees Duties
3. Communication
4. Procedures
5. Review

1. General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005).

These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

This policy will be regularly updated to reflect advancements in fire safety technology and changes in legal requirements.

2. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

- Employees should report any fire hazards or unsafe conditions immediately.
- Employees should familiarise themselves with the location of fire extinguishers, fire exits, and the evacuation assembly point.

3. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

Fire safety updates will be communicated via email, team meetings, and prominently displayed on notice boards.

4. Procedures

The following procedures are in place to ensure high standards of fire safety:

Fire Risk Assessments

Fire risk assessments have been undertaken and are reviewed regularly.

However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

Fire risk assessments will be conducted by a qualified fire risk assessor annually or more frequently if changes occur

Staff Training

The fire evacuation procedure will be practised at least every 6 months. A record will be kept of the date and the time taken to evacuate the buildings.

Post-drill debriefings will be held to discuss any issues and improve future evacuations.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.

Regular staff will be given annual refresher training provided White Rose Fire Safety.

Escape Routes

All escape routes shall be clearly signed and kept free from obstructions at all times.

Escape routes shall be checked weekly by the designated building fire marshal or their 'responsible person'.

Evacuation procedures are posted prominently throughout each premise.

Detailed floor plans showing escape routes are posted at key locations, including stairwells and exits.

Fire Fighting Equipment

All fire extinguishers will be serviced and maintained annually by Approved Fire Protection Ltd.

If any employee notices defective or missing equipment they must report it to the Clerk.

The relevant fire extinguishers are installed for the risks within this building & further training will be given on the use of fire extinguishers.

This policy is active and up to date as of 4th March 2026.

Fire Alarm Systems

Alarms are checked every 6 months by R&S Security and tested weekly by the buildings fire marshal or responsible person.

False alarms should be reported to the Clerk, and an investigation will be conducted to identify the cause and prevent recurrence.

Emergency Lighting

Emergency lighting is checked every 6 months by J.P. Glasby and monthly by the buildings fire marshal.

Faults identified during monthly checks should be reported immediately to the Clerk for prompt repair.

Fire Doors

Fire doors are to be kept closed at all times and never wedged open.

They are to be inspected monthly by the buildings fire marshal or assigned persons.

Electrical Safety

J.P. Glasby abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use.

This is achieved by:

- Use within the manufacturer's instructions
- Electrical equipment testing is carried out by PATMAN
- IT equipment is checked/repaired by Genius Tech when required

All electrical equipment is to be turned off at the mains sockets at the end of each day.

Employees should report damaged cables, faulty plugs, or overheating equipment immediately to the Clerk.

Cooking

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

Ducting is to be cleaned on an annual basis by a professional cleaning contractor in accordance with TR19 guidance.

Portable Heaters

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

This policy is active and up to date as of 4th March 2026.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes, and the use of portable heaters must be approved by the building manager.

Housekeeping and Storage of Combustibles

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard.

Monthly housekeeping inspections will ensure storage areas remain organised and free from fire hazards.

The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times. Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor, stairway or circulation route.

Windows and Doors

Staff should ensure all windows and doors are secured and shut at the end of each day.

This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

Assisted Evacuation

The Clerk will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises.

Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed, and the PEEPs will be reviewed annually or whenever changes occur in a staff member's condition or role.

Visitors and Contractors

All visitors must be logged into the Visitors Book, located at the entrance to the building, on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

Contractors must follow the buildings fire safety procedures and be fully briefed on escape routes before starting work.

This policy is active and up to date as of 4th March 2026.

Smoking Policy

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas and non-compliance with the smoking policy may result in disciplinary action being taken.

E-Cigarettes & Chargers

E-cigarettes may only be used in designated smoking areas. Charging devices must not be left unattended.

Personal Electronic Equipment

Personal electronic devices may only be charged using approved chargers and must not be left charging overnight.

5. Review

A regular review of this policy will be carried out to ensure all areas are being met and enforced as appropriate with any deficiencies to be addressed appropriately.

This policy will be reviewed annually, or sooner if significant changes occur and reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

Dated: 9th February 2026
Approved: 17th March 2026
Reviewed: Annually

Fire Safety Management Structure

The person with the overall responsibility for fire safety: - Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards		Responsible Person: Sarah Youngman
		Position: Clerk/RFO
↓		
	The person with responsibility for fire safety risk assessment: - Carrying out fire safety risk assessment - Review of fire safety risk assessments	Competent Person: External: James Internal: Sarah Youngman
		Company/Job Title: External: White Rose Fire Safety Internal: Clerk/RFO
	The person with responsibility for the maintenance programme: - Fire detection and warning system - Emergency lighting - Escape routes - Fire safety signs and notices - Fire resisting walls, partitions and doors - Firefighting facilities - Electrical appliances and premises installations	Competent Person: Sam Fielder
		Position: Centre Manager
	The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.	Competent Person: Sarah Youngman
		Position: Clerk/RFO
	The person with responsibility for staff training: - What to do in the event of fire - What to do upon hearing the fire alarm - Liaison with the fire service - Emergency shutdown procedures - Firefighting arrangements - The reason for good housekeeping practices etc	Competent Person: Sarah Youngman
		Position: Clerk/RFO



Fire Evacuation Procedure

Fire Marshalls: Sam Fielder and Sarah Youngman

INTRODUCTION

Arnthorpe Parish Council has its own fire evacuation procedure tailored to the layout of this building and its use.

This procedure outlines the essential actions required to ensure the safety of staff, visitors, and contractors during a fire emergency.

All staff must familiarise themselves with the following procedures.

Fire evacuation information is:

- Provided during new staff induction.
- Shared with contractors and visitors upon arrival.
- Displayed prominently throughout the premises on **Fire Action Posters** located near fire alarm call points.

Evacuation for Staff and Visitors with Disabilities

Special Provisions:

- Develop a **Personal Emergency Evacuation Plan (PEEP)** for any staff or frequent visitors with disabilities or temporary impairments.
- Review PEEPs regularly and ensure designated staff are trained to assist.
- Ensure evacuation chairs and other necessary aids are available and maintained.

Temporary Arrangements:

- Provide a buddy system for visitors with special needs who do not have a PEEP.
 - Ensure procedures are communicated clearly to all relevant parties.
-

Actions on Discovering a Fire

1. Raise the Alarm

- Activate the nearest fire alarm call point immediately.
- Shout "FIRE" to alert nearby colleagues if necessary.

2. Firefighting

- **ONLY trained Fire Marshals** may attempt to tackle the fire using the appropriate extinguisher.
- Do not attempt to extinguish the fire if it puts you at risk.

3. Evacuate the Building

- Leave via the nearest safe exit.
- Do not stop to collect personal belongings.
- Ensure visitors are escorted to the assembly point.
- Close doors behind you to prevent the spread of fire.

4. Call the Fire Brigade

- Fire Marshals or designated personnel should dial **999** and provide clear details (address, type of fire, location, and any known hazards).

5. At the Assembly Point

- Remain at the designated assembly point.
 - Do not re-enter the building until authorised by the Fire Service or Fire Marshals.
-

Actions on Hearing the Fire Alarm

1. Evacuate Immediately

- Leave the building using the nearest escape route.
- Do not use the lift; use stairs only.

2. Assist Others

- Follow any responsibilities outlined in a **PEEP** for assisting individuals with disabilities.

3. Close Doors Behind You

- Close doors as you leave to contain the fire.

4. Do Not Collect Belongings

- Focus solely on a safe evacuation.

5. At the Assembly Point

- Gather at the designated assembly point and await further instructions.
 - Do not re-enter the building until clearance is given.
-

Fire Marshal Responsibilities

During an evacuation, Fire Marshals must:

1. Direct Evacuation

- Ensure staff and visitors exit promptly and calmly.

2. Check All Areas

- Inspect toilet facilities, storerooms, and other enclosed spaces to ensure no one is left behind.

3. Close Doors and Windows

- If safe, close doors and windows to contain the fire.

4. Assist Disabled Persons

- Ensure those with PEEPs are assisted according to their plan.

5. Roll Call

- Conduct a roll call and report any missing persons to the Fire Brigade.

6. Liaise with Fire Brigade

- Provide information on the fire's location, hazards, and any missing persons.
-

Escape Routes

- **Primary Escape Route:** Main entrance
- **Secondary Escape Route:** Fire Exit in main hall or off the conservatory

Ensure all escape routes are clearly marked and kept free of obstructions at all times.

Fire Extinguisher Points

- **Locations:** Main Office, Small Office, Entrance Lobby, Main Hall, Main Kitchen, Bar, Youth Club, First Floor Landing.
 - Ensure staff know the location and type of extinguishers and are trained to use them.
-

Fire Alarm Call Points

- **Locations:** Main Hall 1, Main Hall 2, Kitchen, Main Office, First Floor Landing, Conservatory, Youth Club, Entrance Lobby
 - Ensure Fire Alarm Call Points are clearly visible and accessible.
-

Assembly Point

- **Location:** Top Car Park (turn right out of main building and walk to furthest point of car park)
 - Ensure the assembly point is clearly identified and known to all staff, visitors, and contractors.
-

Additional Procedures to Consider

1. Post-Evacuation Debrief

- Conduct a debrief after any evacuation to review performance and identify improvements.

2. Regular Drills and Training

- Schedule evacuation drills at least **twice per year**.
- Review and update training based on feedback.

3. After-Hours Evacuation

- Outline procedures for evacuations outside regular working hours.
- Identify staff responsible for ensuring after-hours safety.

4. Communication Plan

- Use a group messaging system or app to confirm roll calls and provide updates during emergencies.

5. Evacuation Signage and Maps

- Ensure evacuation maps are displayed on each floor and near exits.

6. Emergency Contact List

- Include key contacts:
 - **Fire Brigade:** 999
 - **Building Safety Officer:** Sarah Youngman, Clerk, Tel: 07731 474422
 - **Facilities Manager:** Sam Fielder (Contact number obtained from key staff)

Review and Update

- Review evacuation procedures **annually** or when significant changes occur.
- Update based on feedback from drills and actual evacuations.

Event Fire Safety at Armthorpe Community Centre

1. Purpose

This section sets out the fire safety arrangements for all events held within the Community Centre. It ensures that staff, volunteers, hirers, and visitors are protected from fire risks and that legal duties are met.

2. Scope

This section applies to all events and activities taking place on the premises, including:

- Community meetings and clubs
- Private functions and parties
- Classes and workshops
- Performances and social events
- Fundraisers and cultural events
- Activities organised by external hirers

It applies to both centre-managed events and those organised by third parties.

3. Responsibilities

Centre Management / Responsible Person

The Responsible Person shall:

- Ensure suitable fire safety arrangements are in place for all events
- Maintain the building's fire safety systems
- Review event bookings for fire risk implications
- Provide hirers with fire safety information
- Monitor compliance during events where required

Event Organiser / Hirer

All event organisers and hirers must:

- Follow the Community Centre's fire safety rules
- Carry out an event-specific fire risk assessment where required
- Ensure safe use of equipment and decorations
- Keep exits and routes clear
- Cooperate with centre staff in emergencies

Staff and Volunteers

Staff and volunteers must:

- Understand emergency procedures

- Monitor safety during events
- Report hazards immediately
- Assist with evacuation if required

4. Fire Risk Assessment

A fire risk assessment shall be:

- Maintained for the building
- Reviewed when new activities or layouts are introduced
- Supplemented by event-specific assessments for higher-risk events

Assessments shall consider:

- Room capacity and layout
- Type of activity
- Electrical equipment
- Use of kitchens or hot appliances
- Decorations and staging
- Vulnerable users
- Access for emergency services

All identified control measures must be implemented before the event begins.

5. Means of Escape

For all events, the following must be ensured:

- Escape routes are kept clear at all times
- Fire exits are unlocked and usable
- Exit signage is visible
- Emergency lighting is operational
- Furniture and equipment do not obstruct routes

Maximum room capacities must not be exceeded.

Special arrangements must be made for users with mobility or sensory impairments.

6. Fire Detection, Warning, and Fire-Fighting Equipment

The Community Centre shall provide and maintain:

- Fire alarm system and call points
- Emergency lighting
- Fire extinguishers
- Fire blankets in kitchen areas

Before events, staff shall ensure:

- Equipment is accessible
- No items obstruct call points or extinguishers
- Faults are reported immediately

Hirers must not tamper with fire safety equipment.

7. Temporary Equipment and Layouts

Where events involve changes to layout or temporary equipment:

- Stages, stalls, and displays must not block exits
- Seating and tables must allow clear escape routes
- Cables must be secured and protected
- Electrical equipment must be in good condition

All temporary arrangements must be approved by centre management.

8. Decorations and Flammable Materials

For all events:

- Decorations must be fire-retardant where practicable
- Helium and/or Confetti Balloons are prohibited
- Candles, naked flames, and incense are prohibited unless authorised
- Flammable liquids and gases are not permitted without approval
- Waste must be removed regularly
- Storage areas must be kept tidy

Smoking and vaping are prohibited inside the building.

9. Emergency Procedures

The Community Centre shall maintain written emergency procedures covering:

- Raising the alarm
- Calling the Fire and Rescue Service
- Evacuation routes
- Assembly points
- Staff and steward roles
- Assistance for vulnerable persons

These procedures shall be:

- Displayed on notice boards
- Included in staff training
- Provided to hirers when necessary

Event organisers must brief helpers and stewards before the event begins.

10. Training and Information

Staff and volunteers shall receive regular training on:

- Fire prevention
- Alarm activation
- Evacuation procedures
- Use of fire-fighting equipment (where appropriate)

Hirers shall be provided with:

- Fire safety instructions
- Exit locations
- Assembly point details
- Emergency contact information – Caretaker on site

11. Event Supervision and Monitoring

During events, centre management or nominated staff shall:

- Monitor crowd levels
- Ensure exits remain clear
- Check high-risk areas (kitchens, stages, storerooms)
- Control unsafe practices
- Manage any changes to layout

Unsafe conditions must be corrected immediately.

12. Higher-Risk Events

Additional precautions shall apply to:

- Large gatherings
- Events involving cooking
- Performances with lighting or sound equipment
- Children's activities
- Events involving vulnerable adults

For such events, management approval and additional risk controls may be required.

13. Incident Reporting and Review

All fire-related incidents, including:

- False alarms
- Small fires
- Near misses

- Equipment faults

must be reported to management and recorded.

Significant incidents shall be investigated and reviewed to improve future safety.

14. Records and Documentation

The Community Centre shall maintain records of:

- Fire risk assessments
- Equipment maintenance
- Staff training
- Event approvals
- Incident reports

These records shall be kept in line with organisational and legal requirements.

32 Armthorpe Scouts.

From ihdove

Date Mon 09/03/2026 22:01

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

Cc

Hi Sarah. Thank you for taking my call last week. Below are a few ideas for our extended grounds I'd like to run past the parish council at the next meeting.

We are now up and running with our extended grounds. The container is in place and we are looking at what we can do with the rest of the area to help the scouts and brownies with their badge work and experiences. We'd also like to do our bit for the environment. The ground is an amazing space but gets quite soft after rain. It's also rather open.

We are looking at planting for this.

Given permission we would like to give at least a meter within our boundry to nature more on areas.

The plan so far is immediately.

1. Plant medium tree saplings at the back of the grounds where there are already established trees on the Dog field.
2. Plant a hedgerow along the long section of the new fence. There are already established hedges along the edge against the mobile home site.

And medium term

3. Various fruit trees.
4. Bug hotels and habitat piles
5. Wild flower strip.
6. Vegetable areas.

Badge work is a vital part of scouting. The planting, looking after and understanding of the natural world and planted areas will go a long way to helping our fantastic young people earn their badges. This whilst learning about the natural world for now and for the future. We often have to travel to do this work so it would be amazing if we could do it from our home. Many of our young people do not get involved in gardening in their home lives; so learning basic skills would be good for them.

It will also be our bit to help declining wildlife by attracting birds, insects and hopefully the odd hedgehog. Planting will also help us blend in to the area and help us manage the wet grounds by soaking up water.

We have a maintenance team at scouts who help look after the building and grounds. This already involves grass cutting and will extend to the planted areas. We do not intend to plant trees on the edge along the road as there are over head communication cables.

Thankyou for listening. We look forward to hearing from you.

King Regards.
Iain Dove
32nd Armthorpe Scouts.

Regards Iain Dove

Armthorpe Community Centre

Welfare Park, Church St, Armthorpe, Doncaster
DN3 3AG

H S Harbon & Sons Ltd
Gordon Street
Doncaster
UK

Contact person:
Dave Harbon
Phone: 01302 361140
E-Mail: dave@harbon.co.uk

Project Name: Solar Proposal

19/02/2026

Your PV system from H S Harbon & Sons Ltd

Address of Installation

Welfare Park, Church St, Armthorpe, Doncaster DN3
3AG



Project Overview



Figure: Overview Image, 3D Design

PV System

3D, Grid-connected PV System with Electrical Appliances

Climate Data	Arnthorpe Community, GBR (2001 - 2020)
Values source	Meteonorm 8.2(i)
PV Generator Output	35.1 kWp
PV Generator Surface	155.9 m ²
Number of PV Modules	78
Number of Inverters	1

Solar Proposal

H S Harbon & Sons Ltd

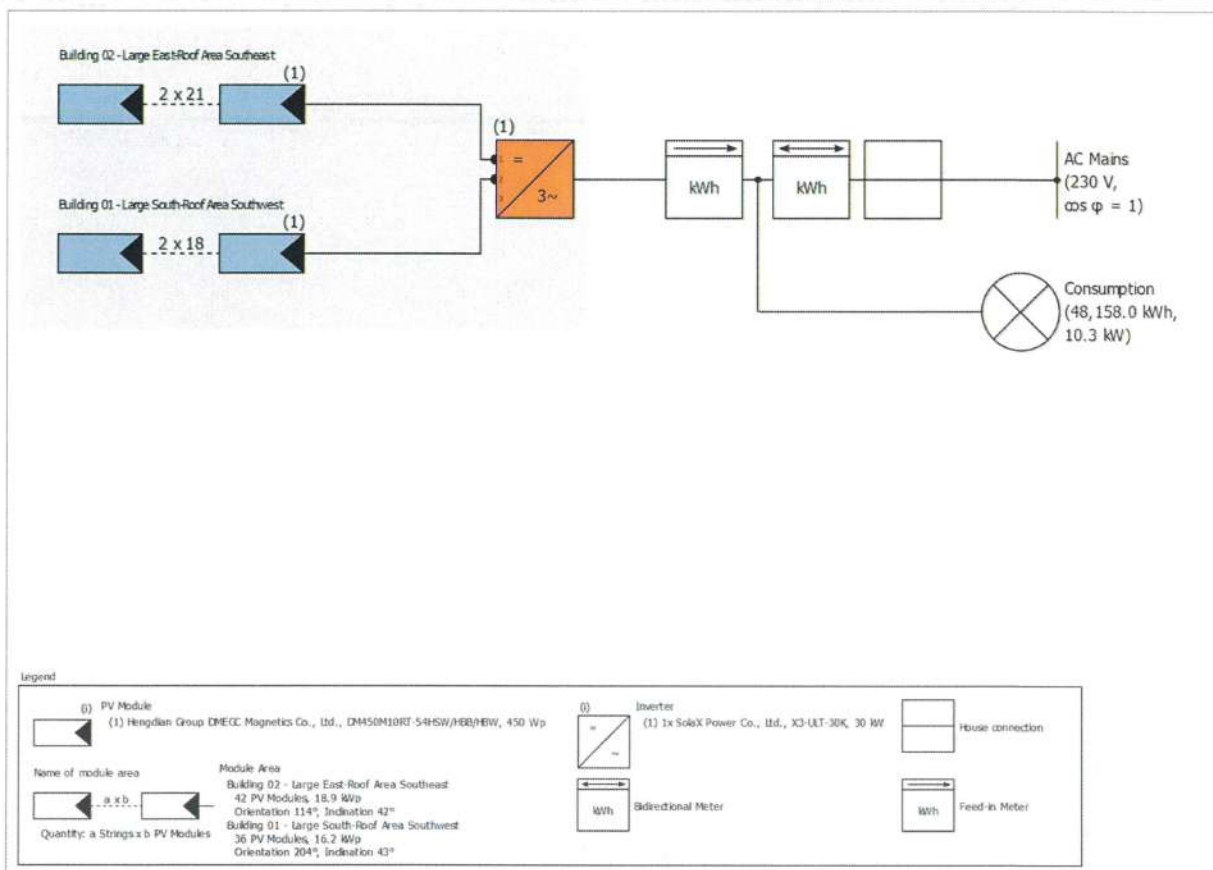


Figure: Schematic diagram

Production Forecast

Production Forecast

PV Generator Output	35.10 kWp
Spec. Annual Yield	976.48 kWh/kWp
Performance Ratio (PR)	87.80 %
Yield Reduction due to Shading	3.7 %
PV Generator Energy (AC grid)	34,342 kWh/Year
Own Consumption	18,278 kWh/Year
Clipping at Feed-in Point	0 kWh/Year
Grid Export	16,063 kWh/Year
Own Power Consumption	53.1 %
CO ₂ Emissions avoided	16,109 kg / year
Level of Self-sufficiency	37.9 %

Solar Proposal

H S Harbon & Sons Ltd

Financial Analysis

Your Gain

Total investment costs	30,000.00 £
Internal Rate of Return (IRR)	34.02 %
Amortization Period	3 Years, 6 months
Electricity Production Costs	0.0485 £/kWh
Energy Balance/Feed-in Concept	Surplus Feed-in

The results have been calculated with a mathematical model calculation from Valentin Software GmbH (PV*SOL algorithms). The actual yields from the solar power system may differ as a result of weather variations, the efficiency of the modules and inverter, and other factors.



Solar Proposal

H S Harbon & Sons Ltd

Set-up of the System

Overview

System Data

Type of System 3D, Grid-connected PV System with Electrical Appliances

Climate Data

Location Armthorpe Community, GBR (2001 - 2020)

Values source Meteonorm 8.2(i)

Data resolution 1 min

Simulation models used:

- Diffuse Irradiation onto Horizontal Plane

Hofmann

- Irradiance onto tilted surface

Hay & Davies

Consumption

Total Consumption 48158 kWh

BDEW load profile household (H0) 48158 kWh

Load Peak 10.3 kW

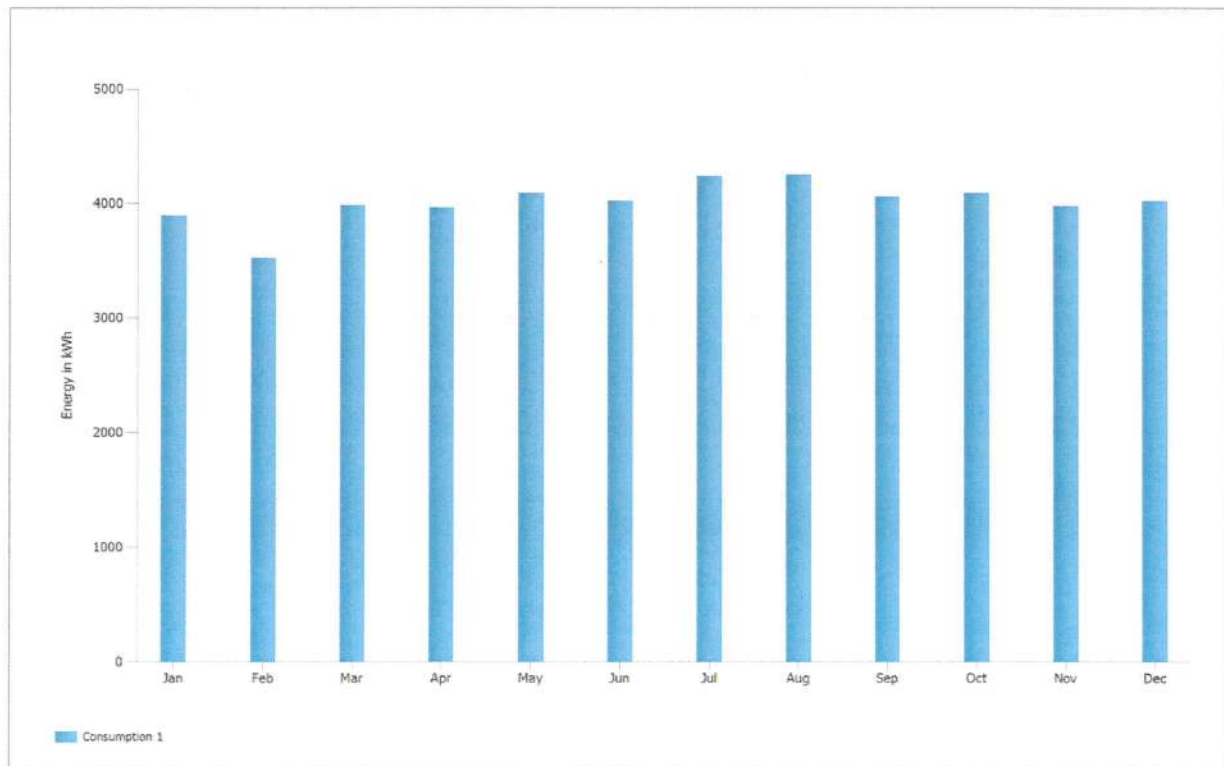


Figure: Consumption

Solar Proposal

H S Harbon & Sons Ltd

Module Areas

1. Module Area - Building 02 - Large East-Roof Area Southeast

PV Generator, 1. Module Area - Building 02 - Large East-Roof Area Southeast

Name	Building 02 - Large East-Roof Area Southeast
PV Modules	42 x DM450M10RT-54HSW/HBB/HBW (v2)
Manufacturer	Hengdian Group DMEGC Magnetics Co., Ltd.
Inclination	42 °
Orientation	Southeast 114 °
Installation Type	Mounted - Roof
PV Generator Surface	83.9 m ²



Figure: 1. Module Area - Building 02 - Large East-Roof Area Southeast

Solar Proposal

H S Harbon & Sons Ltd

2. Module Area - Building 01 - Large South-Roof Area Southwest

PV Generator, 2. Module Area - Building 01 - Large South-Roof Area Southwest

Name	Building 01 - Large South-Roof Area Southwest
PV Modules	36 x DM450M10RT-54HSW/HBB/HBW (v2)
Manufacturer	Hengdian Group DMEGC Magnetics Co., Ltd.
Inclination	43 °
Orientation	Southwest 204 °
Installation Type	Mounted - Roof
PV Generator Surface	71.9 m ²



Figure: 2. Module Area - Building 01 - Large South-Roof Area Southwest

Solar Proposal

H S Harbon & Sons Ltd

Horizon Line, 3D Design

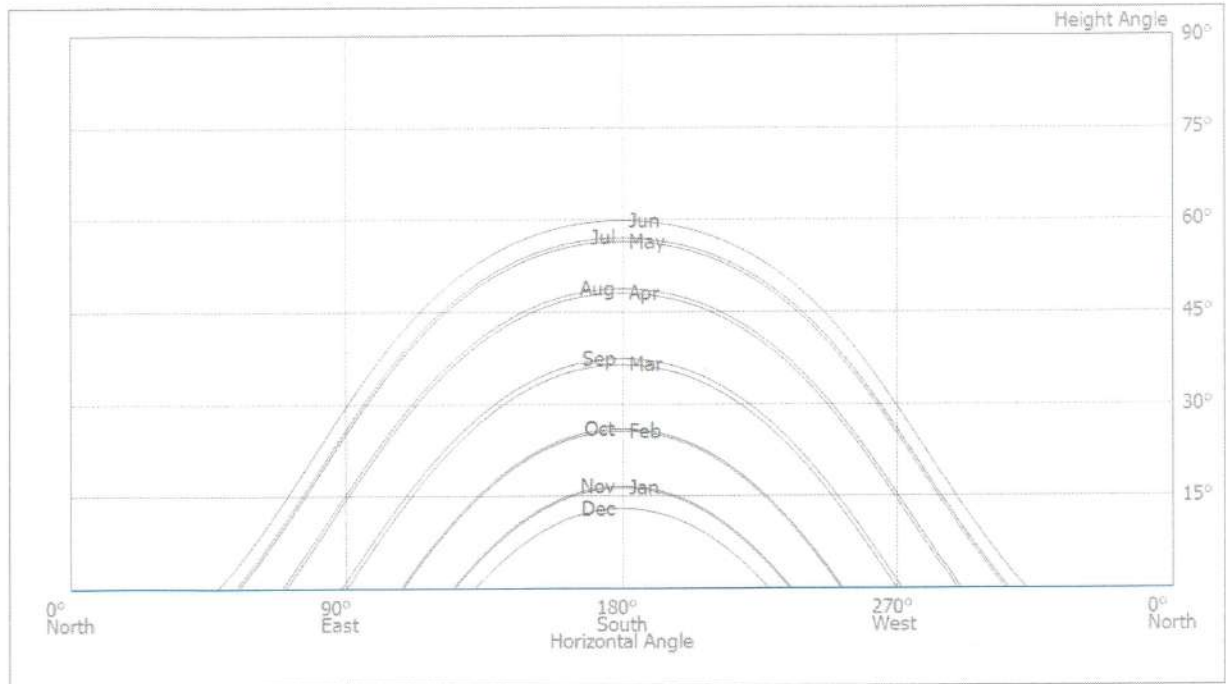


Figure: Horizon (3D Design)

Inverter configuration

Configuration 1

Module Areas Building 02 - Large East-Roof Area Southeast + Building 01
- Large South-Roof Area Southwest

Inverter 1

Model	X3-ULT-30K (v4)
Manufacturer	SolaX Power Co., Ltd.
Quantity	1
Sizing Factor	117 %
Configuration	MPP 1: 2 x 21 MPP 2: 2 x 18 MPP 3: not allocated

AC Mains

AC Mains

Number of Phases	3
Mains voltage between phase and neutral	230 V
Displacement Power Factor (cos phi)	+/- 1

Solar Proposal

H S Harbon & Sons Ltd

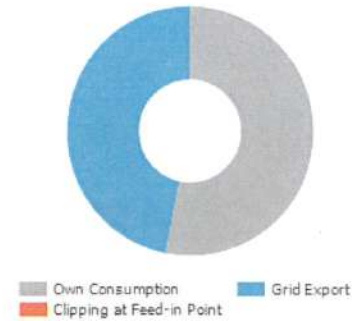
Simulation Results

Results Total System

PV System

PV Generator Output	35.10 kWp
Spec. Annual Yield	976.48 kWh/kWp
Performance Ratio (PR)	87.80 %
Yield Reduction due to Shading	3.7 %
PV Generator Energy (AC grid)	34,342 kWh/Year
Own Consumption	18,278 kWh/Year
Clipping at Feed-in Point	0 kWh/Year
Grid Export	16,063 kWh/Year
Own Power Consumption	53.1 %
CO ₂ Emissions avoided	16,109 kg / year

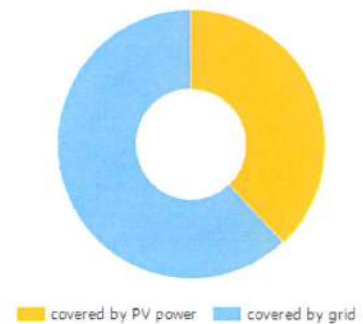
PV Generator Energy (AC grid)



Appliances

Appliances	48,158 kWh/Year
Standby Consumption (Inverter)	67 kWh/Year
Total Consumption	48,225 kWh/Year
covered by PV power	18,278 kWh/Year
covered by grid	29,947 kWh/Year
Solar Fraction	37.9 %

Total Consumption



Level of Self-sufficiency

Total Consumption	48,225 kWh/Year
covered by grid	29,947 kWh/Year
Level of Self-sufficiency	37.9 %

Solar Proposal

H S Harbon & Sons Ltd

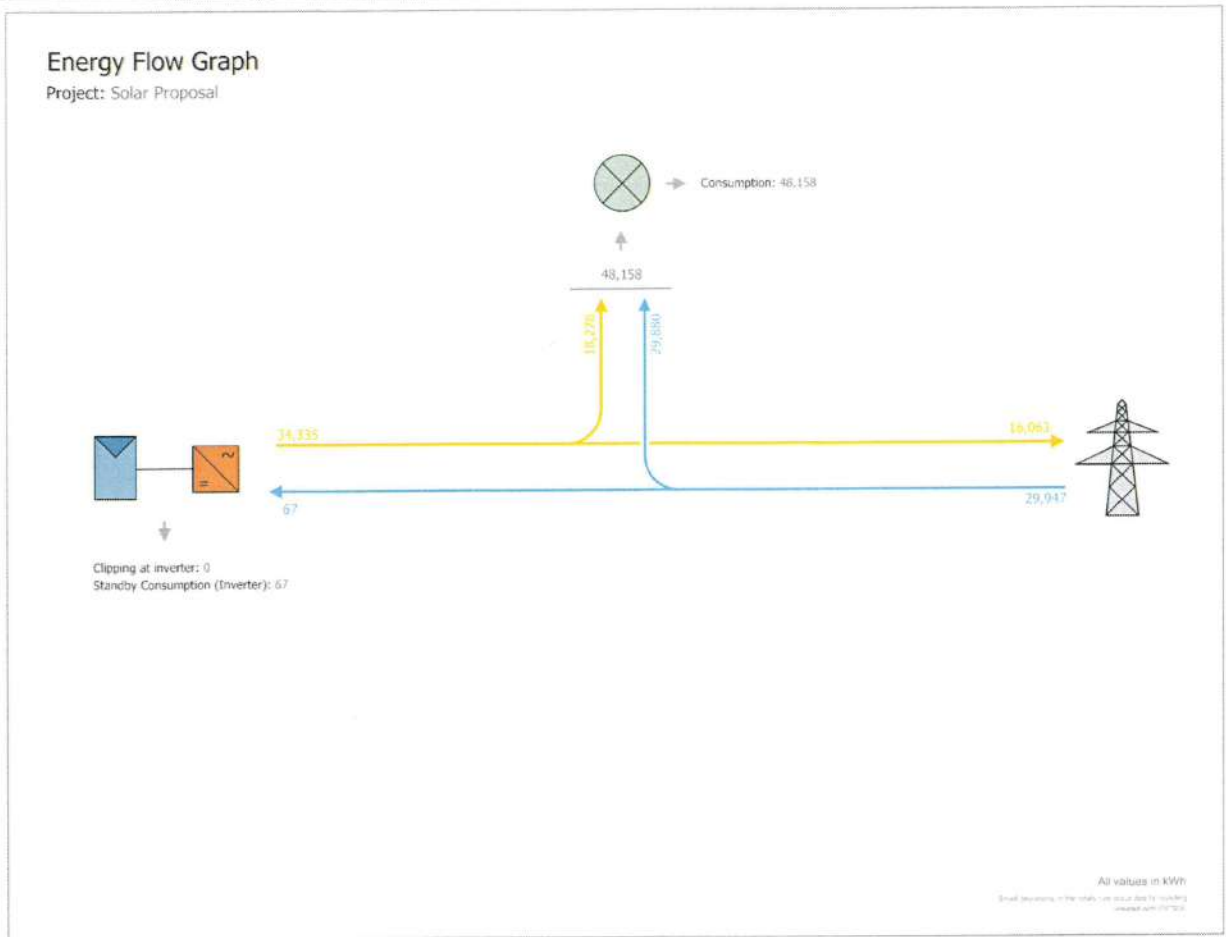


Figure: Energy flow

Solar Proposal

H S Harbon & Sons Ltd

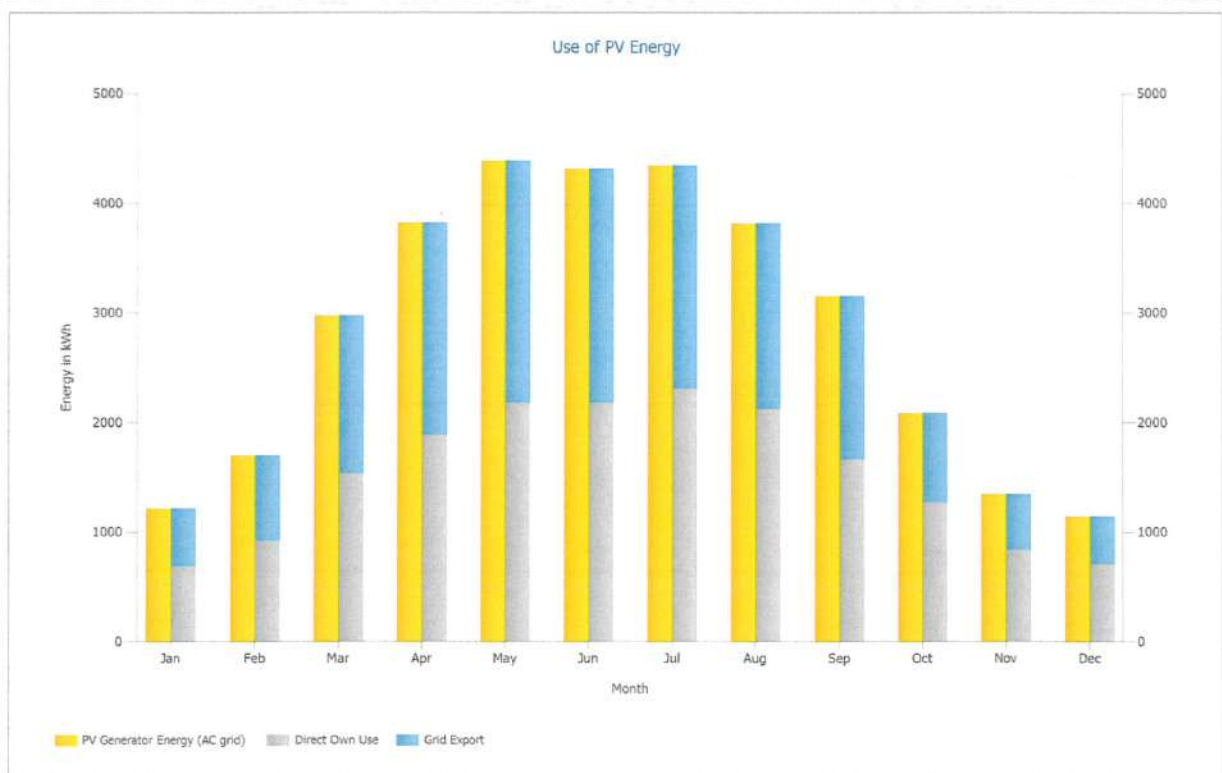


Figure: Use of PV Energy

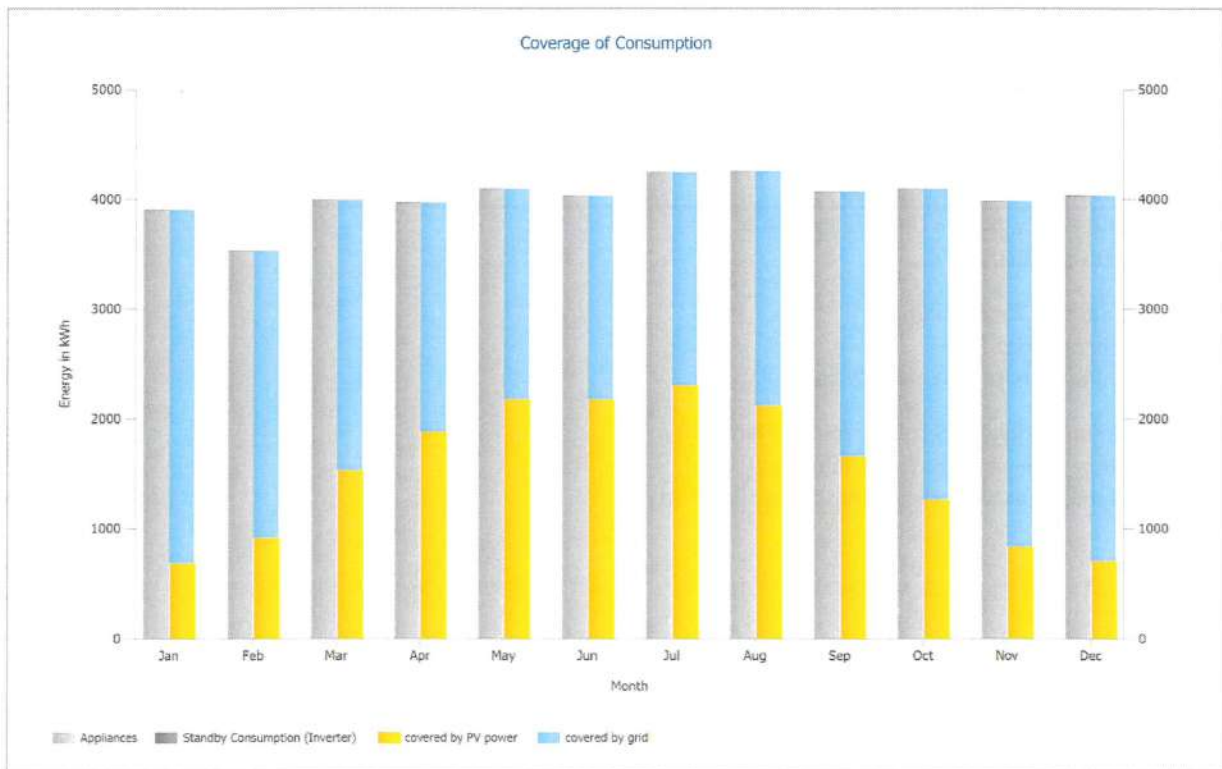


Figure: Coverage of Consumption

Financial Analysis

Overview

System Data

Grid Export in the first year (incl. module degradation)	16,063 kWh/Year
PV Generator Output	35.1 kWp
Assessment Period (Input)	20 Years
Interest on Capital	1 %

Start, duration and end of remuneration

Start of Operation of the System	03/07/2025
Remuneration period	20 Years
End of remuneration	02/07/2045

Economic Parameters

Internal Rate of Return (IRR)	34.02 %
Accrued Cash Flow (Cash Balance)	296,599.92 €
Amortization Period	3 Years, 6 months
Electricity Production Costs	0.0485 €/kWh

Payment Overview

Specific Investment Costs	854.70 €/kWp
Investment Costs	30,000.00 €
One-off Payments	0.00 €
Incoming subsidies	0.00 €
Annual Costs	0.00 €/Year
Other Revenue or Savings	0.00 €/Year

Remuneration and Savings

Total Payment from Utility in First Year	2,409.49 €/Year
First year savings	5,645.47 €/Year

31p Utility Tariff (Example)

Energy Price	0.31 €/kWh
Inflation Rate for Energy Price	10 %/Year

Remuneration of Electricity sold to Third Party

Price of Electricity sold to Third Party	0.15 €/kWh
Remuneration of Electricity sold to Third Party	2,409.49 €/Year

Solar Proposal

H S Harbon & Sons Ltd

Cash flow

Cash flow

	Year 1	Year 2	Year 3	Year 4	Year 5
	03/07/2025 -	03/07/2026 -	03/07/2027 -	03/07/2028 -	03/07/2029 -
	02/07/2026	02/07/2027	02/07/2028	02/07/2029	02/07/2030
Investments	-£30,000.00	£0.00	£0.00	£0.00	£0.00
Feed-in / Export Tariff	£2,385.63	£2,362.01	£2,338.63	£2,315.47	£2,292.55
Electricity Savings	£5,589.57	£6,087.65	£6,630.12	£7,220.92	£7,864.37
Annual Cash Flow	-£22,024.80	£8,449.66	£8,968.75	£9,536.39	£10,156.92
Accrued Cash Flow (Cash Balance)	-£22,024.80	-£13,575.14	-£4,606.39	£4,930.00	£15,086.92

Cash flow

	Year 6	Year 7	Year 8	Year 9	Year 10
	03/07/2030 -	03/07/2031 -	03/07/2032 -	03/07/2033 -	03/07/2034 -
	02/07/2031	02/07/2032	02/07/2033	02/07/2034	02/07/2035
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Feed-in / Export Tariff	£2,269.85	£2,247.37	£2,225.12	£2,203.09	£2,181.28
Electricity Savings	£8,565.16	£9,328.39	£10,159.63	£11,064.94	£12,050.93
Annual Cash Flow	£10,835.01	£11,575.76	£12,384.75	£13,268.03	£14,232.21
Accrued Cash Flow (Cash Balance)	£25,921.93	£37,497.69	£49,882.44	£63,150.47	£77,382.68

Cash flow

	Year 11	Year 12	Year 13	Year 14	Year 15
	03/07/2035 -	03/07/2036 -	03/07/2037 -	03/07/2038 -	03/07/2039 -
	02/07/2036	02/07/2037	02/07/2038	02/07/2039	02/07/2040
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Feed-in / Export Tariff	£2,159.68	£2,138.30	£2,117.13	£2,096.17	£2,075.41
Electricity Savings	£13,124.77	£14,294.31	£15,568.06	£16,955.31	£18,466.18
Annual Cash Flow	£15,284.45	£16,432.61	£17,685.19	£19,051.48	£20,541.59
Accrued Cash Flow (Cash Balance)	£92,667.13	£109,099.74	£126,784.93	£145,836.41	£166,378.00

Cash flow

	Year 16	Year 17	Year 18	Year 19	Year 20
	03/07/2040 -	03/07/2041 -	03/07/2042 -	03/07/2043 -	03/07/2044 -
	02/07/2041	02/07/2042	02/07/2043	02/07/2044	02/07/2045
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Feed-in / Export Tariff	£2,054.86	£2,034.52	£2,014.37	£1,994.43	£1,974.68
Electricity Savings	£20,111.68	£21,903.81	£23,855.63	£25,981.38	£28,296.56
Annual Cash Flow	£22,166.54	£23,938.33	£25,870.00	£27,975.81	£30,271.24
Accrued Cash Flow (Cash Balance)	£188,544.54	£212,482.87	£238,352.87	£266,328.68	£296,599.92

Degradation and inflation rates are applied on a monthly basis over the entire observation period. This is done in the first year.

Solar Proposal

H S Harbon & Sons Ltd

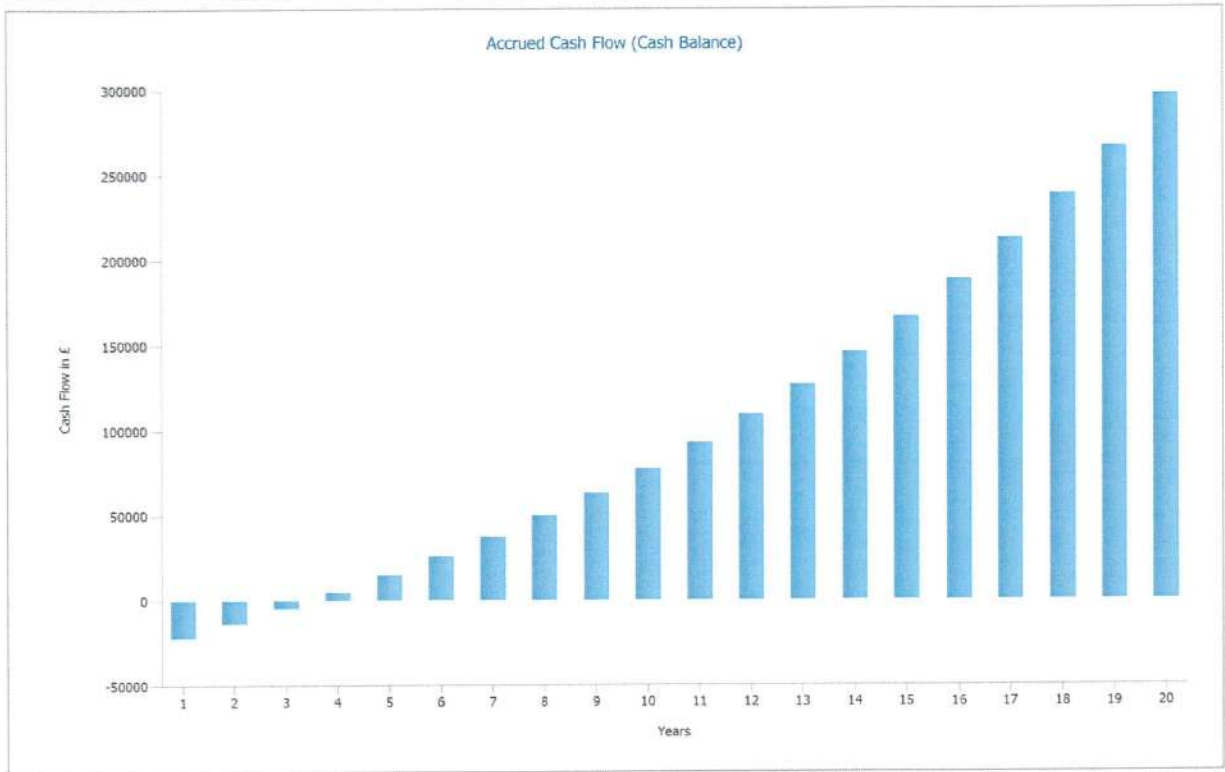


Figure: Accrued Cash Flow (Cash Balance)

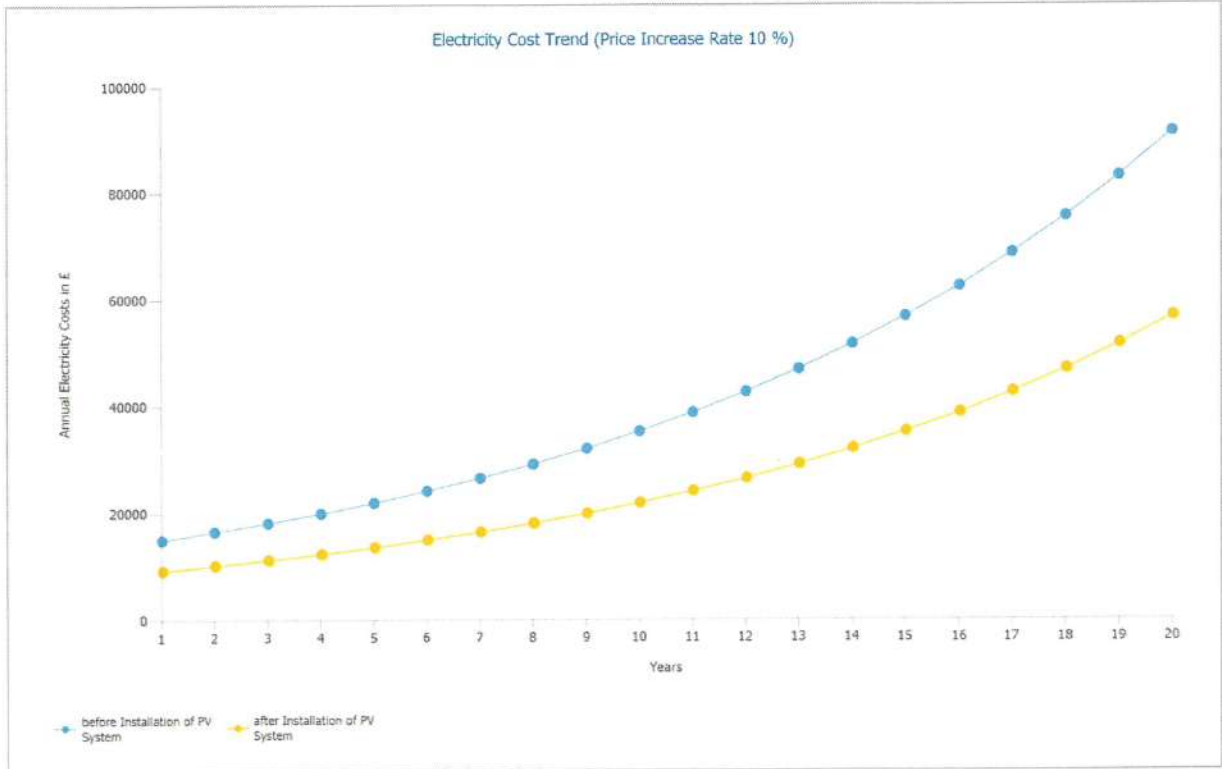


Figure: Electricity Cost Trend (Price Increase Rate 10%)

Solar Proposal

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Overview plan

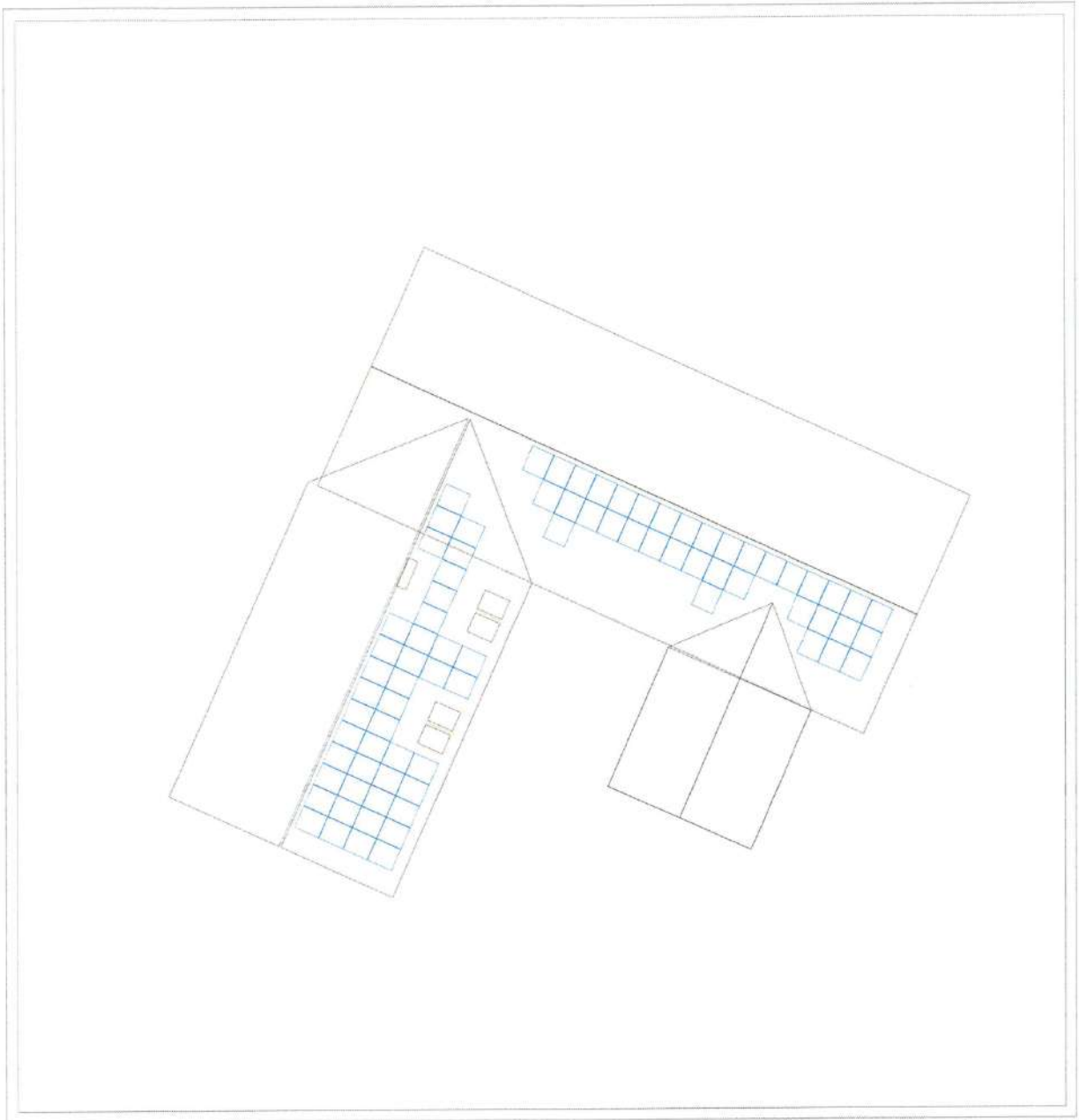


Figure: Overview plan

Dimensioning Plan

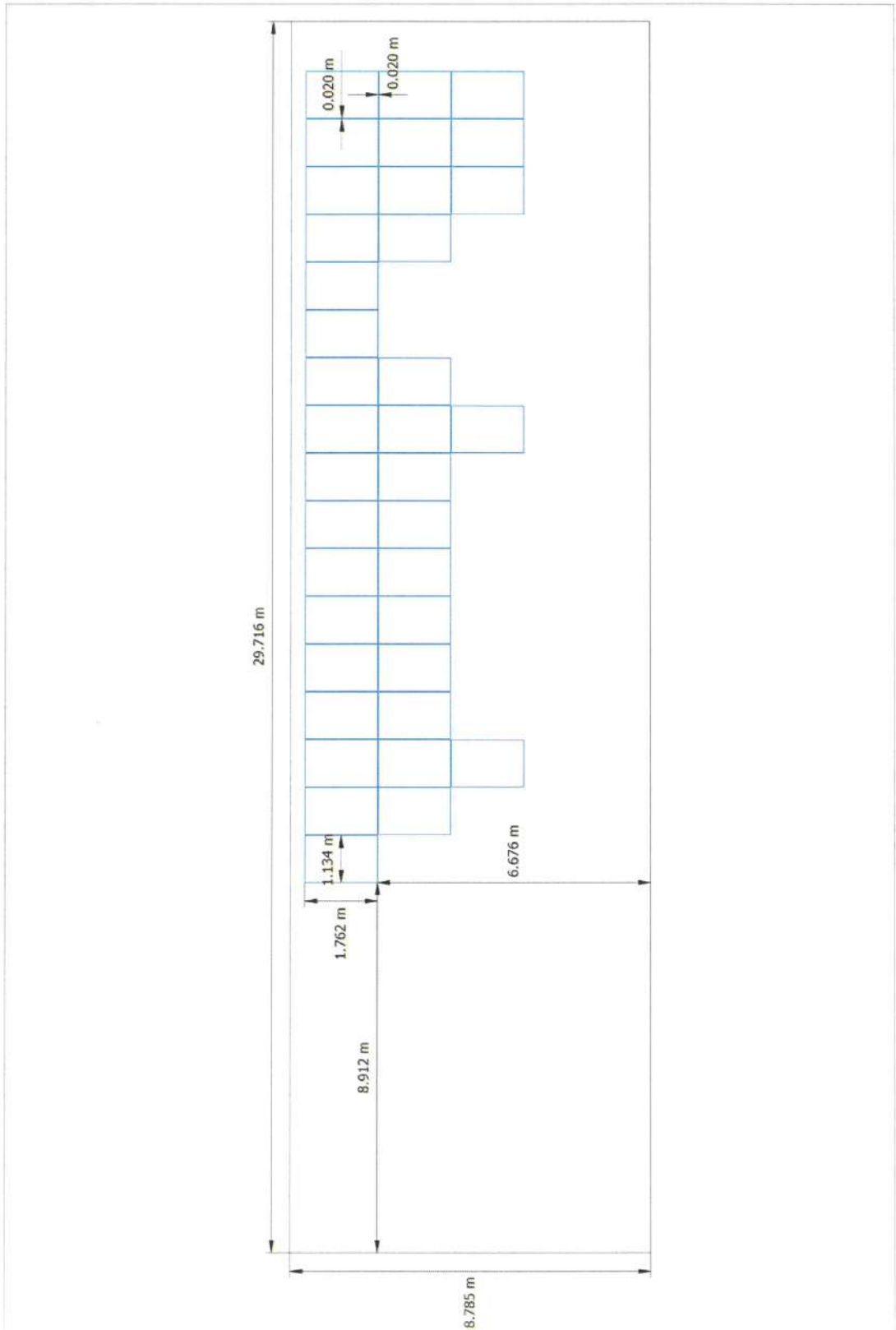


Figure 10: Grid of the OL - Large South - Roof Area South view

Solar Proposal

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String Plan

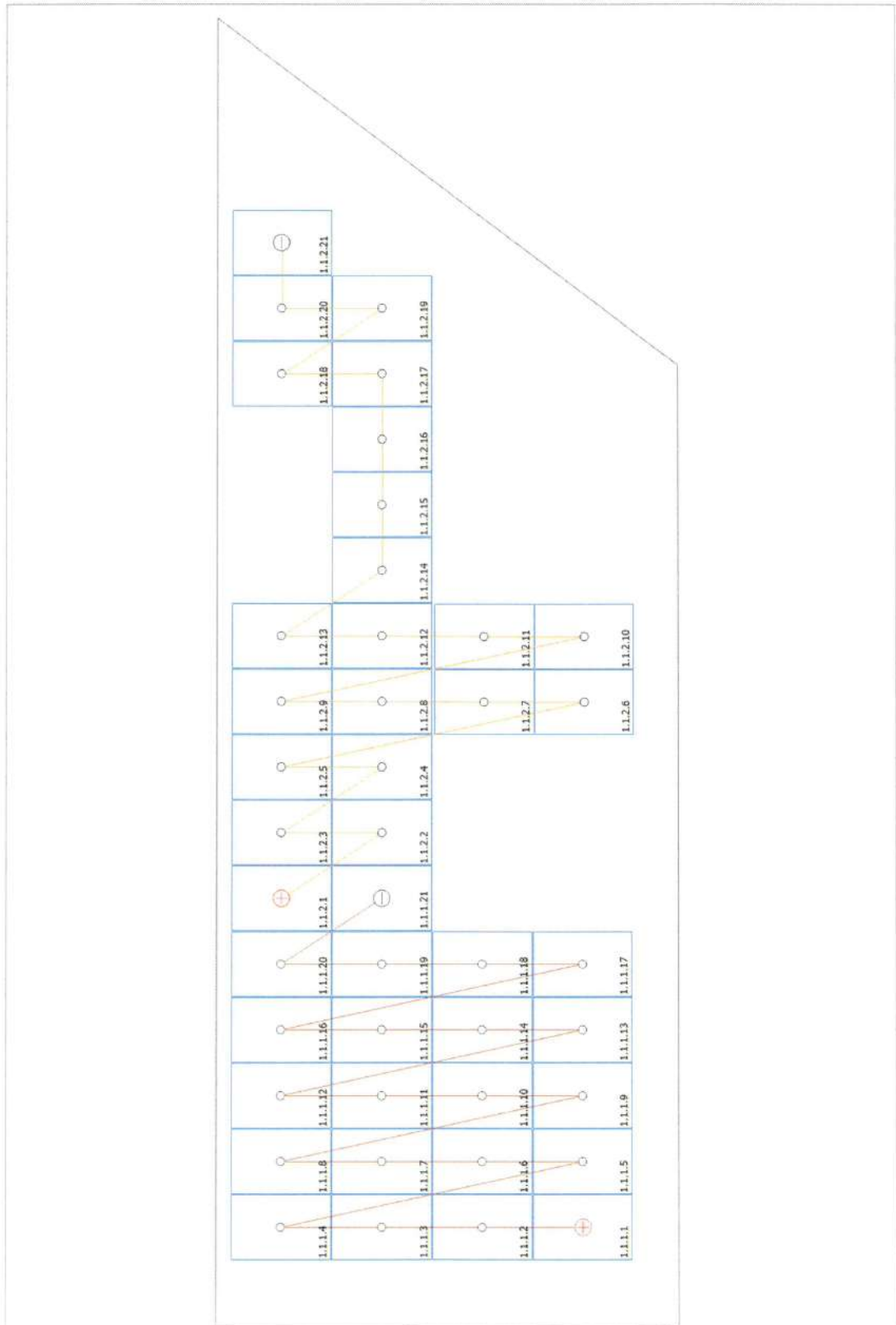
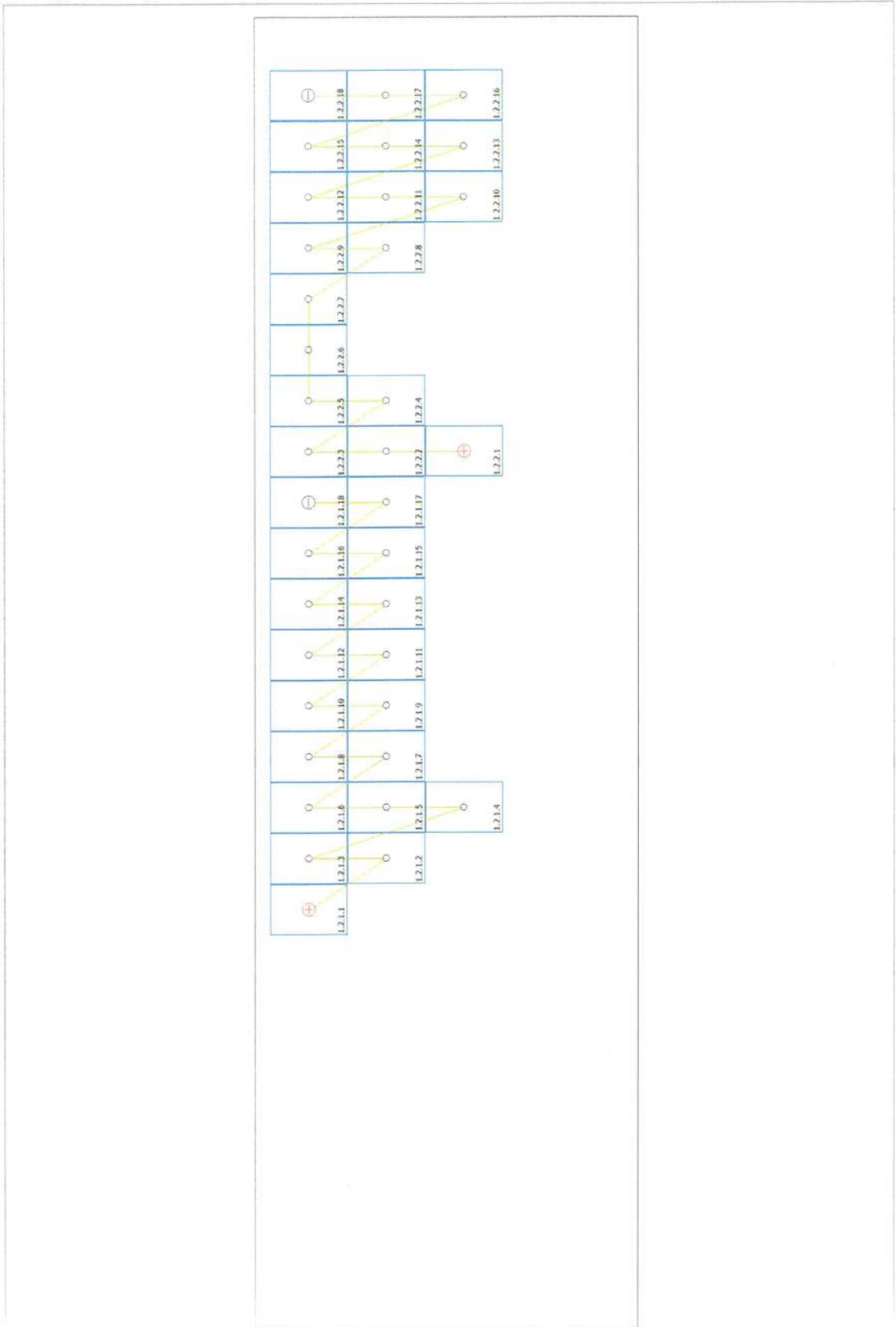


Figure 5: String 02 - Large East - Roof Area South-East

Solar Proposal

H S Harbon & Sons Ltd



Solar Proposal

H S Harbon & Sons Ltd

Parts list

Parts list

#	Type	Item number	Manufacturer	Name	Quantity	Unit
1	PV Module		Hengdian Group DMEGC Magnetics Co., Ltd.	DM450M10RT- 54HSW/HBB/HBW	78	Piece
2	Inverter		SolaX Power Co., Ltd.	X3-ULT-30K	1	Piece
3	Components			Feed-in Meter	1	Piece
4	Components			House connection	1	Piece
5	Components			Bidirectional Meter	1	Piece

Armthorpe Community Centre

Welfare Park, Church St, Armthorpe, Doncaster
DN3 3AG

H S Harbon & Sons Ltd
Gordon Street
Doncaster
UK

Contact person:
Dave Harbon
Phone: 01302 361140
E-Mail: dave@harbon.co.uk

Project Name: Solar Proposal

09/07/2025

Your PV system from H S Harbon & Sons Ltd

Address of Installation

Welfare Park, Church St, Armthorpe, Doncaster DN3
3AG



Project Overview



Figure: Overview Image, 3D Design

PV System

3D, Grid-connected PV System with Electrical Appliances and Battery Systems

Climate Data	Armthorpe Community, GBR (2001 - 2020)
Values source	Meteonorm 8.2(i)
PV Generator Output	51.3 kWp
PV Generator Surface	227.8 m ²
Number of PV Modules	114
Number of Inverters	2
No. of battery systems	1

Solar Proposal

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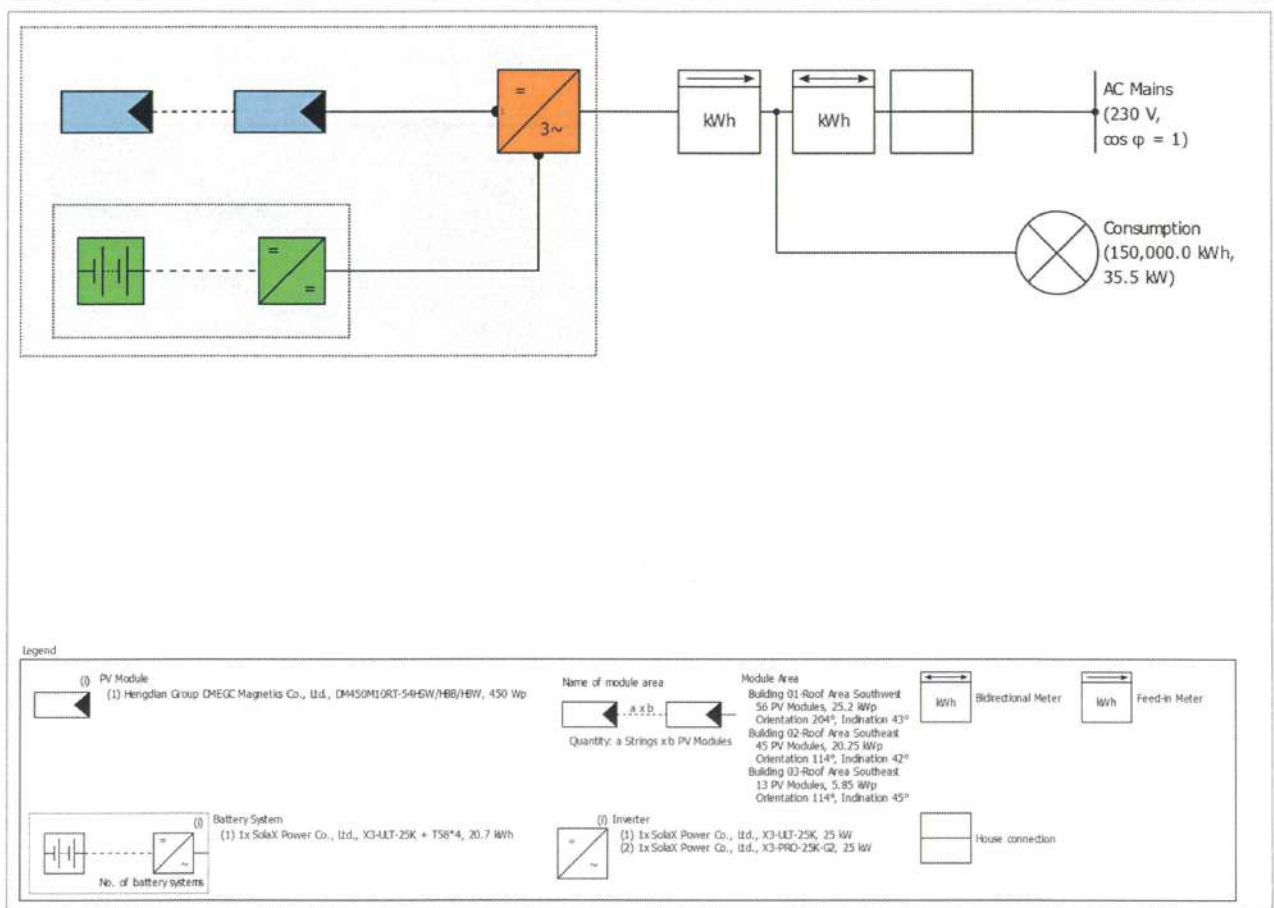


Figure: Schematic diagram

Production Forecast

Production Forecast	
PV Generator Output	51.30 kWp
Spec. Annual Yield	981.23 kWh/kWp
Performance Ratio (PR)	88.00 %
Yield Reduction due to Shading	3.3 %
PV Generator Energy (AC grid) with battery	
Direct Own Use	47,271 kWh/Year
Clipping at Feed-in Point	0 kWh/Year
Grid Export	2,922 kWh/Year
Own Power Consumption	94.2 %
CO ₂ Emissions avoided	23,440 kg / year
Level of Self-sufficiency	31.5 %

Solar Proposal

H S Harbon & Sons Ltd

Financial Analysis

Your Gain

Total investment costs	41,635.01 £
Internal Rate of Return (IRR)	38.20 %
Amortization Period	3 Years, 2 months
Electricity Production Costs	0.046 £/kWh
Energy Balance/Feed-in Concept	Surplus Feed-in

The results have been calculated with a mathematical model calculation from Valentin Software GmbH (PV*SOL algorithms). The actual yields from the solar power system may differ as a result of weather variations, the efficiency of the modules and inverter and other factors.



Set-up of the System

Overview

System Data

Type of System	3D, Grid-connected PV System with Electrical Appliances and Battery Systems
----------------	---

Climate Data

Location	Armthorpe Community, GBR (2001 - 2020)
Values source	Meteonorm 8.2(i)
Data resolution	1 min
Simulation models used:	
- Diffuse Irradiation onto Horizontal Plane	Hofmann
- Irradiance onto tilted surface	Hay & Davies

Consumption

Total Consumption	150000 kWh
BDEW load profile business (GO)	150000 kWh
Load Peak	35.5 kW

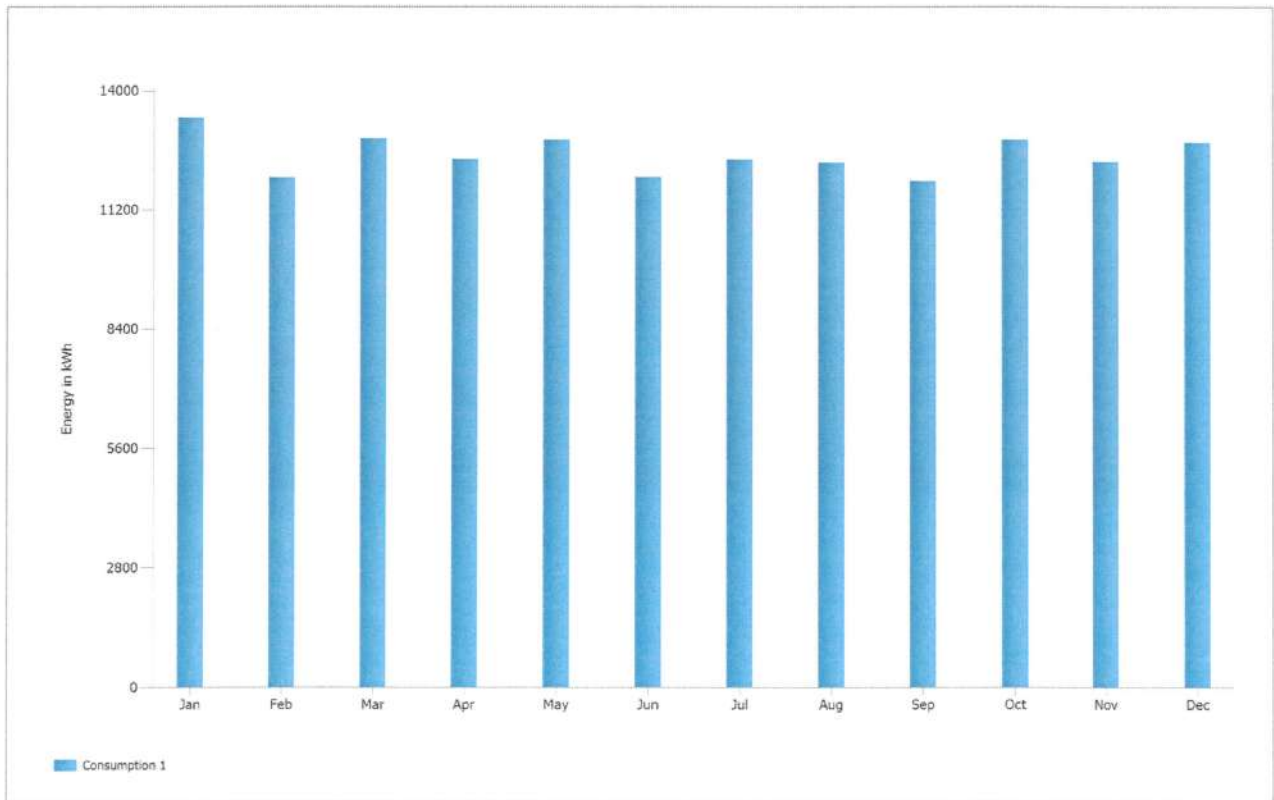


Figure: Consumption

Module Areas

1. Module Area - Building 01-Roof Area Southwest

PV Generator, 1. Module Area - Building 01-Roof Area Southwest

Name	Building 01-Roof Area Southwest
PV Modules	56 x DM450M10RT-54HSW/HBB/HBW (v2)
Manufacturer	Hengdian Group DMEGC Magnetics Co., Ltd.
Inclination	43 °
Orientation	Southwest 204 °
Installation Type	Mounted - Roof
PV Generator Surface	111.9 m ²



Figure: 1. Module Area - Building 01-Roof Area Southwest

Solar Proposal

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2. Module Area - Building 02-Roof Area Southeast

PV Generator, 2. Module Area - Building 02-Roof Area Southeast

Name	Building 02-Roof Area Southeast
PV Modules	45 x DM450M10RT-54HSW/HBB/HBW (v2)
Manufacturer	Hengdian Group DMEGC Magnetics Co., Ltd.
Inclination	42 °
Orientation	Southeast 114 °
Installation Type	Mounted - Roof
PV Generator Surface	89.9 m ²



Figure: 2. Module Area - Building 02-Roof Area Southeast

Solar Proposal

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3. Module Area - Building 03-Roof Area Southeast

PV Generator, 3. Module Area - Building 03-Roof Area Southeast

Name	Building 03-Roof Area Southeast
PV Modules	13 x DM450M10RT-54HSW/HBB/HBW (v2)
Manufacturer	Hengdian Group DMEGC Magnetics Co., Ltd.
Inclination	45 °
Orientation	Southeast 114 °
Installation Type	Mounted - Roof
PV Generator Surface	26.0 m ²

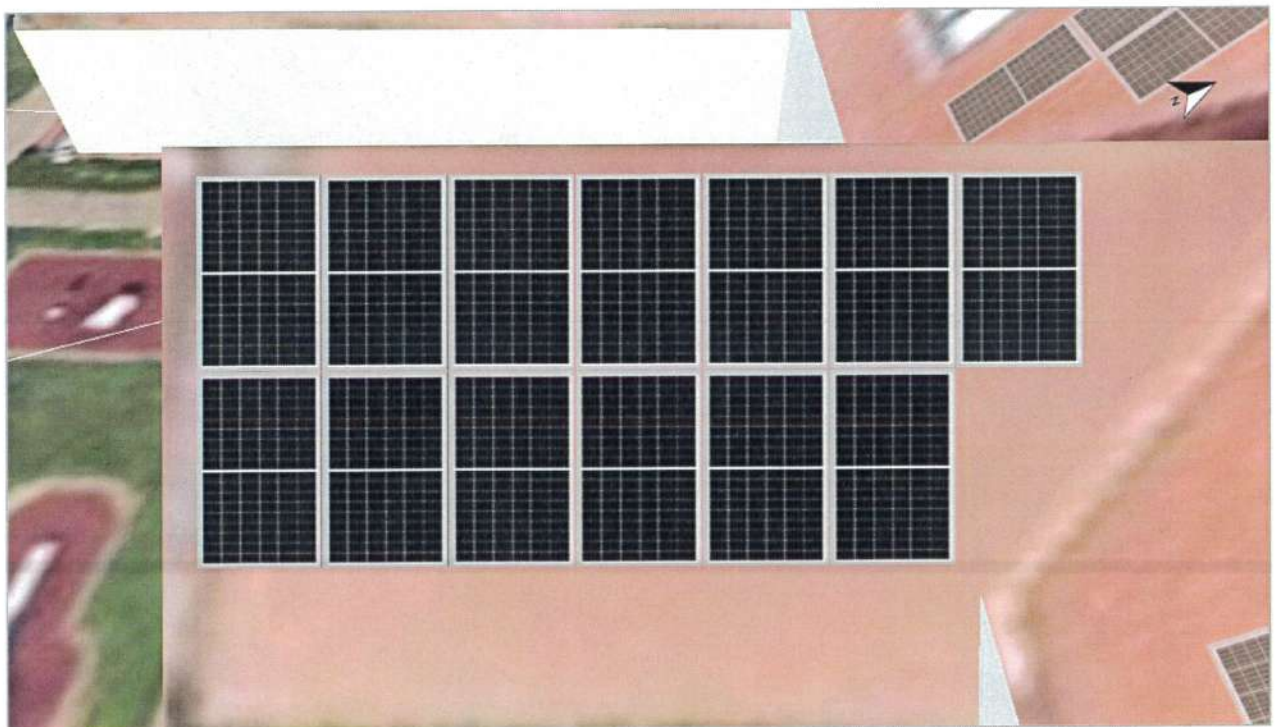


Figure: 3. Module Area - Building 03-Roof Area Southeast

Horizon Line, 3D Design

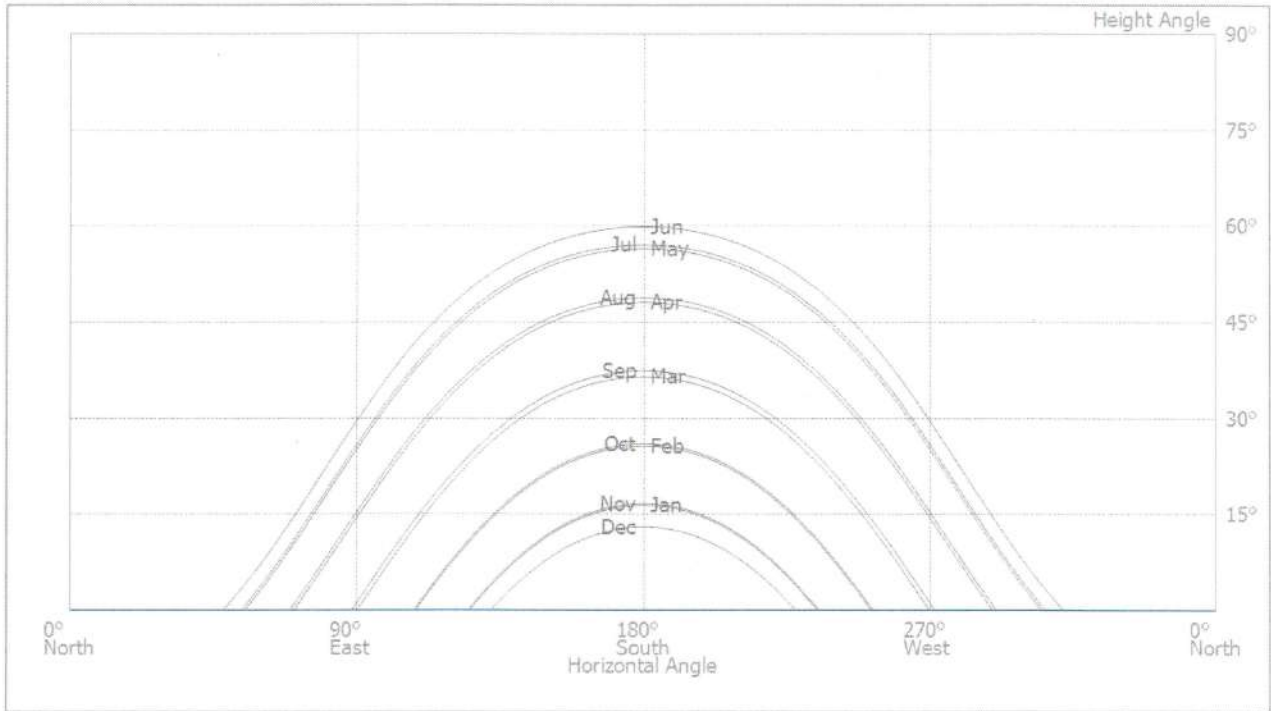


Figure: Horizon (3D Design)

Inverter configuration

Configuration 1

Module Areas Building 01-Roof Area Southwest + Building 02-Roof Area Southeast + Building 03-Roof Area Southeast

Inverter 1

Model	X3-ULT-25K (v4)
Manufacturer	SolaX Power Co., Ltd.
Quantity	1
Sizing Factor	100.8 %
Configuration	MPP 1: 1 x 19 MPP 2: 1 x 19 MPP 3: 1 x 18

Inverter 2

Model	X3-PRO-25K-G2 (v3)
Manufacturer	SolaX Power Co., Ltd.
Quantity	1
Sizing Factor	104.4 %
Configuration	MPP 1: 1 x 23 MPP 2: 1 x 22 MPP 3: 1 x 13

AC Mains

AC Mains

Number of Phases	3
Mains voltage between phase and neutral	230 V
Displacement Power Factor (cos phi)	+/- 1

Battery Systems

Battery System - Group 1

Model	X3-ULT-25K + T58*4 (v1)
Manufacturer	SolaX Power Co., Ltd.
Quantity	1
Battery Inverter	
Type of Coupling	DC intermediate circuit coupling
Nominal output	23 kW
Battery	
Manufacturer	SolaX Power Co., Ltd.
Model	T58 (v2)
Quantity	4
Battery Energy	20.7 kWh
Battery Type	Lithium iron phosphate

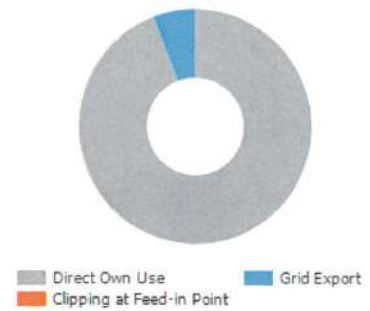
Simulation Results

Results Total System

PV System

PV Generator Output	51.30 kWp
Spec. Annual Yield	981.23 kWh/kWp
Performance Ratio (PR)	88.00 %
Yield Reduction due to Shading	3.3 %
PV Generator Energy (AC grid) with battery	50,193 kWh/Year
Direct Own Use	47,271 kWh/Year
Clipping at Feed-in Point	0 kWh/Year
Grid Export	2,922 kWh/Year
Own Power Consumption	94.2 %
CO ₂ Emissions avoided	23,440 kg / year

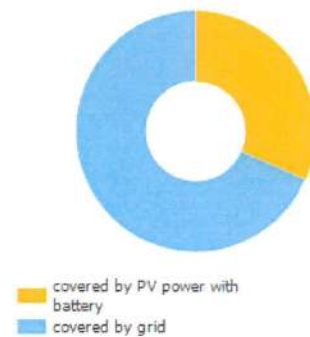
PV Generator Energy (AC grid) with battery



Appliances

Appliances	150,000 kWh/Year
Standby Consumption (Inverter)	79 kWh/Year
Total Consumption	150,079 kWh/Year
covered by PV power with battery	47,271 kWh/Year
covered by grid	102,808 kWh/Year
Solar Fraction	31.5 %

Total Consumption



Battery System

Charge at beginning	21 kWh
Battery Charge (PV System)	3,369 kWh/Year
Battery Energy for the Covering of Consumption	3,147 kWh/Year
Battery discharge into the grid	0 kWh/Year
Losses due to charging/discharging	200 kWh/Year
Losses in Battery	43 kWh/Year
Cycle Load	3.0 %
Service Life	>20 Years

Level of Self-sufficiency

Total Consumption	150,079 kWh/Year
covered by grid	102,808 kWh/Year
Level of Self-sufficiency	31.5 %

Solar Proposal

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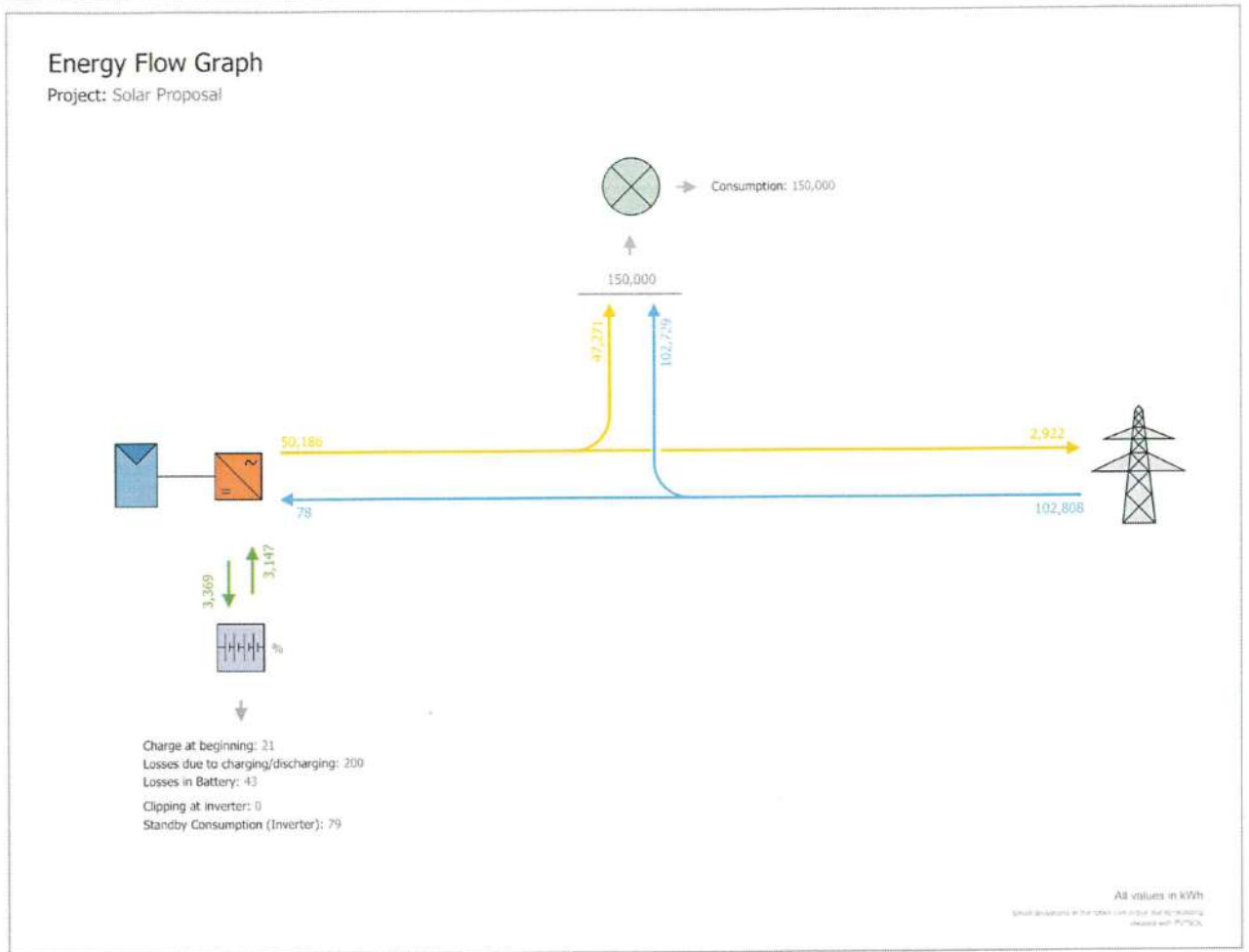


Figure: Energy flow

Solar Proposal

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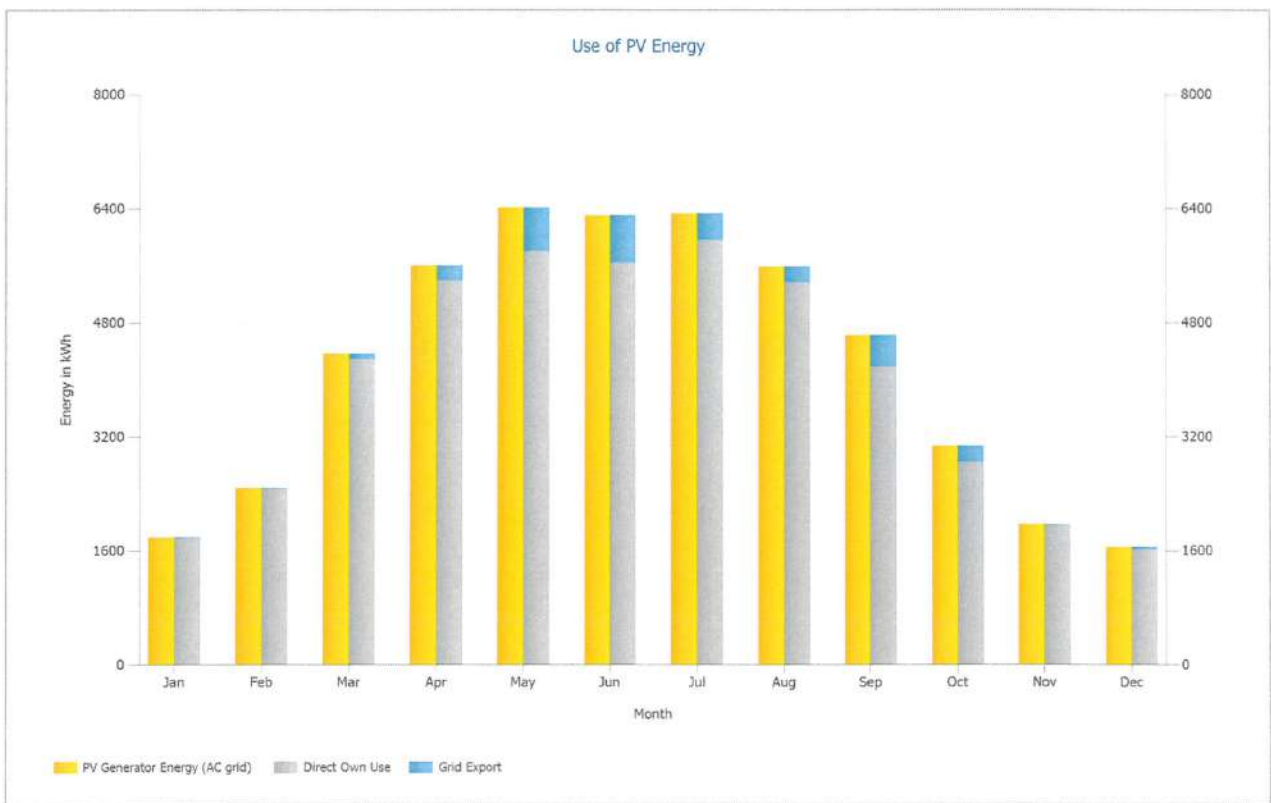


Figure: Use of PV Energy

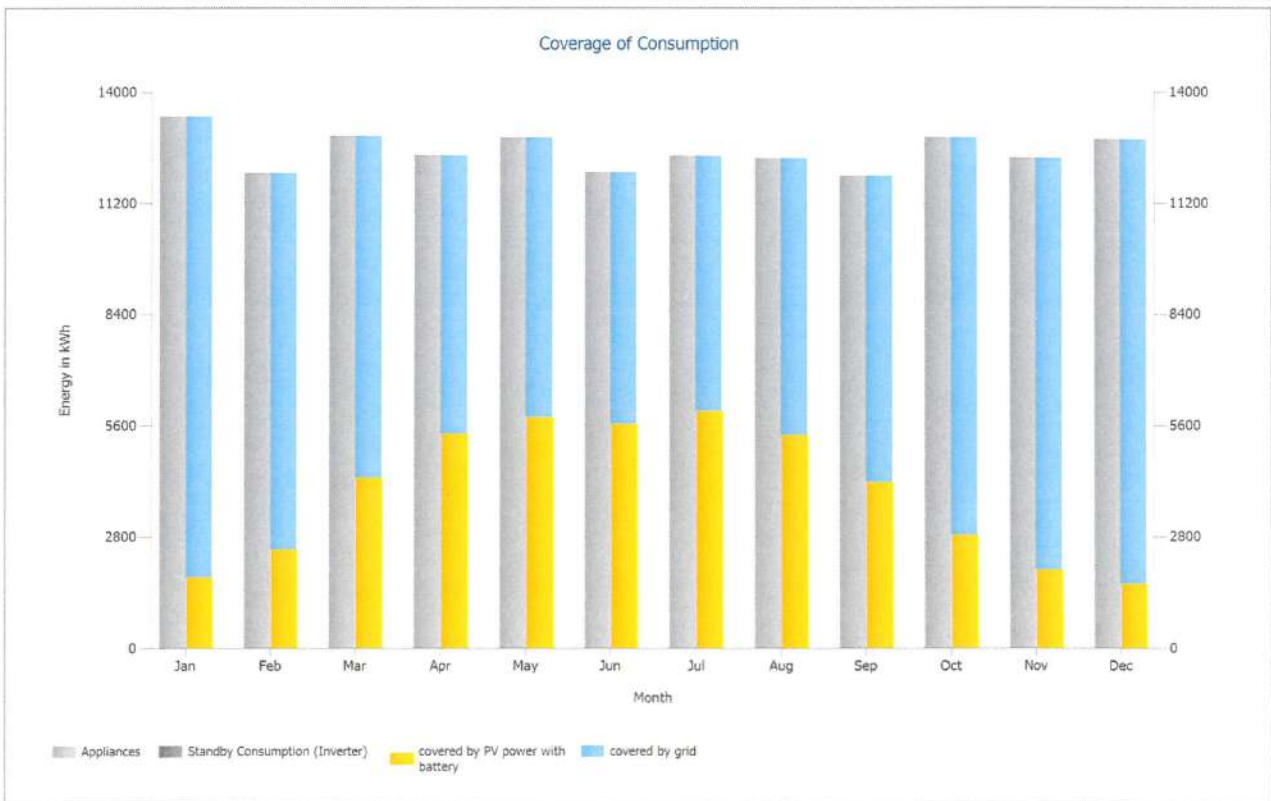


Figure: Coverage of Consumption

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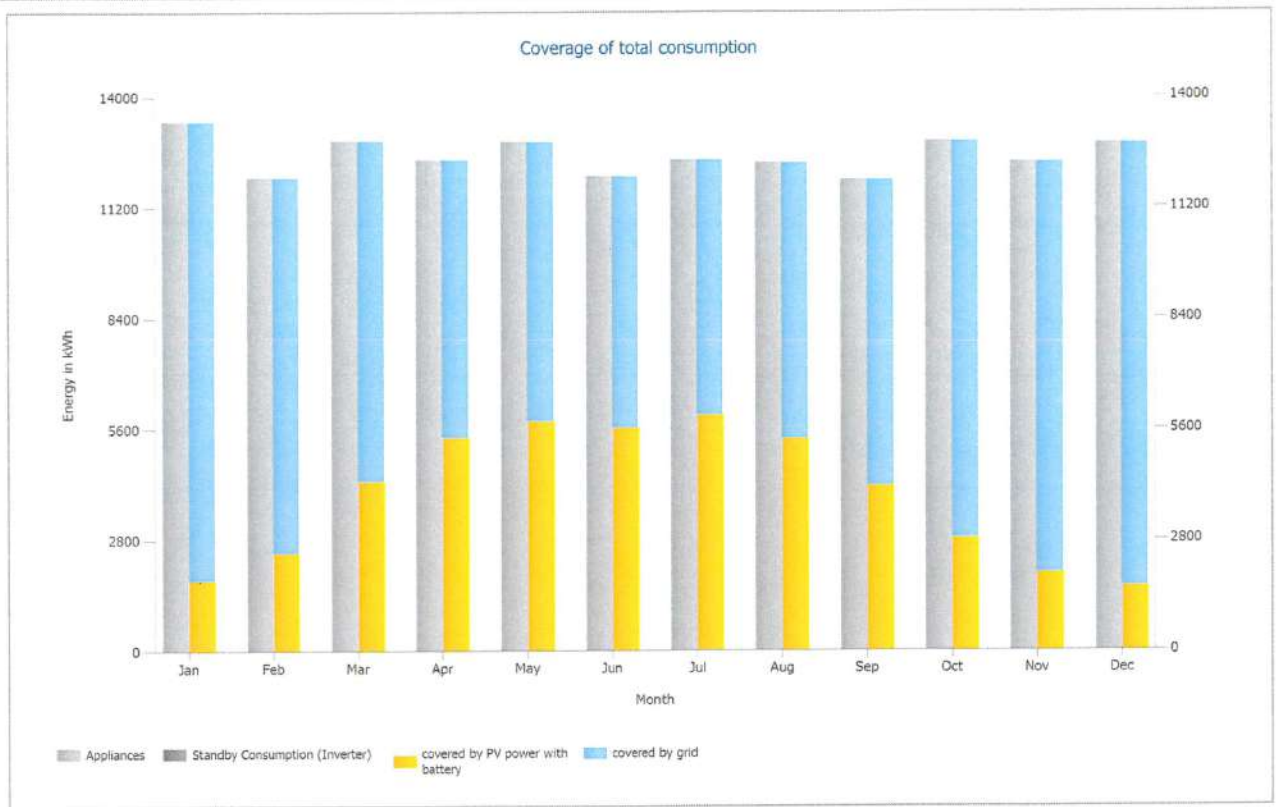


Figure: Coverage of total consumption

Financial Analysis

Overview

System Data

Grid Export in the first year (incl. module degradation)	2,922 kWh/Year
PV Generator Output	51.3 kWp
Assessment Period (Input)	20 Years
Interest on Capital	1 %

Start, duration and end of remuneration

Start of Operation of the System	03/07/2025
Remuneration period	20 Years
End of remuneration	02/07/2045

Economic Parameters

Internal Rate of Return (IRR)	38.20 %
Accrued Cash Flow (Cash Balance)	555,480.32 £
Amortization Period	3 Years, 2 months
Electricity Production Costs	0.046 £/kWh

Payment Overview

Specific Investment Costs	811.60 £/kWp
Investment Costs	41,635.01 £
One-off Payments	0.00 £
Incoming Subsidies	0.00 £
Annual Costs	0.00 £/Year
Other Revenue or Savings	0.00 £/Year

Remuneration and Savings

Total Payment from Utility in First Year	0.00 £/Year
First year savings	11,906.63 £/Year

25.23p Utility Tariff (Example)

Energy Price	0.2523 £/kWh
Inflation Rate for Energy Price	10 %/Year

Solar Proposal

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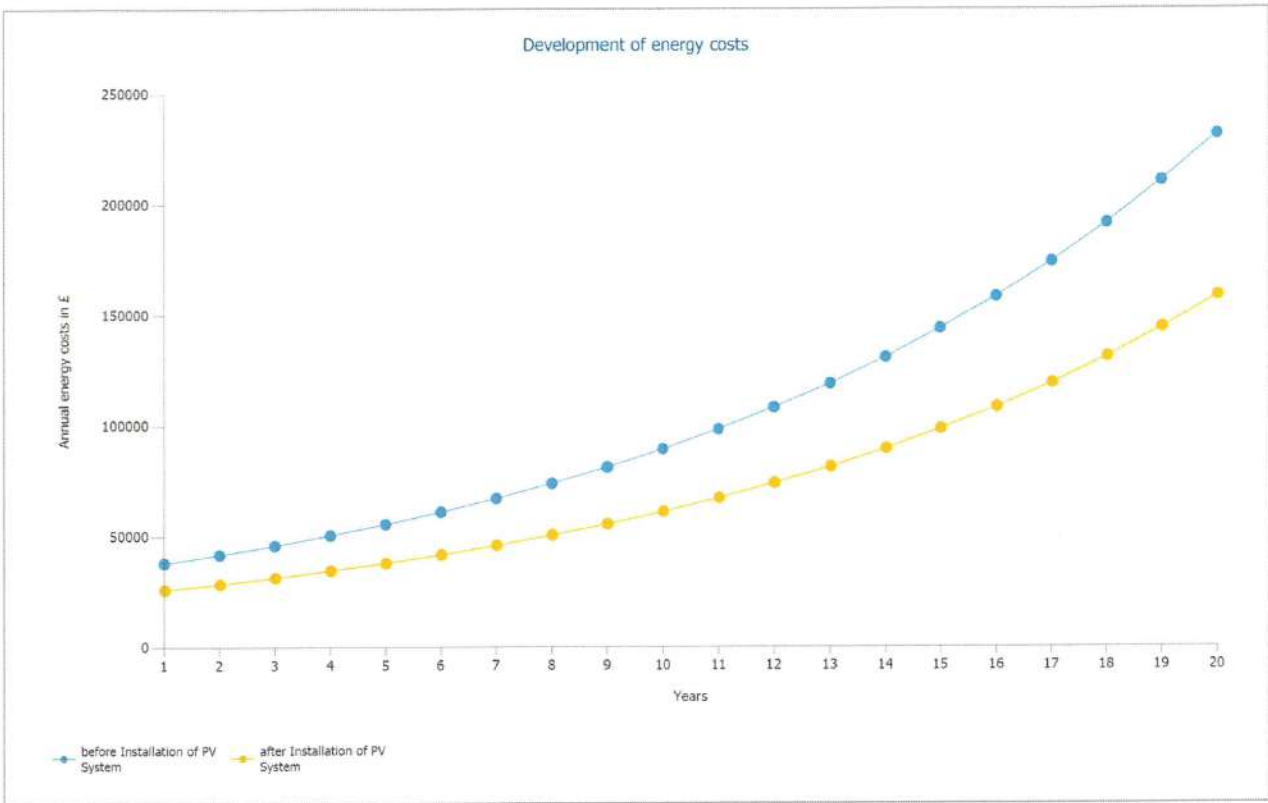


Figure: Development of energy costs

Solar Proposal

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Cash flow

Cash flow

	Year 1	Year 2	Year 3	Year 4	Year 5
	03/07/2025 - 02/07/2026	03/07/2026 - 02/07/2027	03/07/2027 - 02/07/2028	03/07/2028 - 02/07/2029	03/07/2029 - 02/07/2030
Investments	-£41,635.01	£0.00	£0.00	£0.00	£0.00
Electricity Savings	£11,788.74	£12,839.22	£13,983.31	£15,229.35	£16,586.42
Annual Cash Flow	-£29,846.27	£12,839.22	£13,983.31	£15,229.35	£16,586.42
Accrued Cash Flow (Cash Balance)	-£29,846.27	-£17,007.05	-£3,023.74	£12,205.61	£28,792.03

Cash flow

	Year 6	Year 7	Year 8	Year 9	Year 10
	03/07/2030 - 02/07/2031	03/07/2031 - 02/07/2032	03/07/2032 - 02/07/2033	03/07/2033 - 02/07/2034	03/07/2034 - 02/07/2035
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Electricity Savings	£18,064.41	£19,674.11	£21,427.25	£23,336.61	£25,416.12
Annual Cash Flow	£18,064.41	£19,674.11	£21,427.25	£23,336.61	£25,416.12
Accrued Cash Flow (Cash Balance)	£46,856.44	£66,530.55	£87,957.80	£111,294.41	£136,710.53

Cash flow

	Year 11	Year 12	Year 13	Year 14	Year 15
	03/07/2035 - 02/07/2036	03/07/2036 - 02/07/2037	03/07/2037 - 02/07/2038	03/07/2038 - 02/07/2039	03/07/2039 - 02/07/2040
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Electricity Savings	£27,680.91	£30,147.53	£32,833.94	£35,759.74	£38,946.25
Annual Cash Flow	£27,680.91	£30,147.53	£32,833.94	£35,759.74	£38,946.25
Accrued Cash Flow (Cash Balance)	£164,391.44	£194,538.97	£227,372.91	£263,132.65	£302,078.90

Cash flow

	Year 16	Year 17	Year 18	Year 19	Year 20
	03/07/2040 - 02/07/2041	03/07/2041 - 02/07/2042	03/07/2042 - 02/07/2043	03/07/2043 - 02/07/2044	03/07/2044 - 02/07/2045
Investments	£0.00	£0.00	£0.00	£0.00	£0.00
Electricity Savings	£42,416.71	£46,196.42	£50,312.93	£54,796.26	£59,679.10
Annual Cash Flow	£42,416.71	£46,196.42	£50,312.93	£54,796.26	£59,679.10
Accrued Cash Flow (Cash Balance)	£344,495.61	£390,692.03	£441,004.96	£495,801.22	£555,480.32

Degradation and inflation rates are applied on a monthly basis over the entire observation period. This is done in the first year.

Solar Proposal

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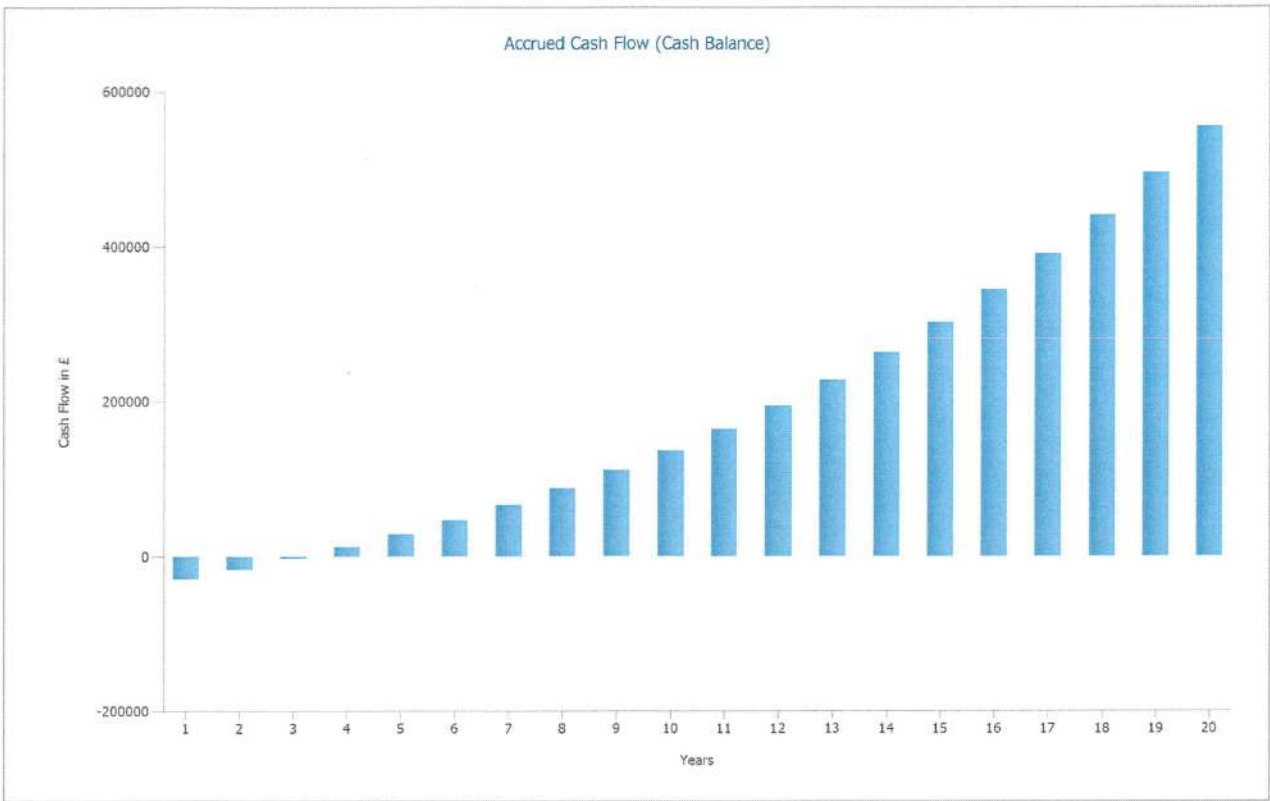


Figure: Accrued Cash Flow (Cash Balance)

Overview plan

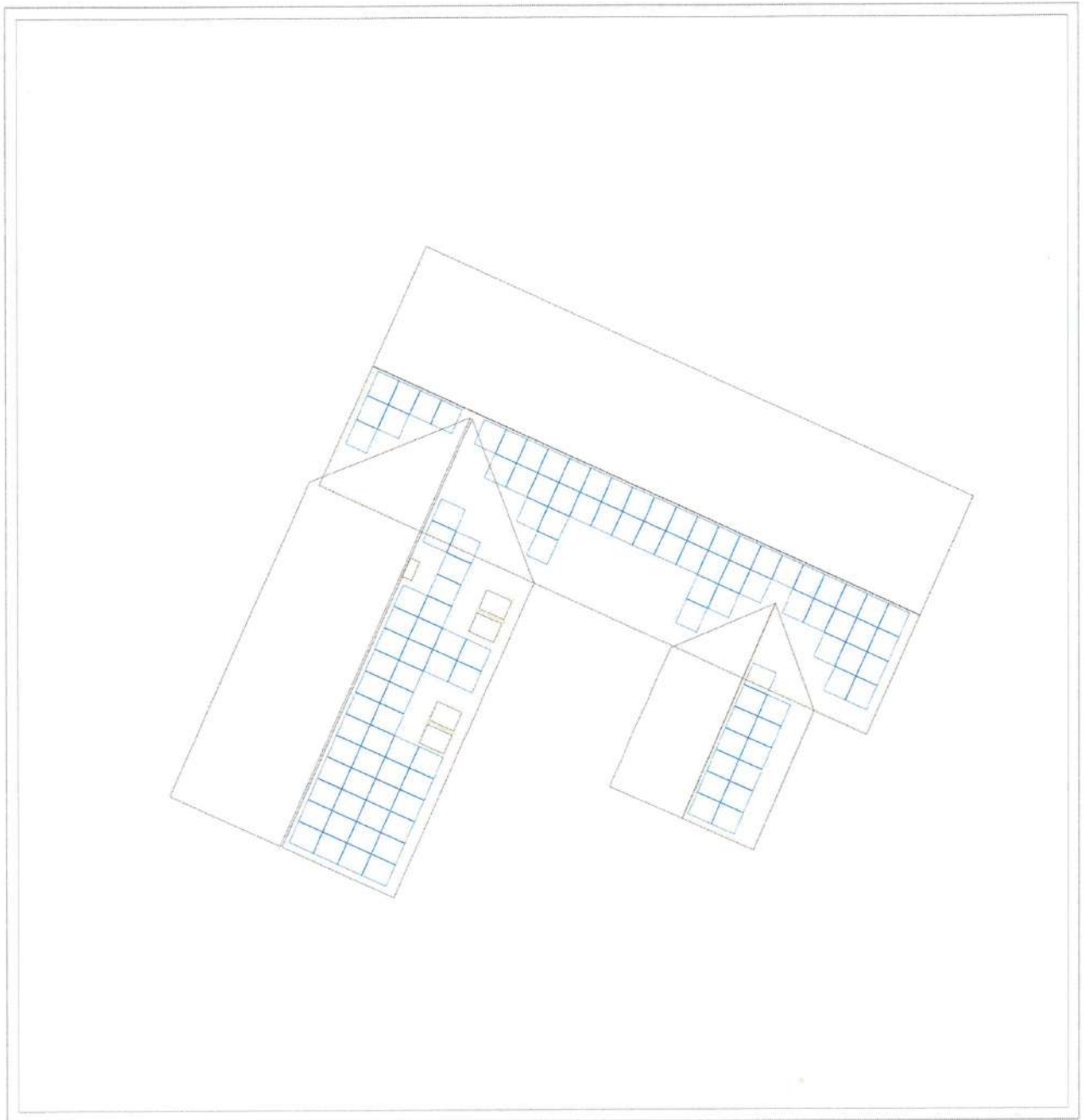
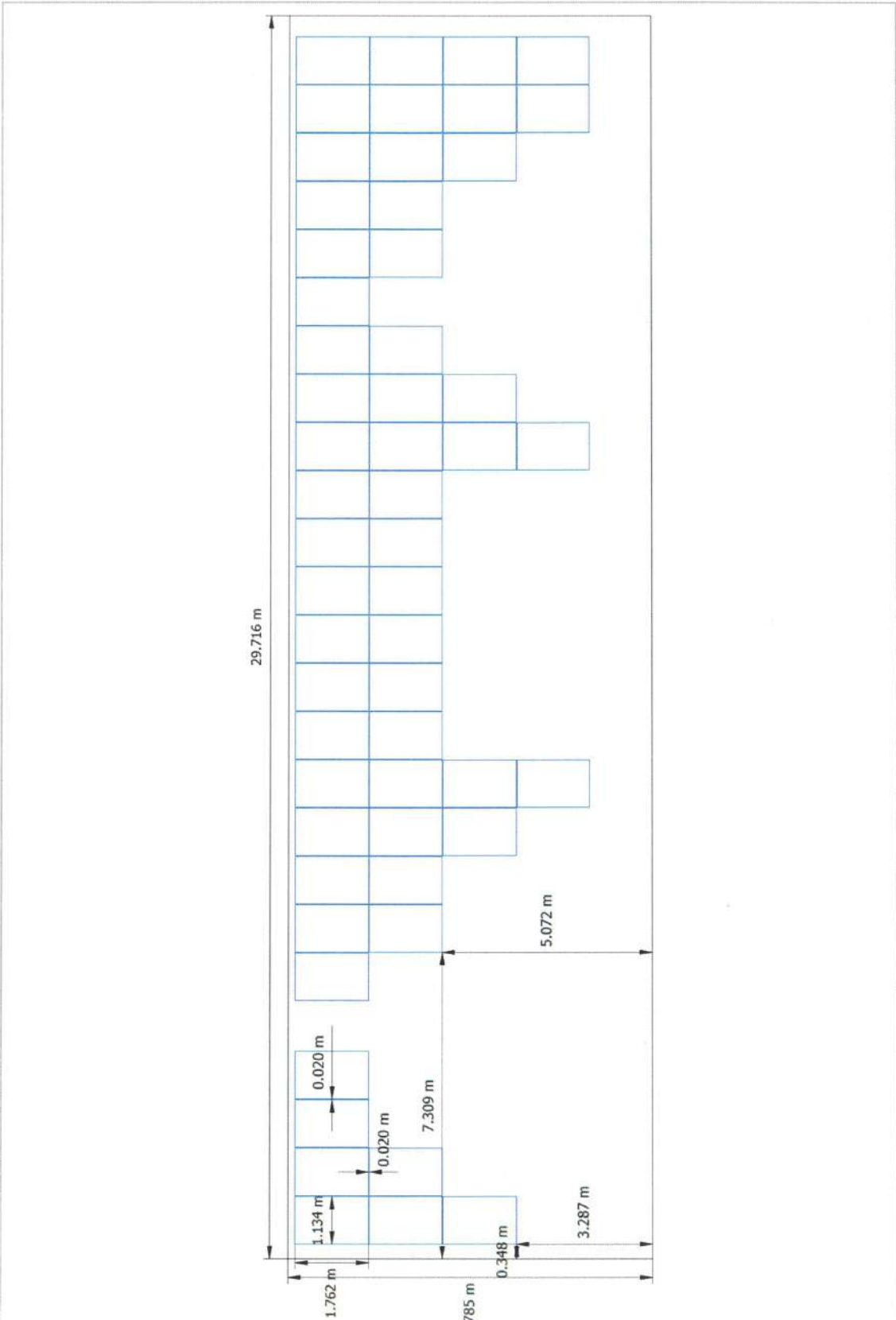


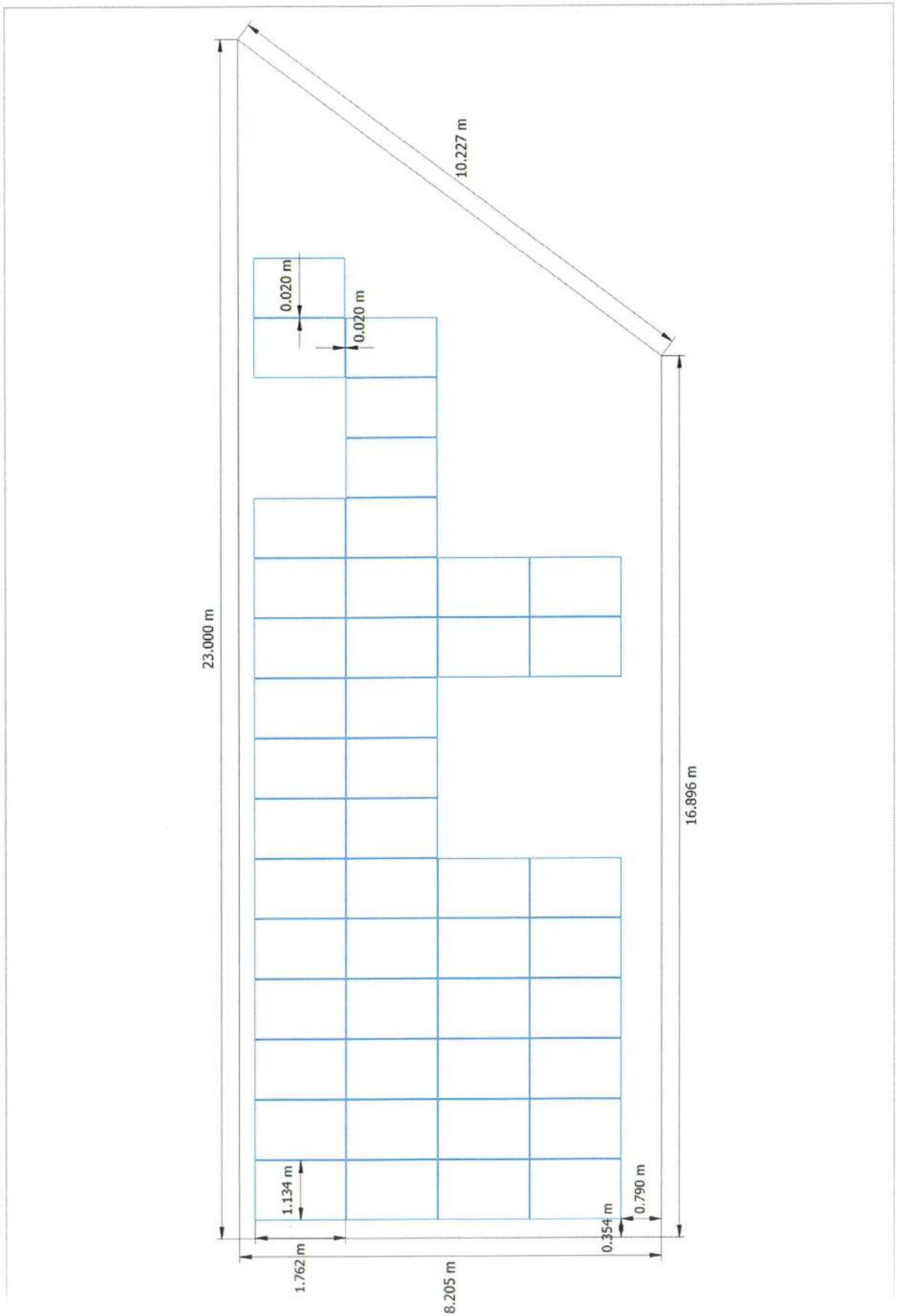
Figure: Overview plan

Dimensioning Plan



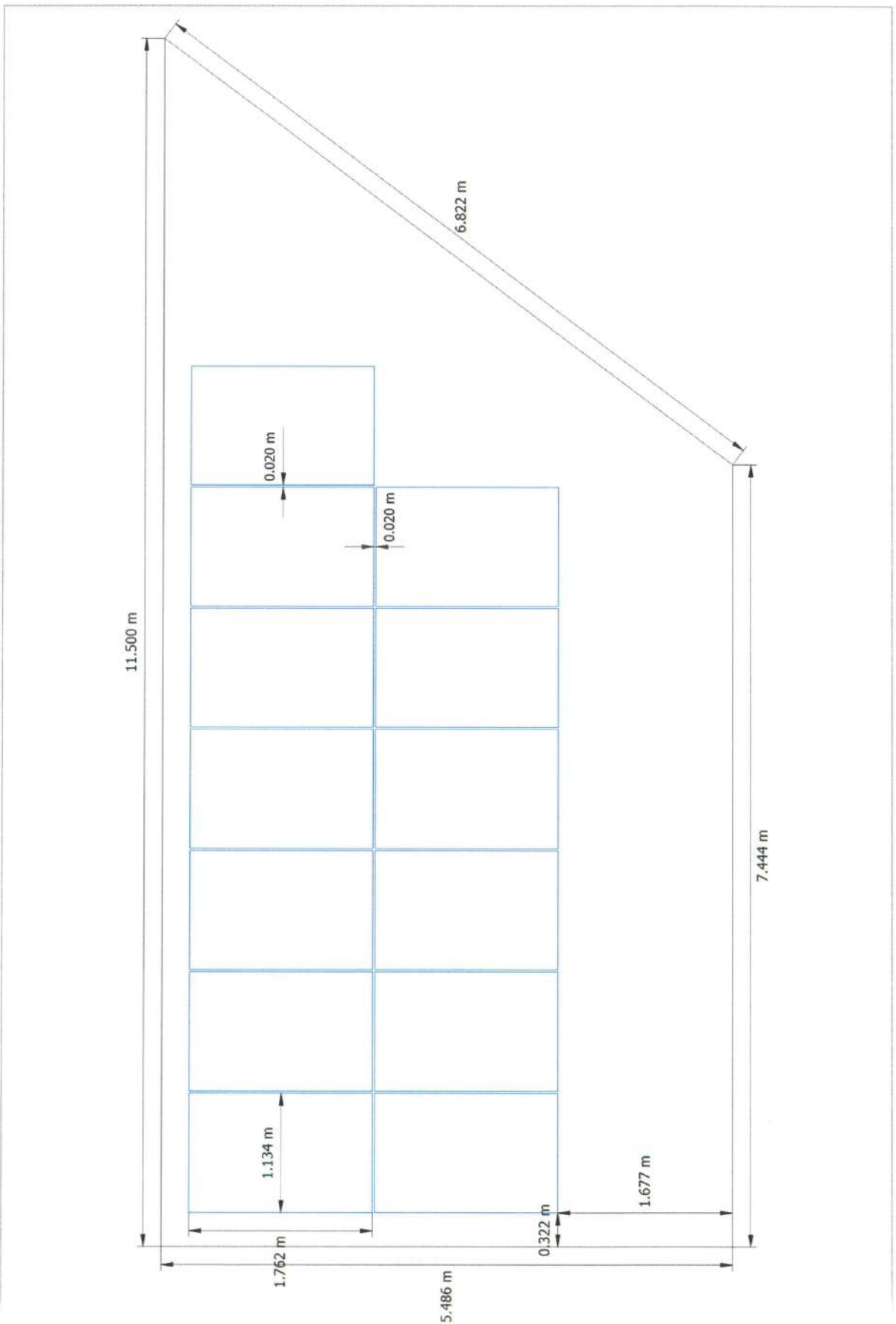
Solar Proposal

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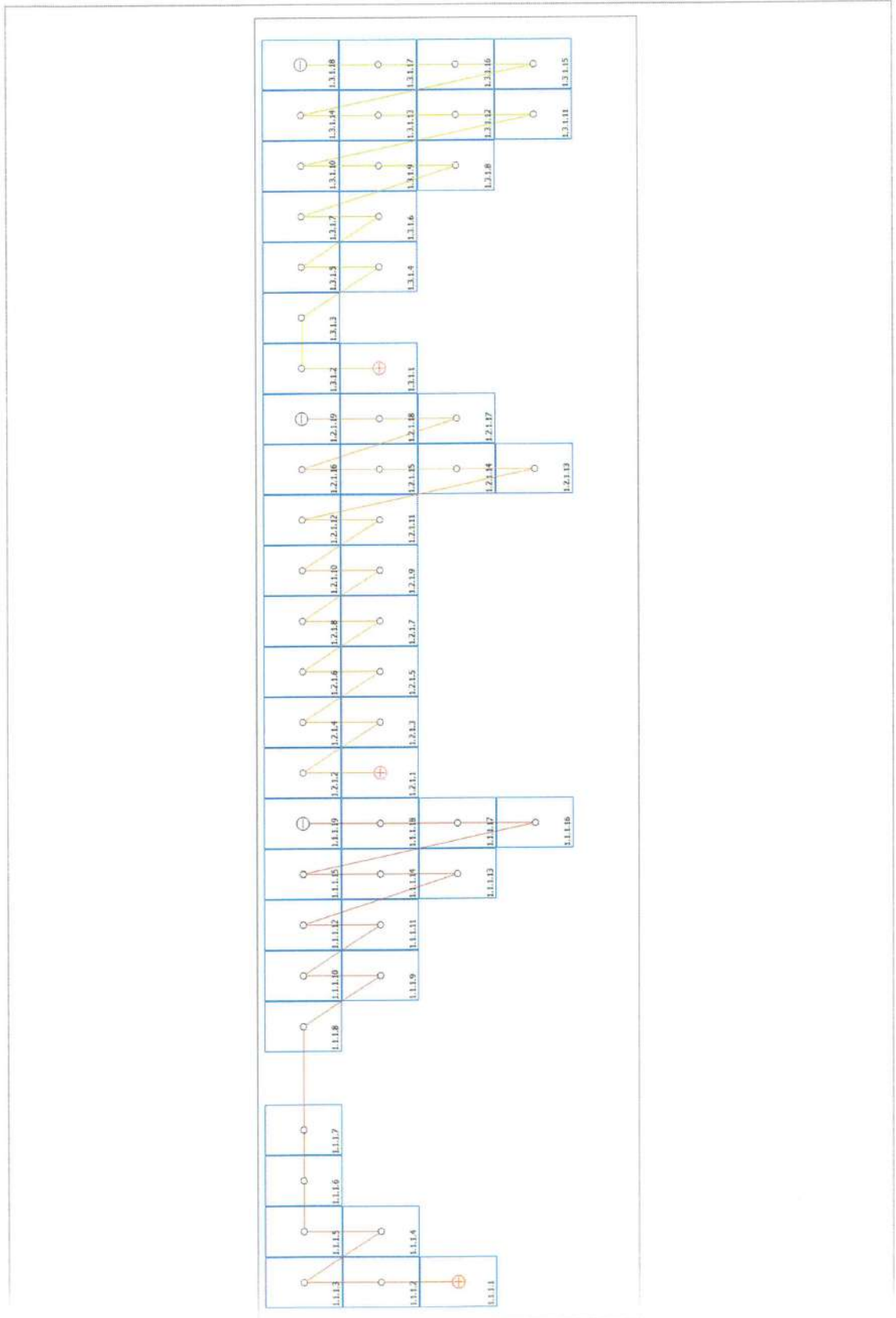


Solar Proposal

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String Plan



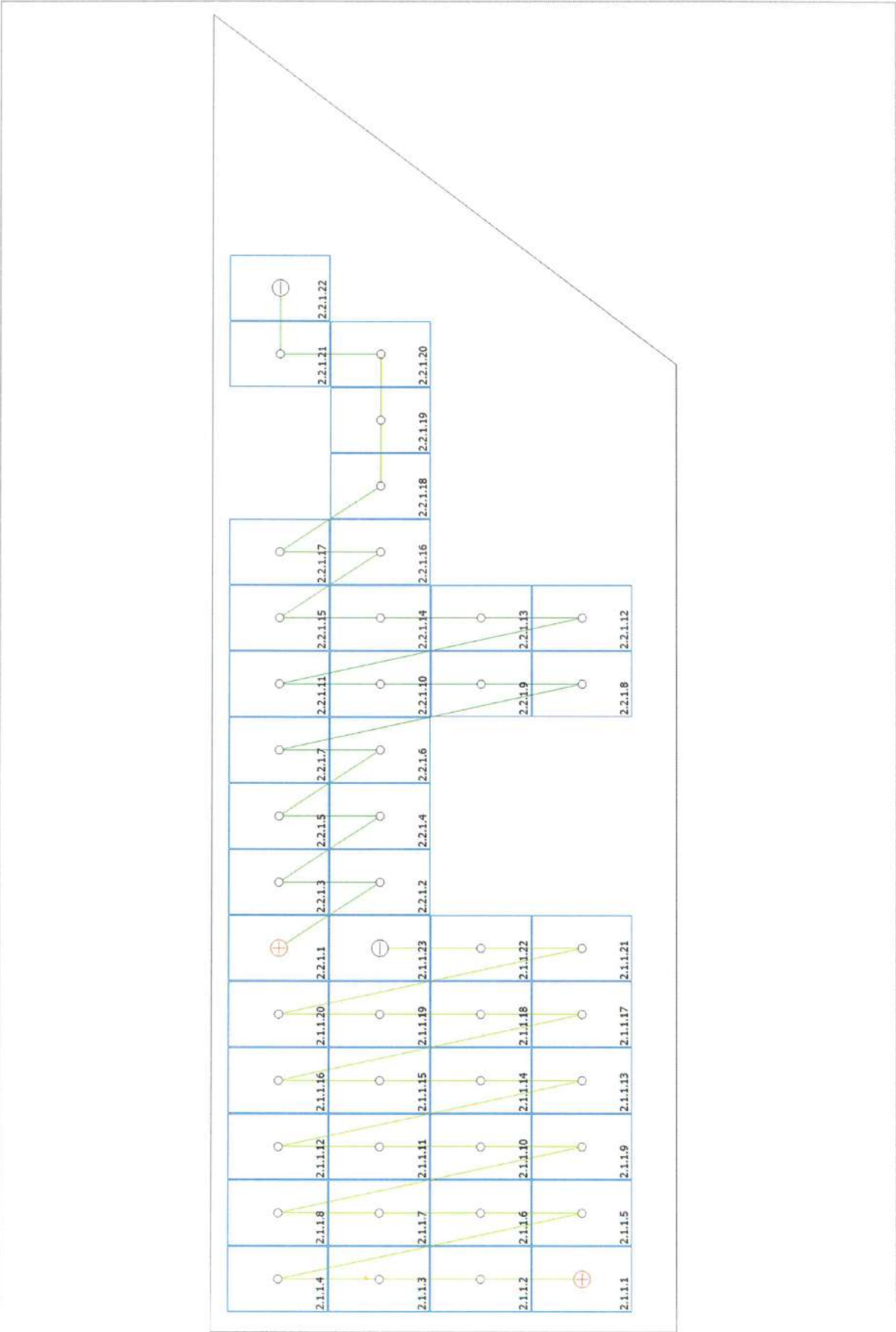




Figure 2.3.1.13 - PV Array layout

Solar Proposal

H S Harbon & Sons Ltd

Parts list

Parts list

#	Type	Item number	Manufacturer	Name	Quantity	Unit
1	PV Module		Hengdian Group DMEGC Magnetics Co., Ltd.	DM450M10RT- 54HSW/HBB/HBW	114	Piece
2	Inverter		SolaX Power Co., Ltd.	X3-ULT-25K	1	Piece
3	Inverter		SolaX Power Co., Ltd.	X3-PRO-25K-G2	1	Piece
4	Battery System		SolaX Power Co., Ltd.	X3-ULT-25K + T58*4	1	Piece
5	Components			Feed-in Meter	1	Piece
6	Components			House connection	1	Piece
7	Components			Bidirectional Meter	1	Piece



Quotation

March 2026 - September 2026 PPM - x1 Automatic Door

Prepared for

Claire

clerk@armthorpeparishcouncil.co.uk

Site

Armthorpe Community Centre, Armthorpe,
Doncaster, DN3 3AG

Prepared by: Laura Axon

Contact: lauraaxon@smartdoorsolutions.co.uk

Date: 25th Feb 2026

Valid until: 25th Mar 2026

Property:

P-0886 Armthorpe Community
Centre
Armthorpe Community Centre,
Armthorpe, Doncaster, DN3 3AG

Client:

Armthorpe Parish Council

Issued by:

Laura Axon

Valid to:

25th March 2026

Scope of works**Visit 1 - March 2026 - £130 + VAT****Visit 2 - September 2026 - £130 + VAT**

On site we propose to carry out a full service to x1 automatic door

Once complete we will provide a service report detailing the condition of the asset.

All works to be completed in normal working hours.

Any further works required will be quoted for separately.

Overall Total

Subtotal	£260.00
VAT	£52.00
Total	£312.00



Outlook

Community events

From Isiasa John

Date Mon 19/01/2026 06:31

To bookings@armthorparishcouncil.gov.uk <bookings@armthorparishcouncil.gov.uk>

Greetings I am seeking spaces around Doncaster to do free community sound baths and creative workshops

I am hoping some spaces will become available to support community in and around Doncaster

I am based in Doncaster a past town councillor, life coach ,past community coordinator and used to run a community centre in Askern supported by Doncaster council and residents

I volunteer in the council social services , universities and around the UK at holistic festivals as well as have had my art exhibition displayed in Doncaster Danum Gallery for PTSD and working on more creative displays with community and wider networks.

This is me

www.issacharjohn.com

If you are willing to support me in creating a space for free community events please let me know.

Thank you

Issachar

From: gary charlesworth

Sent: Wednesday, March 11, 2026 8:39 AM

To: Deputyclerk@armthorpeparishcouncil.gov.uk
<Deputyclerk@armthorpeparishcouncil.gov.uk>

Subject: Remedial works to fire doors Armthorpe.

Bev

Following our meeting at Armthorpe community centre last week regarding issues with 3 pairs of fire doors mentioned in the fire officers report.

Remedial work required as follows-:

- * Replace 2 new door selectors where old had been removed to double doors into the function rooms.

- * Refix hinges to 1 set of external exit doors and ease so the main door operates freely.

Cost for these works £170 including labour and materials required.

If you have any questions, please do not hesitate to contact me.

Kind regards

Gary Charlesworth

G j joinery



Item 11e

Summary of Quotes Received

Project: Legionella Services

Date of Summary: 10th March 2026

Company	Description of Works	Cost
The Testing Lab	Provision of Legionella Risk Assessment	£350.00 plus VAT
L R Water Solutions	Provision of Legionella Risk Assessment	£795.00 plus VAT



Legionella Risk Assessment
Of Hot & Cold-Water Systems

Estimate and Specification

For
Armthorpe Community Centre

At
Armthorpe Community Centre
Welfare Park
Church Street

Armthorpe
DN3 3AG

Ref: E211484
Prepared by Gemma.Stott
19/02/2026

The Testing Lab PLC
08001 777 264

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Section 1

Client Contact Details

Section 1 – Client Contact Details

Company Name: Armthorpe Community Centre

Contact Name: Bev Walton

Contact Tel. No: 01302 830543

Contact Fax No:

Contact Email: deputyclark@armthorpeparishcouncil.gov.uk

Contact Mobile:

Contact Address: Welfare Park, Church Street, Armthorpe, DN3 3AG

Section 2 Objective Client/Contractor Obligations

Section 2 - Objective Client/Contractor Obligations

The objective of this estimate is to communicate with the client and explain in a non-ambiguous manner exactly what is required in order to equal or better the latest regulations regarding water. The risk assessment report provided is NOT the 'Written Scheme' but is to be used in the preparation of the 'Written Scheme' as required by ACOP L8. The Testing Lab PLC will however assist the client in the preparation the overall 'Written Scheme' if contracted to do so. The Testing Lab PLC holds registration with the LCA for Legionella Risk Assessment Services.

Customers' Obligations

If the assessment shows there is a reasonably foreseeable risk and it is reasonably practicable to prevent exposure or control risk from exposure, the person on whom the statutory duty falls (see paragraph 10 of HSG274 part 2 & 3) should appoint a person or persons to take managerial responsibility and to provide supervision for the implementation of precautions.

Details of the duty-holder must be provided. (See INDG458)

Companies' Obligations

Assessors, who carry out the assessment and who draw up and implement precautionary measures are competent and have the ability, experience, instruction, information, training and resources to enable them to carry out their tasks competently and safely. In particular, they know:

- (a) potential sources and the risks they present;
- (b) measures to be adopted, including precautions to be taken for the protection of people concerned, and their significance; and
- (c) measures to be taken to ensure that controls remain effective, and their significance.

Risk assessors have a completed 'Personal Profile', which includes details of qualifications, training and experience. The profile of the allocated risk assessors can be sent to the client upon request.

Water is taken for granted in the UK but it is a serious commodity which could, if not treated correctly, cause great harm to humans. Under normal circumstances it is assumed that if water is clear and it comes out of a tank or tap then it is safe. The afore mentioned regulations are there to ensure that the person responsible for the tank or tap is managing the water properly and thus delivering it safely to the user.

The objective of this risk assessment is to assess the assets which make up the water systems within the premises and to assist the client to create a management control mechanism to enable compliance with the clients legal obligations for the control of legionella bacteria within the Health and Safety at Work Act 1974, The Management of Health & Safety at Work regs 1999 and The Control of Substances Hazardous to Health Regulations 2002 and in accordance with the HSE's Approved Code of Practice (L8 - Fourth Edition, 2013) and the associated technical guidance document HSG274.

ACOP L8 details the requirements of the above legislation and requires the Duty Holder that before each contract begins our representative contacts the client to discuss how we can work together to minimise the risk of legionella in accordance with the ACOP, at this point obligations are agreed between what the client is responsible for and what The Testing Lab

PLC will take on to lead to successful completion of the contract. The contract will be in writing (electronic) as part of the estimate and a copy is kept by both parties. The client is made aware at each stage of the process of their obligations under ACOP L8, the services which The Testing Lab PLC are not offering under the contract and has also advised the client that they will have to make their own arrangements for compliance

Section 3 Scope

3 – Scope

The scope and purpose of this risk assessment is to assist the duty holder and the responsible person in their management of water on site. This report will show in an easy to read format all of the findings so that :-

A) Remedial works can be carried out which will bring the water systems and any assets up to an acceptable standard so they can be continually managed.

B) A management plan can be created which should include future monitoring etc.

'DISCLAIMER'

This site-specific Legionella Risk Assessment is based upon information and records provided at the time of survey and the Risk Assessor's findings and opinions. The Risk Assessor will aim to ensure all areas of the site's hot and cold water system are accessed (if safe access is provided) and the full extent of the water system is detailed within this report. Although, every care is taken to detect all relevant parts of the hot and cold water system on site, it is possible that some parts may be hidden from inspection. No warranty as to the completeness of the information is given as the Risk Assessment is part-based on information provided by the site such as monitoring records, maintenance schedules and other records of actions and management procedures.

The Testing Lab PLC disclaims all liability and responsibility for the direct or indirect loss or damage that may be suffered through reliance upon the completeness of the information over which it has no control.

Whilst the components of the hot and cold water system on site have been inspected for their suitability, it is often not possible to identify the source of individual parts/fittings. The use of the Water Regulations Advisory Scheme (WRAS) Water Fittings and Materials Directory available on-line www.wras.co.uk/directory will help to ensure that any fittings acquired in future comply with relevant Regulations.

The Testing Lab PLC has provided key recommendations wherever relevant to reduce the risk of Legionella bacteria being present in the water system. However, adherence to this guidance and recommendations do not guarantee the total absence of Legionella bacteria in the water system. Regular and on-going maintenance and management of the water system is critical to the operation and safety of the systems for the control of Legionella.

Since the supply water, weather conditions and other factors may vary with time, the findings of this assessment should be taken in context of the conditions at the time of the assessment. Future conditions may lead to the establishment of different risk levels.'

The assets assessed and any recommendations are listed within the executive summary. Should an asset not be listed then access may have been denied on the day or the asset was not introduced to the assessor.**Site Specific Scope**

This is a Legionella Risk Assessment to the hot and cold water systems at Armthorpe Community Centre, Welfare Park, Armthorpe, DN3 3AG

Section 4 Method Including Client & Assessor Responsibilities

4 – Method Including Client & Assessor Responsibilities

The first step is to ensure that the 'duty' holder is aware and has the ability to full fill their obligations. There also needs to be a responsible (competent) person appointed. The responsible person or their deputy needs to escort our assessor around the premises to point out where the water assets are. During the initial tour the familiar person needs to point out other local hazards to the assessor so that further risks to the operative can be reduced. At this stage it is good to note that our operative is now in an unfamiliar building and there must be a reliance on your organization to communicate any hazards.

It is during the initial 'escorted' walk about that the water assets will need pointing out as the assessor is now on an unfamiliar site and they will not be able to spend time searching for your assets. If some assets are missed off because the assessor has not been shown the asset then there may be a need for another visit which we reserve the right to charge for. PLEASE ensure your appointed escort is aware of all the assets prior to our visit.

The assessor will inspect previous risk assessments (if available) and then carry out the risk assessment by listing/ assessing **ALL** the water assets within the premises.

Against each asset there will be 'specific' checks carried out. Fluid Categories will be allocated to each part of the system in compliance with L8 and a check for adequate back flow protection will be done. The condition of cold water tanks will be assessed as will the water within the tank and once again a check for the back-flow protection will be made. Temperatures will be taken at outlets to ensure they fall within the min max guidelines of 20 degrees C for cold within 2 mins and 50 degrees C for hot within 1 minute. Supplies to TMV's will be checked for temperature. If TMV's do not meet temperature guidelines then the distance between the source and the TMV and the distance between the TMV and the saddle will be checked. Hot water tanks will be checked for flow and return temperatures which should be 60 degrees C and no less than 50 degrees C on return. The tank will be checked for stratification. All pipe work will be assessed for points of stagnation and a schematic drawing of the systems will be incorporated into the reporting mechanism. Where possible a schematic drawing of the pipe layout and equipment interconnections should be provided by the client. If not available, the assessor will complete a standard schematic line drawing on site (this will not be to scale, but will show the pipe layout and equipment interconnections).

A full report/ risk assessment will be produced, including an asset register, recommendations and remedial requirements, building details, information on responsible persons/duty holders and a schematic drawing showing all assets with associated pipe layout as far as reasonably possible. From this report the specific maintenance 'log book'/ written scheme can be created by the service user or the service provider if contracted to do so. The Testing Lab PLC will contact the client and offer assistance with the written scheme once the assessment has been completed. If high risk problems are identified and the client has failed to follow recommendations/ is found to be non-compliant, The Testing Lab PLC will issue a letter in relation to the 'Escalation Procedure' as per LCA Website.

Section 5 Reporting

Section 5 – Reporting

Legionella Risk Assessment

The report which will be produced should not be reproduced without the permission of the producer and the contents of said report will only relate to the specific building depicted within this estimate. The report will be laid out in an easy to understand manner and will contain all of the findings and management recommendations for each asset.

The report will be laid out with the following sections:

Section 1 – Executive Summary

- Scope/Purpose, Type and extent of Survey
- Site Specific Type, Location, Risk Score and Action
- Risk Summary
- Site Specific Areas of No Access

Section 2 – General Site Information

- Name and address of Client Organisation
- Address of Site assessed
- Date of assessment
- Date of Report
- Duty Holder Details
- Appointed Responsible Persons Details
- Deputy Responsible Persons Details
- Summary of Water Systems on Site
- Details of External Site Stop taps
- Details of Internal Site Stop Taps
- Type of mains Water Pipe and Condition
- Age of Building
- Construction Type
- Current Use of Building
- Occupancy Level

Section 3 – General Operational Information

- Assessment Organisation
- Assessors Name
- Assessors Certificate
- Assessors Risk assessments
- Assessors Method Statement

Section 4 – Due Diligence

- Code of Conduct
- Membership Certification
- Summary of the Law

Section 5 – Schematic

- Line Drawing of Water System

Section 6 – Data Sheets

- Asset Data Sheets in Assessment Orders

Section 7 – Due Diligence

- Lab Certificate/Results

The report will be based upon a true unbiased opinion of the state and condition of any water assets at the time of the survey only. We will not pass the report to ANY third party without your written consent.

Records

The Testing Lab PLC will keep all records as an electronic copy secure and backed up by the company.

All risk assessment and system monitoring findings will be recorded by The Testing Lab operative on the handheld (electronically) and uploaded on to the service users' portal. All inspection reports and cleaning & disinfection certification will also be uploaded to the service user's portal (electronically). The service user will have full access and ownership of these records. TTL will ensure that portal access is maintained and provide login details to the appropriate personnel.

Water sample analysis will be reported to the service users electronically and a copy kept in the site-specific job file. TTL has access to the portal for monitoring purpose.

Records should include details about: (a) the appointed responsible person(s) for conducting the risk assessment, managing, and implementing the written scheme; (b) any significant findings of the risk assessment; (c) the written scheme and its implementation; (d) details about the state of operation of the water system, ie in use/not in use; (e) the results of any monitoring inspection, test or check carried out, and the dates.

These records should be retained throughout the period they are current and for at least two years afterwards.

Records of any monitoring inspection, test or check carried out, and the dates should be retained for at least five year.

Section 6 Code of Conduct

Section 7 - Contract Sum/Terms and Conditions

What we would require from you, the client:

- Existing drawings for each site (where available).
- Existing documents such as any previous legionella risk assessments, policies, written schemes and/or log-books.
- Use of photocopying facility whilst on site.
- Use of health and welfare facilities whilst on your premises.
- Access to heights above 3 meters (you are also to supply any risk assessments and safe working practice notes where required).
- To 'The Testing Lab' operative your site will be an unfamiliar site and as such we would require a competent person to escort us around the building and to show us where the water assets are situated. We MUST be shown as we cannot search for them.
- Site induction to include all localised health and safety guidelines.
- It is imperative that TTL are informed of the name and details of both The Duty Holder and the Responsible Person including any site specific deputies. Please forward these prior to the site visit by TTL's engineer

This estimate is based upon the information supplied at the time of the estimate (using form MQF3018-L) and is for an (initial) site risk assessment on the hot and cold-water system of the premises below.

LRA	£350.00
Total Net Value	£350.00
VAT @ 20%	£70.00
Gross Contract Value	£420.00

All invoices are to be paid within 14 days unless extended credit terms are agreed prior to the risk assessment being undertaken. The price is for one electronic copy of the risk assessment and will be sent to the client contact given at the placement of the order only.

The Testing Lab will undertake a biennial (two yearly) legionella risk assessment within 30 days from the anniversary of the original assessment. The first biennial assessment will be charged at the original price; subsequent assessment charges will be subject to review. Acceptance of this estimate will confirm the contract. Cancellation of subsequent legionella risk assessments must be given, in writing, 6 months prior to the anniversary date.

Please note we are exempt from CIS deductions as per FA04/S74 (3)(e) CIS reform manual.

To place an order please contact The Testing Lab PLC on 08001 777264 or confirm your order by sending an email to info@thetestinglab.eu and The Testing Lab PLC will process the order and call to book a convenient date and time.

Please note: Receipt of an email confirmation or purchase order is deemed to be

confirmation of understanding of your legal obligation in relation to the work subject to the control of legionella bacteria and agreement to undertake the work subject of this estimate and specification. The Testing Lab PLC holds registration with the LCA for legionella risk assessments in Hot and Cold-Water Services, Process and Other Systems and Healthcare Risk Assessments.

Proposal Terms

Working days / Week days only

Sampling & Analysis:

No

hours: 8.00am-5.00pm

Report turnaround: N/A

Proposal Scope

Services	Product Description	Quantity	Price	Subtotal
Legionella Risk Assessment Survey (domestic systems)	<p>Legionella Risk Assessment of Domestic water systems throughout the sites as listed below. A qualified risk assessor will carry out a detailed evaluation of your premises which will ensure compliance with the Approved Code of Practice ACOP L8 & HSE guidelines.</p> <p>We will inspect all aspects of your water system; paying particular attention to problematic areas such as water storage and aerosol producing systems.</p> <p>Each of our risk assessments are carried out under our internal procedures which are regularly audited to ensure they meet BS 8580-1:2019 this ensures compliance and quality of service to you.</p> <p>Our aim when carrying out a legionella risk assessment is to ensure you understand your water systems and the risks posed to staff and the public. Upon completion, we will provide you with a fully detailed report showing an issues and any remedial action required, advice on the best course of action to ensure the risk of Legionella proliferation is prevented or minimized.</p> <p>Our reports are designed to exceed industry standards and meet BS 8580:2010 and to provide practical and concise information to help you identify key issues and actions to control the risk of Legionella</p>	1	£795	£795

Total (Ex Vat) £795

Additional Information

We aim to provide a high quality of service to all our clients and offer flexible, tailored solutions to any problems. LRA Water Solutions will carry out a legionella risk assessment on domestic and process water systems and will follow up on this by planning and implementing a monitoring regime, in consultation with our clients, which will lessen the risk of legionella bacteria developing in the water systems. Our surveyors undergo annual internal audits and their work is regularly assessed to ensure they are competent to conduct the risk assessment they have been assigned. They are fully qualified in accordance with the LCA's requirements and hold City and Guilds qualifications.

This risk assessment is not a written control scheme, but will assist you in the production of a written control scheme. The report will provide guidance on what should be included, if a suitable written scheme is not already in place and will include guidance on what monitoring tasks may be required.

We can also perform remedial tank clean and disinfections in order to eliminate the conditions required for legionella growth, provide training in Legionella awareness and deliver of site analytical services. Before each contract begins our representative will contact the client to discuss how we can work together to minimise the risk of Legionella in accordance with the approved code of practice, it will be agreed at this point the obligations that the client and LRA Water Solutions will take on to lead to successful completion of the contract.

It is our responsibility to make you aware of all legislation and your obligations there under relating to the control of Legionella including but not limited to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health Regulations 2002, RIDDOR 2013, Management of Health and Safety at Work Regulations 1999. In addition we will make you aware of the guidance in complying with your obligations under the aforementioned statutes provided in the relevant approved code of practice ACoP L8 and health and safety guidance HSG 274 parts 2 & 3, HTM04-01 and HSG 282 for health care premises and spa pool environments. The services which LRA Water Solutions are not offering under the contract will also be advised to the client who will have to make his own arrangements for compliance.

Where there are areas of repetition on site, we will assess 10% of these areas to provide a representative sample. In the case of high risk sites (hospitals etc.) or more complex systems we will endeavor to assess all accessible areas.

Records of previous inspections will be assessed if available, but will not be used as the basis of the risk assessment unless the client requests otherwise.

Interim presentation of findings, and any high risk factors will be made through the site sign off sheet provided to the client at the end of the assessment, or if deemed to be urgent, the assessor will immediately report the issue to the site contact. In healthcare settings the recipient of the report should relay this information to the Water Safety Group for action.

Any queries or other matters arising from the final report will in the first instance be addressed via phone or email communication with the client. If requested by the client, a face to face meeting may be arranged.

Where there are unavoidable omissions in the report, these will be recorded as "No access". The client may provide the information subsequently to the assessor to be included in the report, provided this is received on the day of the assessment.

Please be aware that all Legionella documentation should be kept for 2 years after they are no longer current and monitoring records should be kept for 5 years.

LRA Water Solutions will be responsible for updating and maintaining those records which relate to the monitoring tasks described in this proposal. Copies of these records will be kept in the clients site log book and further digital copies stored in our database. Other monitoring tasks and related records not included in this proposal that may be required are the client's responsibility.

Terms & Conditions

All prices exclude VAT and are valid for 90 days. As part of our environmental policy we issue all technical inspection reports as standard in a digital format (PDF) unless otherwise requested, which will be provided at no further cost (up to 2 hard copies).

Please note the site will need to be fully operational (all water systems running) during the legionella risk assessment inspection. Any abortive costs will be charged in-line with our cancellation terms and conditions.

While every reasonable effort is made by our assessors to identify all potential risks on site, it is not always possible for them to do so. In order to ensure our risk assessments are as accurate as they can be, we request that the following are available to our risk assessor on site at the time of the risk assessment:

A site escort who is knowledgeable about the site and the water system.

Keys, door codes, swipe cards etc. to all parts of the building.

The full site log book (if an electronic logbook is used, then a member of staff should be present who has access to all parts of the logbook and knows where to find them)

If these are not made available to our risk assessor on the day of the survey, and it is subsequently determined that aspects of the water system or log book were not included in the risk assessment then a re-visit fee may be applied for us to re-attend site to update the assessment.

All laboratory documentation relating to the testing or inspection work conducted shall be retained for a minimum of 2 years. For further details relating to our terms and conditions please refer to our "Standard Terms of Business" document submitted with this proposal. By accepting our proposal and issuing us with a work order you accept and agree to all the terms and conditions described within it. Furthermore it is deemed to be an agreement of respective responsibilities set out in this proposal

Standard Terms of Business

In these Terms "you" and "your" refer to our client; "we", "us" and "our" refers to LRA Water Solutions Ltd. In the event of inconsistency or conflict, these Terms will prevail over any other document forming part of the contract between us.

1 Advice and Instructions

1 We will work for you on the basis of these terms. The scope of work which we will carry out for you is set out in correspondence from us to you. As the project develops our brief may change and we will confirm this to you in writing. We will be entitled to assume that our understanding as set out in correspondence is correct unless you immediately respond to correct it

2 Credit References

2.1 We reserve the right to undertake credit reference checks on all our clients, and/or to ask clients to produce bank and other business references in appropriate circumstances.

3 Progress

3.1 We shall try to give you a clear explanation of the issues involved in the work you have given us, and keep you informed about its progress (including the likely time scales).

4 Consumer Protection (Distance Selling) Regulations 2000

4.1 Where you instruct us by post, email or by other electronic means, these regulations give you the right to terminate your instructions to us within 7 days of our being appointed, unless, Within that period, we have already started providing you with our services.

5 Exclusion and Limitations of Liability

5.1 We shall not be liable to you for any failure or delay or for the consequences of any failure or delay in performance of your instructions if it is due to any event beyond our reasonable control including without limitation acts of God, war, industrial disputes, protest, fire, flood, storm, tempest, explosion, acts of terrorism and national emergencies.

5.2 Our total liability of whatever nature, whether in, tort (including, without limitation, negligence), under statute or otherwise to you for any and all loss (which in these Terms means all losses, damages, costs and liabilities whatsoever) arising from or in any way in connection with this contract shall not exceed the amount specified in our proposal letter or, if no amount is specified there, 5 (five) times our fee or £250,000 (two hundred and fifty thousand pounds sterling), whichever is the lesser.

5.3 Our liability to you shall be further limited to that proportion of your loss which it is just an equitable for us to pay, having regard to the extent of our responsibility for it and on the basis that all other consultants and contractors engaged in relation to the project will be deemed to owe you a duty of care and have the benefit of no exclusions or limitations of liability, nor joint nor coinsurance provisions, between you and them, and will be deemed to have paid to you such proportion of the loss as it would be just and equitable for them to pay having regard to the extent of their responsibility.

5.4 You agree not to bring any claim in respect of loss suffered by you arising out of or in connection with our engagement against any of our directors, employees or agents even where our directors, employees or agents have been negligent. This restriction will not operate to exclude any liability which cannot be excluded at law or to exclude the liability of LRA Water Solutions Ltd for the acts or omissions of any of our directors, employees or agents. It is agreed that each of our directors, employees and agents will have the right to enforce this paragraph pursuant to the Contracts (Rights of Third Parties) Act 1999. You and we may nevertheless rescind or vary this contract without the consent of our directors, employees and agents.

5.5 Nothing in these Terms of Engagement shall affect any liability which we may have to you in respect of any personal injury or death resulting from our negligence, any loss caused by our fraudulent misrepresentation or reckless disregard of our professional obligations or any other situation where the law prohibits us from excluding or limiting our liability to you. The provisions of this paragraph 5 shall continue to apply notwithstanding the termination of our engagement for any reason.

5.6 You may not assign this contract or any benefit arising from it without our prior written consent. Where we give our consent to an assignment or where by any other means any other person is entitled to rely on our work under this contract they are to have no greater rights against us than you have.

5.7 We will have no liability to you for loss of profit, loss of business opportunity, increased operating costs, loss of goodwill or consequential or economic loss.

6 Fees

6.1 Our charges will reflect the hourly rate which we have fixed as appropriate for staff within LRA Water Solutions Ltd. Please note that these rates are subject to periodic review, and any changes will be notified to you.

6.2 Hourly rates are, however, not the only factor reflected in our charges; other influences may affect the final amount, including the complexity of the task, the urgency with which the work was carried out, the importance of the work to you as client, the value of the transaction involved, and the responsibility falling on LRA Water Solutions Ltd.

6.3 We are aware that many clients prefer to know with some certainty what it will cost them to employ consultants to deal with their business. Where it is possible to give an estimate for the work you have asked us to carry out, this is set out in our proposal letter. We can also provide for certain types of business a fixed quotation for the work, or quote you a "ceiling figure". This will enable you to budget more accurately, and avoid your receiving an unwelcome surprise when the invoice arrives after the work is concluded. Please let us know if you wish to adopt either of these methods of calculation of our fees.

7 Fee Estimates and Quotations

Please note the following:

7.1 An estimate is our indication of a likely fee for carrying out the work specified. It is given on the basis of the information available to us at the time the estimate is supplied, and is based on our experience and our assessment of the tasks you ask us to perform. There are many factors beyond our control that can result in our estimate being exceeded. For example: changes to your instructions, the requirements of third parties, lack of timely responses from others, and unexpected developments. We shall inform you promptly if we recognise that our fees will be likely to exceed any estimate we have given.

7.2 A Quotation is our proposal to carry out the specified work for a stated fee. If you accept that proposal, it then becomes contractual commitment on our part.

7.3 Any quotation or estimate which we have given is based on the information made available to us at the time. Should we have to do more work than we anticipated (or in the case of a quotation more work than we ought reasonably to have anticipated and allowed for) due to changed circumstances or the discovery of additional relevant facts we will notify you and we reserve the right to charge additional fees for the extra work. We will also charge additional fees where you instruct us to do extra work or we are otherwise required to do extra work (for example due to changes in relevant regulations). Additional fees will be charged at our standard rates applicable at the time for the relevant grade of staff—we will confirm these rates to you at any time on request.

7.4 Our tender sum is based on LRA Water Solutions having unhindered, uninterrupted & suitable access to the site to allow reasonable continuity of work on site. We reserve the right to review our tender sum if site conditions dictate otherwise.

8 Interim Invoices

8.1 It is our standard practice to invoice clients at periodic intervals as we consider appropriate before final completion of the work (generally monthly). An interim invoice represents our final charge for our work up to the date of the invoice, unless we tell you otherwise at that time.

9 Expenses ("Disbursements")

9.1 Unless you have instructed otherwise, we shall assume that we have your authority to incur the usual disbursements and expenses encountered in the ordinary course of the work we are instructed to carry out. We shall ask for your authority before incurring any disbursements or expenses which we consider to be substantial in the context of the work or from what we know of your individual circumstances. Disbursements and expenses are charged to you in addition to our fees. VAT is payable as appropriate on our fees, disbursements and expenses.

10 Payment Terms

10.1 All sums invoiced by us are due on the date of invoice and the final date for payment is 7 days afterwards.

10.2 In some circumstances, we shall request that our invoice is paid before completion of a transaction. We reserve the right not to complete the transaction until we receive payment of the invoice and any other fees and expenses for which we are responsible to third parties.

10.3 Unless we specifically agree with you otherwise, you will be responsible for paying our fees and expenses even if the transaction or other work is for any reason not concluded. In these circumstances, our charges will be calculated to reflect a fair and proper rate for the work we have carried out, whether or not a fixed rate was agreed for the successful completion of the whole work.

10.4 Any complaints or queries in relation to an invoice must be received by us not later than 25 days after the date of the invoice. After that period, the invoice must be paid in full. Where the sum due under an invoice is not paid in full by the final date for payment and no valid reasons for withholding payment have been received by us within the 25 day period, we may suspend work until full payment is made and any timescales for our work will be extended to reflect the suspension and a reasonable remobilisation period.

10.5 Where we are acting on behalf of a company, invoices will be addressed to the company. However, in your capacity as a director or shareholder, you agree to guarantee personally the payment by the company of all our costs and disbursements. In the event that your company defaults on payment, you agree that we are entitled to look to you for all or part of the sums outstanding.

10.6 Payments made by credit card will be subject to a 2.5% admin fee.

11 Termination of Instructions

11.1 We expect to continue to act for you until we have finished the work concerned. Either you or we may bring these instructions to an end at any time by notifying the other in writing giving 14 days' notice. We reserve the right to cease work and terminate our agreement should you fail to provide us with adequate instructions or to pay any amount due to us. If the instructions are terminated by either of us you must pay us all fees and disbursements incurred before termination, together with any further fees and disbursements for any work that is necessary to transfer our files to another advisor of your choice. VAT is charged on all of these amounts.

11.2 At our discretion we may charge the following cancellation fee on scheduled work to cover our basic operational costs: 75% of the agreed fee within 24 hours and 50% within 72 hours of notification prior to commencement of site activities.

12 Quality of Service & Complaints Policy

12.1 We will perform our obligations under this contract with reasonable skill and care.

12.2 You agree that we are entitled to rely upon you to respond promptly to our requests for information or instructions, and to notify us promptly of any change in circumstances relevant to the work we are doing for you, including but not limited to any matters which you agree directly with any other party involved in the matter to which our work relates.

12.3 We acknowledge that from time to time things can go wrong. The firm has a complaints handling policy which is designed to respond promptly and effectively to any complaint with a view to putting matters right and enabling our relationship with our client to be maintained. Our complaint handling procedure is outlined in 12.5 and a full version is available on request.

12.4 If as your matter progresses, you find that, despite our best endeavours you are dissatisfied with the service you have received, please speak as soon as possible to the person responsible for your work. Alternatively, if you prefer to speak to somebody else, please contact the appropriate branch manager. If the complaint remains unresolved any appeals can be sent for the attention of our quality director at our head office. The appeal will then be reviewed by the quality director and suitably appointed individuals. A decision shall then be made and the complainant responded to in writing within 12 working days from the date of the appeal.

12.5 In the event the company receives a complaint from a client the complaint will be logged within our system, and a person shall be assigned to deal with the complaint. The complaint shall be acknowledged formally in writing within 5 working days outlining the person dealing with the complaint and timescales for the investigation, timescales shall usually be 1 month however if additional time is required the complainant shall be informed of this in writing. On completion of the investigation the complainant shall be informed in writing of the outcome, including where necessary, any corrective actions and opportunities for improvements which have been identified.

13 Storage of Drawings, Reports and Calculations

13.1 We normally retain project documentation for at least 6 years after the file has been closed.

13.2 We currently store project documentation in safe custody free of charge.

13.3 If you ask us to provide a service which exceeds the normal storage and retrieval period, we reserve the right to charge an administration fee.

14 Confidentiality

14.1 We shall keep confidential all information which concerns you and your business and is of a confidential nature, and shall not disclose it unless you authorise us to do so or we are required to do so by law. We may, of course, disclose it to our professional advisers and any sub consultants we may engage in relation to your work, provided that they are under equivalent obligations to keep all information disclosed as part of our contract with yourselves confidential.

14.2 We have been accredited with quality standards to ISO9001 & ISO17020, which are intended to ensure that the service we provide meets the standards expected of us. The accrediting body periodically inspects a random selection of our files, and for this purpose has completed a confidentiality agreement not to disclose any information which it learns from our files. If you do not wish your files to be open to this inspection, on the grounds of confidentiality, please let us know in writing, so that we may exclude them from this procedure.

15 Intellectual Property

15.1 The copyright and all other intellectual property rights in all designs and all drawings, reports, calculations and other documents (in whatever form) produced by us will remain vested in us but subject to payment of the fees due to us you shall have an irrevocable, royalty free, nonexclusive licence (including the right for you to grant sublicences) to use such designs and documents for the purpose for which they were prepared and for all other purposes of constructing, using, maintaining and marketing the property concerned. You may use them in relation to extensions of the property concerned but you may not reproduce our designs in any extension. We will have no liability whatsoever in respect of any use made of our designs or documents for any purpose other than that for which they were originally prepared.

15.2 Should you wish to reproduce our designs in any extension or should you wish to use our designs or documents in relation to any other property you should approach us for a licence to do so. We are not obliged to grant such a licence and should we agree to do so we will be entitled to charge a fee for the granting of any licence.

16 Communications

16.1 We shall communicate with you by post, telephone, facsimile and email. The use of email may not be as secure as other forms of communication; however, unless you instruct us to the contrary, we shall be entitled to assume that you have no objection to our communicating with you, and sending attachments to you, by email whether in general or for the communication of specific information.

16.2 So far as is permitted by law our liability in relation to the transmission of computer viruses, worms, trojans and other harmful code or programs is excluded. You agree that it is your responsibility to scan emails and attachments to detect and eliminate any harmful attachments which include those noted above.

17 Third Party Rights

17.1 Except as stated in paragraph 5.4 nobody who is not a party to this contract is intended to have any right to enforce any part of it pursuant to the Contracts (Rights of Third Parties) Act 1999.

18 Law and Jurisdiction

18.1 The terms of our appointment (including these Terms of Business) are governed by and shall be construed in accordance with English Law. You and we agree to submit to the nonexclusive jurisdiction of the English Courts.