



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Agenda & Summons Services and Property Committee - 16/04/2025 6:30pm

14th April 2025

To: Councillor(s) Billy Spencer, Carol Robinson, Chris Davies, David France, Estelle Bleivas, Morag Bailey, Nick Howells (Chair), Phil Owen, Phil Pritchard, Sally Fitzgerald

Dear Councillor,

You are hereby summoned to attend a meeting of the Services and Property Committee of Welshpool Town Council which will be held on Wednesday 16th April 2025 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)
Town Clerk & Proper Officer

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available to view by remote means. Please visit <https://us02web.zoom.us/j/89786736274?pwd=VLfyv8LrgmaHqIgdwOgbci0DGhy0j4.1> to join online or use Zoom Meeting ID 897 8673 6274 and passcode 580348, or via telephone by ringing +44 203 901 7895.

Agenda

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive and resolve if desired, declarations of interest and relevant dispensations. [Part III, Local Government Act 2000]

Declarations of Interests Guide & Form [Appendix A]

3. PUBLIC PARTICIPATION

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs or the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

4. MINUTES

To confirm the minutes of the Services and Property Committee held on 22nd January 2025 as a correct record.

5. LAND AND BUILDINGS

5.1. Fire Safety Matters

To consider the outcome of a recent fire safety survey undertaken by Mid and West Wales Fire and Rescue Service.

Fire Safety Matters Combined - April 2025 [Appendix C]

5.2. Town Hall & Motte and Bailey

To receive an update on the quotes for works arising from the Quinquennial Building Survey for the Town Hall & Motte and Bailey.

5.3. Council Vehicles - Tipper Truck

To consider an update from the Operations Manager in respect of the Tipper Truck used by the Council.

Quotation for Tipper [Appendix D]

5.4. General Update

To receive, and resolve if desired, an update from the Operations Manager in respect of Council land and buildings.

6. SERVICES

6.1. Meals on Wheels

To receive an update from the Tourist Information Centre Manager in respect of Meals on Wheels.

7. DATE OF NEXT MEETING

To note that the next meeting of Services and Property Committee will be subject to approval at the Annual Meeting.

8. CONFIDENTIAL SESSION - EXCLUSION

To resolve, if required, that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted. [Section 1(2), Public Bodies (Admission to Meetings) Act 1960]

9. MARKETS [Confidential]

To receive an update from the Events, Planning and Markets Officer in respect of Markets.

Confidential Document [Appendix E]

10. DAY CENTRE [Confidential]

To receive an update from the Town Clerk in respect of the Day Centre.

Appendix A



Cyngor Tref y Trallwng | Welshpool Town Council Declaration of Interests Flowchart

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
- OR**
- B Does it affect the well being or financial position of me, my partner, my relatives or my friends or my, my partner's, my relatives' or my friends':
- jobs, employers or businesses;
 - companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
 - business partnerships; and
 - the following organisations where I or they hold a position of general control or management:
 - other bodies where I or they represent the authority;
 - other public authorities;
 - companies, industrial and provident societies and charitable bodies;
 - bodies whose main purpose is to influence public opinion or policy; and
 - trade unions or professional associations

More than other people in the authority's area?

NO

YES

**Disclose the
existence & nature
of your interest**

You may have a
personal interest in
the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

**You can
participate in
the meeting
and vote**

YES

You may have a
prejudicial interest

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 141-160 of the Local Government (Wales) Measure 2011

NO

**Also, withdraw from
the meeting by
leaving the room or
chamber. Do not try
to improperly
influence the decision**

**And, considering whether or not it is
appropriate I participate in the decision
making, do I regard myself as not
having a prejudicial interest?**

YES

LOCAL GOVERNMENT ACT 2000

MEMBERS' CODE OF CONDUCT –PARAGRAPH 11 (4)
PARAGRAPH 14 (3) (b) (ii)

NOTIFICATION IN RESPECT OF:-

- (1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING
[(2) DISPENSATION RELIED UPON AT MEETING]

1.	NAME OF MEMBER:	
----	-----------------	--

2. DATE AND DETAILS OF MEETING AT WHICH ORAL DISCLOSURE OF PERSONAL INTEREST MADE:

DATE:	
MEETING:	

3. AGENDA ITEM NUMBER AND BUSINESS TO WHICH THE PERSONAL INTEREST RELATES :

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail): If this involves SENSITIVE information give details of the agreement of the Monitoring Officer allowing you to simply disclose the EXISTENCE of the interest

--

5. PREJUDICIAL INTEREST

Complete sections (a), (b), (c) and (d) in the box below by deleting those sections and words in square brackets as appropriate.

The personal interest detailed in Section 4 above:-

[(a) Is NOT a prejudicial interest because the business concerned relates to [another relevant authority of which I am also a member] [another public authority or body exercising functions of a public nature in which I hold a position of general control or management] [a body to which I have been elected, appointed or nominated by my Council] [my role as a non LEA School Governor and the business does not relate to my school] [my role as a member of the Local Health Board] AND the business does not relate to the determination of any approval, consent, licence, permission or registration]

[(b) Is NOT a prejudicial interest because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD NOT be regarded as so significant that it is likely to prejudice my judgement of the public interest].

[(c) Is NOT a prejudicial interest because the business relates to a grant, loan or other form of financial assistance to community or voluntary organisations up to £500].

[(d) IS ALSO A PREJUDICIAL INTEREST because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD BE regarded as so significant that it is likely to prejudice my judgement of the public interest].

6. IF YOU HAVE A PREJUDICIAL INTEREST IN RESPECT OF WHICH YOU HAVE THE BENEFIT OF A DISPENSATION GRANTED BY THE STANDARDS COMMITTEE/SUB-COMMITTEE YOU MUST ALSO COMPLETE THE BOX BELOW.

DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE	
EXACT WORDING OF DISPENSATION [As an alternative you may simply attach the letter (or a copy) from the Standards Committee/Sub-Committee notifying you of the grant of dispensation]	

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

This written notification, fully completed, dated and signed must be given BEFORE or IMMEDIATELY AFTER the close of the meeting to the Clerk.

V:\WLEGAL\CLARENCE\STANDARDS\TOWN AND COMMUNITY COUNCILS – DECLARATION OF INTEREST (VERSION 2)

Appendix B



**Cyngor Tref Y Trallwng
Welshpool Town Council
Y Porth I Cymru | The Gateway to Wales**

Minutes of a Meeting of the Services and Property Committee held on Wednesday 22nd January 2025 at 6.30pm

Present: - Cllr N.Howells (Chairman)
Cllr B.Spencer
Cllr P.Owen (via Zoom)
Cllr M.Bailey (via Zoom)
Cllr S.Fitzgerald
Cllr W.Rowell
Cllr E.Bleivas
Cllr P.Pritchard
Cllr R.Church

Also present - 2 members of the press (1 via Zoom)
1 member of the public
Mr P.McGrath (Operatons Manager)
Mr P.Rollinson (Senior Facilities Assistant)
Ms V.Voysey (R.F.O/Proper Officer)

SP81.2024 Chairman's Welcome

The Chairman welcomed everyone to the meeting.

SP82.2024 Apologies for absence

RESOLVED to receive an apology of absence for this meeting from Cllr C.Robinson

SP83.2024 Declarations of Interest.

There were no declarations of interest

P84.2024 Public Question Time and Participation

There were no questions from members of the public

P85.2024 Minutes

RESOLVED to confirm the minutes of the Service and Property Committee held on Wednesday 11^h December 2024

P86.2024 Canal Bridge Opening

The committee noted that the official opening of the canal bridge is due to take place on 24th January 2025 at 1pm

P87.2024 Football Club roof

Over the Christmas recess, the Clock Tower on the Bowling Green fell onto the football club roof and smashed a window. The area was been secured and made safe. A plan is in place to re-glaze the window. The Clock Tower is not reparable.

P88.2024 Town Hall Roof

This item was moved into private session because of contractual information to be discussed as part of the decision making process

P89.2024 Grounds and Buildings maintenance

The Operations Manager noted the following actions undertaken by the Operations team in January:

- Christmas trees and decorations have been removed, this included helping the vicar at St Mary's
- Christmas lights have been taken down and have been put in storage
- Two new cleaners have started and have done a good job, including clearing up salt from the Town Hall stairs following recent bad weather
- The Community Board has been updated
- The curtain on the stage has been repaired
- The stage lights are now working
- An upcycled cupboard has been built on the stage, this is lockable
- The workshop has been cleared up
- The mental health bench has been sanded and is ready for staining, it will be placed at the entrance to Oldford, subject to permission from Powys County Council
- The paths around the Tourist Information Centre has been cleared
- Work has continued on the sports pitches, football and rugby clubs have both been playing matches
- Various contractors have been met with as part of ongoing works

A vote of thanks was given to the Operations Team for all their work

In response to questions from Committee members, the following was noted:

- The light over the Town Hall entrance is on a schedule of works, it is an electrical issue

- Concreting at Maes y Dre playground is subject to the weather, there has been a meeting with contractors about it. Information will be brought back to the Committee.
- If the photo of the Town Council from 2010-2011 is found, it will be put up

P90.2024 Date of Next Meeting

The date of the next meeting is the **Wednesday 19th February at 6.30pm**

P91.2024 Exclusion of Public and Press

RESOLVED that in the view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

P92.2024 Legal and Contractual Matters

a) Town Hall Roof

There was a discussion on measures taken by staff to secure the Town Hall roof. RCIS have recommended a Building Surveyor, who viewed the property and proposed that a quinquennial survey is undertaken on all the Town Council's assets.

RECOMMENDED to proceed with the offer of £10,500 (excluding VAT) for a quinquennial report to be undertaken on all buildings as soon as possible.

b) Bowling Club

Consideration was given to the Bowling Club lease, it was agreed that this is to be dealt with as a separate matter from the damaged fencing.

RECOMMENDED to accept the Bowling Club's offer of partial payment of a replacement fencing (£6K) and for the Town Council to cover the other part of the costs (£5.5K).

Appendix C



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

Prif Swyddog Tân | Chief Fire Officer

R.S. Thomas KFSM BA(Hons) MSc

Y Pencadiys, Heol Llwyn Pisgwydd,
Caerfyrddin, Sir Gâr, SA31 1SP

post@tancgc.gov.uk | tancgc.gov.uk

Headquarters, Lime Grove Avenue,
Carmarthen, Carmarthenshire, SA31 1SP

mail@mawwfire.gov.uk | mawwfire.gov.uk

0370 60 60 699

Welshpool Town Council
Church Street
Welshpool
Powys
SY21 7DD

Via email:

townhall@welshpooltowncouncil.gov.uk

Gofynner am/
Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

fireprotection.northern@mawwfire.gov.uk

Fy Nghyf/My Ref:

5662/BFS/00115784

Dyddiad/Date:

2nd April 2025

Dear Members of the Town Council

The Regulatory Reform (Fire Safety) Order 2005

Letter of Fire Safety Matters

Premises: Welshpool Town Hall, Market and Corn Exchange, High Street, Welshpool, SY21 7JQ

I visited your premises on 27th March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

Have Your Say

If you have any feedback you wish to share, please access the Complaints and Compliments section found on our website:

<http://www.mawwfire.gov.uk/English/Contacts/Pages/Complaints-and-Compliments.aspx>

Fire Safety Management

The schedule sets out what you need to do to improve fire safety. Taking this advice will help you to sustain those improvements.

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

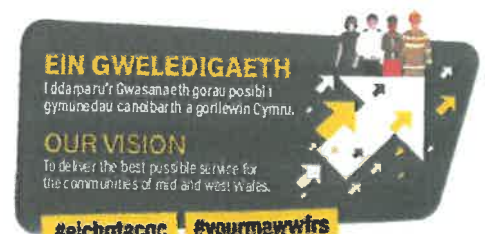
Rydym yn croesawu gohebisath yn y Gymraeg a'r Saesneg
- byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich
dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English -
we will respond equally to both and will reply in your
language of choice without delay.

We welcome calls in Welsh and English.

100% wedi'i ailgylchu | recycled



Further Recommendations

- If you plan to employ someone to help you with the requirements we have made, you should appoint competent people to give you confidence in the work they will do. Information to help you select competent help is available from [MyIFE > Home > Events and resources > Directories > Find an IFE Professional](#)
- An assembly point is to be arranged which is sufficiently far from the building so as not to obstruct fire-fighting and rescue operations.
- Remove or cover any redundant manual call points (break glass) to minimise any confusion should activation be required

Yours faithfully



Sam Marshall
Authorised Fire Safety Inspector
On behalf of the Mid and West Wales Fire and Rescue Authority

Cc: Vanessa Voysey – admin@welshpooltowncouncil.gov.uk

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **DCLG Offices & Shops Guide - ISBN 9781851128150**, which can be found at <http://www.cfoa.org.uk/19512>

Before certain changes are made to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. Should changes or alterations be required, approval should be sought from the relevant body. For example, you may have to apply for approval from a Building Control

Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> or in relation to a Heritage Premises you should consult CADW, <https://cadw.gov.wales/advice-support>.

This schedule contains 10 items

ARTICLE 8 - GENERAL FIRE PRECAUTIONS

Item 1

Art 8	Breaches in compartmentation
Reason	<p>The standard of compartmentation provided in the building is not adequate. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p>
Required Action	<p>During the inspection breaches in compartmentation were identified throughout the market hall – basement and ground floor. The breaches in compartmentation would not support the existing evacuation strategy.</p> <p>In the event of fire, breaches in compartmentation, will allow fire and smoke to spread unchecked throughout the building. This would have an impact on the means of escape and render the evacuation strategy of the building ineffective.</p> <p>All breaches in compartmentation should be fire stopped to provide the appropriate fire resistance in accordance with building regulations.</p> <p>The fire resistance should conform to a relevant standard e.g. Appendix A (including Table A1 A2) of Approved Document B Volume 2 Buildings Other Than Dwelling Houses.</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement.</p>
Outcome	This work is necessary to reduce the risk of spread of fire.

Item 4

Art 8	Doors to meter cupboard
Reason	<p>The standard of vertical fire separation provided is not adequate. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p>
Required Action	<p>Fire resisting doors to meter cupboards need not be fitted with a self-closing device providing that they are kept locked shut when not in use.</p> <p>Fire resisting doors to store cupboards need to be fitted with</p> <ul style="list-style-type: none">• Intumescent strips and smoke seals.• Three brass/steel hinges.• A <i>"keep locked shut when not in use"</i> sign. <p>Fire doors should conform to a relevant standard e.g. Appendix B (including Appendix C Table B1) of Approved Document B Volume 2 Buildings other than dwelling houses.</p> <p>BS 8214 - timber-based fire door assemblies – Code of Practice</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement</p>
Outcome	<p>This work is necessary to reduce the risk of spread of fire.</p>



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru

Mid and West Wales
Fire and Rescue Service

Prif Swyddog Tân | Chief Fire Officer

R.S. Thomas *KFSM BA(Hons) MSc*

Y Pencadlys, Heol Llwyn Pisgwydd,
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Via email:

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Gofynner am/
Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

fireprotection.northern@mawwfire.gov.uk

Fy Nghyf/My Ref:

5662/BFS/00233741

Dyddiad/Date:

2nd April 2025

Dear Members of the Town Council

The Regulatory Reform (Fire Safety) Order 2005

Letter of Fire Safety Matters

Premises: Day Centre, Gungrog Road, Welshpool, SY21 7DU

I visited your premises on 27th March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

Have Your Say

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Fire Safety Management

The schedule sets out what you need to do to improve fire safety. Taking this advice will help you to sustain those improvements.

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

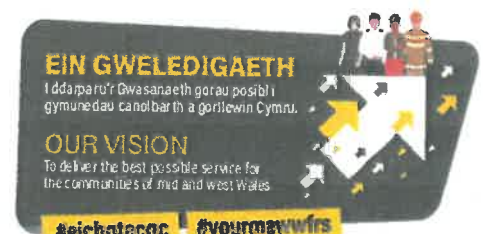
Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg
- byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich
dewis iaith heb oedi.

Rydym yn croesawu galwadau yn y Gymraeg a'r Saesneg.

We welcome correspondence in Welsh and English -
we will respond equally to both and will reply in your
language of choice without delay.

We welcome calls in Welsh and English.

100% wedi'i ailgylchu | recycled



Further Recommendations

- Ensure faulty emergency lights are repaired

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sam Marshall'.

Sam Marshall
Authorised Fire Safety Inspector
On behalf of the Mid and West Wales Fire and Rescue Authority

Cc: admin@welshpooltowncouncil.gov.uk

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **DCLG Small and Medium Places of Assembly** - ISBN 9781851128204, which can be found at <http://www.cfoa.org.uk/19512>

Before certain changes are made to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. Should changes or alterations be required, approval should be sought from the relevant body. For example, you may have to apply for approval from a Building Control

Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> or in relation to a Heritage Premises you should consult CADW, <https://cadw.gov.wales/advice-support>.

This schedule contains 3 items

ARTICLE 8 - GENERAL FIRE PRECAUTIONS

Item 1

Art 8	Wedges
Reason	<p>The standard of vertical fire separation provided is not maintained adequately. A fire could spread rapidly and make the escape route unsafe for relevant persons to use.</p> <p>This is contrary to Article 8.</p>
Required Action	Wedges, hooks and any other devices in use at the present time as a means of holding the self-closing doors in the open position shall be removed to ensure that the doors are effectively self-closing.
Outcome	This work is necessary to reduce the risk of the spread of fire

**ARTICLE 15 - PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND FOR
DANGER AREAS**

Item 3

Art 15	Emergency evacuation plan
Reason	No suitable evacuation plan has been produced. This is contrary to Article 15.
Required Action	The responsible person should devise a suitable emergency evacuation plan for all people likely to be in the premises, including disabled people, and how that plan will be implemented. Further guidance is available in H.M Government publication 'supplementary guide - means of escape for disabled people.' The evacuation plan should not rely upon the intervention of the fire and rescue service to make it work.
Outcome	This work is necessary to help people understand what to do if fire breaks out.

End of schedule



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Mid and West Wales
Fire and Rescue Service

Prif Swyddog Tân | Chief Fire Officer

R.S. Thomas *KFSM BA(Hons) MSc*

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Welshpool Town Council

Church Street

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Via email:

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Please ask for:

Samantha Marshall

Ext No:

9285

E-bost/E-mail:

fireprotection.northern@mawwfire.gov.uk

Fy Nghyf/My Ref:

5662/BFS/00115017

Dyddiad/Date:

2nd April 2025

Dear Members of the Town Council

The Regulatory Reform (Fire Safety) Order 2005

Letter of Fire Safety Matters

Premises: Tourist Information Centre offices, Church Street, Welshpool, Powys, SY21 7DD

I visited your premises on 27th March 2025 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, it is my opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

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Fire Safety Management

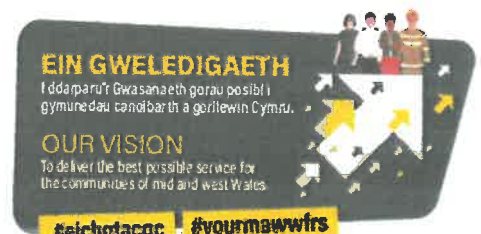
The schedule sets out what you need to do to improve fire safety. Taking this advice will help you to sustain those improvements.

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg
- byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich
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we will respond equally to both and will reply in your
language of choice without delay.

We welcome calls in Welsh and English.



Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is **DCLG Offices & Shops Guide - ISBN 9781851128150**, which can be found at <http://www.cfoa.org.uk/19512>

Before certain changes are made to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. Should changes or alterations be required, approval should be sought from the relevant body. For example, you may have to apply for approval from a Building Control

Body <http://www.legislation.gov.uk/ukxi/2010/2214/regulation/3/made> or in relation to a Heritage Premises you should consult CADW, <https://cadw.gov.wales/advice-support>.

This schedule contains 2 items

ARTICLE 9 - RISK ASSESSMENT

Item 1

Art 9	FRA not suitable and sufficient
Reason	The fire risk assessment is not suitable and sufficient. This is contrary to Article 9.
Required Action	The fire risk assessment must identify all significant risks that may endanger any person who may be affected by fire. Further guidance on fire risk assessment and other associated fire safety measures are available in H.M. Government publication specify guide which is available from Her Majesty's Stationary Office. It is also available from the Department of Communities and Local Government Website to purchase or download free of charge, via the following link: https://www.mawwfire.gov.uk/eng/your-safety/business-fire-safety/fire-law-and-guidance-for-business/
Outcome	This work is necessary to identify the general fire precautions which need to be taken to comply with The Regulatory Reform (Fire Safety) Order 2005.

ARTICLE 17 – MAINTENANCE

Item 2

Art 17	Self-closing devices
Reason	<p>Door hardware designed to prevent the passage of smoke and fire are not adequately maintained.</p> <p>This is contrary to Article 17.</p>
Required Action	<p>During the inspection the self-closing device on the door located at;</p> <ul style="list-style-type: none">• Vanessa's office <p>Were found to be ineffective/missing and should therefore be checked and maintained to a satisfactory standard so that the doors close completely into the rebate.</p> <p>Please ensure all doors are checked</p> <p>Self-closing devices should conform to a relevant standard e.g.</p> <p>BS 8214 - Timber-based fire door assemblies – Code of Practice.</p> <p>Compliance with this or an equivalent standard will normally satisfy the requirement.</p>
Outcome	<p>This work is necessary to reduce the risk of the spread of fire.</p>

End of schedule

Appendix D



Quotation | Business Contract Hire

Quotation Reference

CVCQ60683

Date

03/04/2025

Prepared For

Paul McGrath


CVC Contact

James Muramani

Vehicle Make & Model:

Citroen RELAY TIPPER 35 L2 2.2 BlueHDi 140

Quotation Terms:

Financial Product Business Contract Hire	Contract Profile 9 + 35 (36 Months) 
Annual Mileage 6000 Per Annum	Colour and Trim Icy White Dark Grey Magnet Cloth
Vehicle Factory Extras	Vehicle Dealer Extras Caged Sides with Barn Doors
P11d Value £45,946.00	CO2 Emissions 186 g/km

Maintenance Option	Funder Maintained 	Customer Maintained
Maintenance, Servicing & Breakdown	Yes	Not included
Replacement Vehicle	No Relief Vehicle	Not included
Excess Mileage Charge	10.07p +VAT Per Mile	8.39p +VAT Per Mile
Vehicle Quantity	1	1
Monthly Finance Rental	£590.15 +VAT	£559.60 +VAT
Initial Rental	£5,311.35 +VAT	£5,036.40 +VAT

Please note that you will not own the vehicle at any stage with this finance agreement and the excess mileage charges detailed above will apply if you exceed the agreed contractual mileage.





Office

The Landmark, 66 Sackville Road, Bexhill on Sea, TN39 3FA

Website

www.commercialvehiclecontracts.co.uk

Phone

01424 863 456

Email

hello@commercialvehiclecontracts.co.uk

Additional Information

Road Fund License Inclusion

Included

Availability of Vehicle

Stock - Conversion

Commercial Vehicle Contracts Ltd Documentation Fee

£199.00 Ex.VAT

Vehicle Delivery Cost

£0.00 Ex.VAT to UK Mainland

Important Information:

Rentals/payments quoted are subject to VAT at the prevailing rate for all business customers regardless of trading status and in the event that the finance product attracts VAT. Quotations supplied to all personal consumers will be fully inclusive of VAT where applicable. All orders are subject to credit approval. This quotation is not an offer and is given on the basis that no contract will come into existence unless and until formal finance documents are signed. This quote is valid for 14 days from the date of production. E&OE.

We also draw your attention to the related documentation sent to you with this quotation, including our Trading Terms & Conditions, Vehicle Specification and Technical Data, Initial Disclosure Document and Information Notice.

Customers with diesel vehicles are responsible for adherence to our Diesel Exhaust Fluid and Diesel Particulate Filter policies, sent with all quotations for diesel-powered vehicles.

How to Proceed

**To accept this quote please sign, scan and email
to your account manager.**

They will be in touch soon afterwards to confirm
the information we need to submit your finance
application.

Your full name:

Job title:

Company name:

Signature:

Date:

*[Click here](#) to read more about your maintenance options.

