

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:**

Marlene Jewell

Telephone: 01946 67366

**Chairman:**

Councillor Brian O’Kane

**To: Members of the Whitehaven Town Council**

You are duly **SUMMONED** to attend an **EXTRAORDINARY MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **the DUNBOYNE HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

**Date: Thursday 16th January 2020**

**Time: 6.00pm**

Signed.....*Marlene Jewell*.....Dated.....*8<sup>th</sup> January 2020*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## AGENDA

### 1. Apologies for Absence

To receive apologies for absence

### 2. Declarations of Interest

To receive declarations of interests by elected members in respect of Agenda items

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

### 3. Public Participation

### 4. Draft Budget and Precept for 2020/21

### 5. Bus Shelters

## **IN PRIVATE**

That prior to the following items of business the Chairman will move the following resolution:-

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw.

### **6. Footway Lighting**

### **7. Request for Funding for Christmas Activities**

## DRAFT BUDGET AND PRECEPT FOR 2020/21

This report is presented to the Town Council to consider and approve the recommendations made by the Budget Setting Advisory Group.

### 1.0 INTRODUCTION

- 1.1 A Budget Setting Advisory Group Meeting was held on 6th and 20th December 2019 to discuss budget proposals for 2020/21 and make recommendations to Council.

### 2.0 2020/21 REVENUE BUDGET PROPOSALS

- 2.1 **Appendix A** sets down the proposed budgets by objective heading.
- 2.2 **Appendix B** shows the previous years budget by objective heading, if there was any underspend, the proposed 2020/21 budget, if there is no change to the budget line, any budget line increase or any budget line decrease and the reasons (where necessary) for either of these.
- 2.3 Early indications show that there will be a slight reduction in the total cash precept required for 2020/21 based on the recommendations made by the Budget Setting Advisory Group.
- 2.4 A report will be presented to Members at the Full Council meeting to be held on 30th January 2020 for approval of the 2020/21 Revenue Budget and Precept.

### 3.0 RECOMMENDATIONS

It is recommended that Members consider and approve the Draft Budget as outlined in Appendices A and B.

BUDGET PROPOSALS 2020/21		
	EXPENDITURE (Net of VAT)	2020/21 Budget
	<b>CORE ACTIVITIES</b>	
Employees & Allowances	Salaries	90000.00
	Office Consumables	1000.00
	Members Expenses (Travel and Subsistence)	1000.00
	Mayor's Allowance	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	3000.00
	Ranger	32500.00
	Assistant Ranger	21500.00
Premises	Office Rent	1650.00
	Energy Charges	800.00
	Insurance to Copeland Borough Council	120.00
	Service Charge to Copeland Borough Council	860.00
	Refuse Collection	100.00
	Meeting Room Hire	500.00
	NNDR (former Whitehaven News Office)	11000.00
Supplies & Services	Telephone & Broadband (BT)	1100.00
	IT (Westcom)	2000.00
	Website maintenance	2000.00
	Samsung Telephone Finance	1300.00
	Samsung Telephone Maintenance	210.00
	Zurich Insurance	4000.00
	Photocopier/Printing	2000.00
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	1800.00
	Subs - Other	1000.00
	Miscellaneous	1000.00
3rd Party	Internal Auditor	1000.00
	External Auditor	1800.00
	Allotments	12000.00
	Elections	8000.00
	<b>SUB TOTAL</b>	<b>213203.00</b>
3rd Party	<b>OPTIONAL ACTIVITIES - to be decided</b>	
	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	18926.52
	Christmas Lights infrastructure	10000.00
	Christmas Lights	24800.00
	Markets (50% cost of)	14852.00
	Markets - Salary Market Officer 2.5 days	7988.00
	Other Environmental Improvements	30000.00
Bus Shelters, Bins and Seats	30000.00	
Events	Civic Hospitality	5000.00

Whitehaven in Boom	20000.00
Events	17000.00
Contingency Sum for Unforeseen Events	10000.00
<b>TOTAL EXPENDITURE</b>	<b>435769.52</b>

	<b>INCOME</b>	<b>2020/21</b>
		<b>Budget</b>
	Precept	435769.52
	Allotments/Pigeon Lofts	5000.00
	Bank Interest	1000.00
	<b>Total Income</b>	<b>441769.52</b>
	<i>Net Surplus for re-investment</i>	<i>6,000</i>

<b>COUNCIL RESERVES ESTIMATED</b>	
<b>Reserve</b>	Estimate at 1/4/
General reserve	424,500.00
<b>Total reserves</b>	<b>424,500.00</b>

WHITEHAVEN TOWN COUNCIL 2020/2021 BUDGET PROPOSALS

Appendix B

BUDGET PROPOSALS 2020/21		2019/20 Budget	2019/20 Underspend	Proposed 2020/21 Budget	No change	Increase	Reduction
Employees & Allowances	<b>CORE ACTIVITIES</b>						
	Salaries (incl NI and Pension Contributions)	90000.00	4000.00	90000.00			
	Mayor's Allowance	3063.00	1000.00	3063.00			incremental and % pay rises
	Staff Development & Training	2000.00	2000.00	2000.00			
	Members Expenses (Travel & Subsistence)	-	-	1000.00		1000.00	
	Office Consumables	-	-	1000.00		1000.00	New budget line
	Member Development & Training	3000.00	2500.00	3000.00			New budget line
	Ranger (Lengthsman Scheme)	31000.00	-	32500.00		1500.00	incremental and % pay rises
	Assistant Ranger	10138.44	-	21500.00		11361.56	Previous year budget was for 6 month contract
	Office Rent	1600.00	100.00	1650.00		50.00	
	Energy Charges	800.00	-	800.00			
	Insurance to Copeland Borough Council	120.00	-	120.00			
	Cleaning to Rosehill Youth Theatre	1500.00	1500.00	-			
	Service Charge to Copeland Borough Council	810.00	-	860.00			1500.00 No contribution to cleaning of communal areas requested
Refuse Collection	100.00	-	100.00				
Meeting Room Hire	2000.00	1290.00	500.00			1500.00 No hire charge for Dunboyne Hall	
Storage Facilities	3000.00	3000.00	-			3000.00 No facilities used	
NINDR (new office accommodation)	10200.00	3177.05	11000.00		800.00	2020/21 multiplier not released yet	
Telephone & Broadband (BT)	1000.00	-	1100.00		100.00		
IT (Westcom)	2000.00	-	2000.00				
Website maintenance (Cumbria Media)	2000.00	-	2000.00				
Samsung Telephone Finance	1300.00	-	1300.00				
Samsung Telephone Maintenance	210.00	-	210.00				
Zurich Insurance	3000.00	-	4000.00		1000.00	More assets to insure	
Photocopier/Printing	1000.00	-	2000.00		1000.00		
Stationery	500.00	200.00	500.00				
Postage	400.00	200.00	400.00				
Advertising	3000.00	-	4000.00		1000.00		
Subs - CALC	1500.00	-	1800.00		300.00		
Subs - Other	1000.00	900.00	1000.00				
Miscellaneous	3000.00	2500.00	1000.00			2000.00	
Internal Auditor	1000.00	500.00	1000.00				
External Auditor	1500.00	-	1800.00		300.00		
Allotments	15000.00	3000.00	12000.00				
Elections	24000.00	-	8000.00			3000.00 18000.00 only to cover for any resignations not for election of full council	
<b>SUB TOTAL</b>		<b>220741.44</b>	<b>£21,867.05</b>	<b>£213,203.00</b>	<b>£19,461.56</b>		
3rd Party	<b>OPTIONAL ACTIVITIES - to be decided</b>						
	<b>PREPARATION OF COMMUNITY PLAN</b>						
	Public Realm Contribution	8000.00	6900.00	-			8000.00 Community Plan will be completed Jan 20
	Ward Grants	1000.00	1000.00	-			1000.00
	Community Grants	24000.00	-	24000.00			
	Grounds Maintenance (grass cuttings)	10000.00	-	10000.00			
	Christmas Lights infrastructure	12000.00	1000.00	18926.52		6926.52	Due to more areas to cut
Christmas Lights	24000.00	8000.00	10000.00			2000.00	
		24800.00	-		800.00		





INCOME		2020-21
		Budget
Precept		435769.52
Precept Grant		
Allotments		5000.00
Bank Interest		1000.00
<b>Total Income</b>		<b>441769.52</b>

**COUNCIL RESERVES ESTIMATED**

Reserve	Estimate at 1/4/20
General reserve	295,000.00
Earmarked reserve	
<b>Total reserves</b>	

## **Bus Shelters**

### **Purpose of the Report**

To update Members on the latest developments with regards to the Bus Shelters at Mirehouse/Sneckyeat and for Members to consider quotes received from Bus Shelter manufacturers.

## **1.0 INTRODUCTION**

- 1.1 At the Full Council meeting held on 28th November 2019, Members agreed to approve the request for a Bus Shelter at Sneckyeat Road.
- 1.1 At the Extraordinary Council meeting held on 19th December 2019, Members agreed to enter into a lease agreement with Home Group to enable Whitehaven Town Council to carry out works on Home Group land to install Bus Shelters at Mirehouse.
- 1.2 Cumbria County Council have been informed of these developments and will be arranging site visits with the relevant authorities. As part of this process a consultation will also take place with property owners within the vicinity of the proposed locations.
- 1.3 To keep the process moving and also in light of the recent acts of vandalism at the Bus Shelter recently installed at the Thornton Road junction we have contacted Bus Shelter manufacturers to provide quotes for vandal proof shelters. 3 quotes have been sought and the responses are attached at Appendix 1.
- 1.4 The Budget for Bus Shelters is £30,000.00 and to date the Council has spent £13,659.55. Members approved expenditure of approximately £8100.00 for the 2 bus shelters at Mirehouse which included the cost for preparing the ground at approx. £1000.00 (minute ref 1444/19 refers).

## **2.0 RECOMMENDATION**

- 2.1 That Members consider the information contained within the report and decide which manufacturer to purchase the Bus Shelters from.



Unit 4B Swordfish Industrial Estate, Swordfish Close  
Burscough, Lancashire, L40 8JW  
Tel: 01704 829 404

Email: [info@aceshelters.co.uk](mailto:info@aceshelters.co.uk)  
Web: [www.aceshelters.co.uk](http://www.aceshelters.co.uk)

Vanessa Gorley  
Whitehaven Town Council  
Whitehaven  
Cumbria  
CA28 7SH

Quote ref: Rev28035

Tel: 01946 67366

Email: [clerk@whitehaventowncouncil.co.uk](mailto:clerk@whitehaventowncouncil.co.uk)

8<sup>th</sup> January 2020

Dear Vanessa,

Firstly thank you for your enquiry. Further to the details received, please find below specifications, images and costing's for our 3 Bay Harrogate Bus Shelter.

All shelters fabricated by Ace Shelters are constructed from high-grade aluminium extrusion BS EN 755 (1-9) that once powder coated BS EN ISO 9002 to your chosen RAL or BS colour will give a long lasting, low maintenance corrosion free finish carrying a 10 YEAR Guarantee from a company established 18 years ago.

Ace Shelters are accredited with Safe Contractor, Chas, ISO 9001 and **CE marking certification** which is now a **mandatory conformity** for these products. All engineers have been accredited with CSCS courses (health and safety) and Street works city and guilds.

Lead times from date of official purchase order are currently 4 weeks and time on site will be a single day to install per shelter.

Continued,



Burscough Company Reg No. 10187977 - Vat Reg No. 333269994



Unit 4B Swordfish Industrial Estate, Swordfish Close  
Burscough, Lancashire, L40 8JW  
Tel: 01704 829 404

Email: [info@aceshelters.co.uk](mailto:info@aceshelters.co.uk)  
Web: [www.aceshelters.co.uk](http://www.aceshelters.co.uk)

### Harrogate Bus Shelter



*The above left hand side photo shows a 3 bay Bus Shelter with double fronted entry, your shelter would come with a pitched roof as seen on the photo to the right of a 4 bay Harrogate Bus Shelter.*

### Specifications

- 3.06Mtr x 1.3Mtr Harrogate Bus Shelter double fronted entry with a pitched roof glazed in 4mm THK bronze tinted UV stable polycarbonate. The roof will be constructed from high grade 100.0mm x 50.0mm extruded aluminium D-section, glazing affixed with rubber gasket sealed aluminium capping.
- The main frame of the structure will be constructed from high grade 80.0mm x 80.0mm extruded aluminium section with glazing rebate beaded internally.
- All glazing panels of the Bus Shelter will be of UV stable polycarbonate
- The upright stanchions will be base plate fixed to your concrete base.
- All metal work will be powder coated to your chosen Ral colour.

Continued,



Burscough Company Reg No. 10187977 - Vat Reg No. 333269994



Unit 4B Swordfish Industrial Estate, Swordfish Close  
Burscough, Lancashire, L40 8JW  
Tel: 01704 829 404

Email: [info@aceshelters.co.uk](mailto:info@aceshelters.co.uk)  
Web: [www.aceshelters.co.uk](http://www.aceshelters.co.uk)

**Costings:**

3no 3.06mtr x 1.3mtr Harrogate Bus shelter	£10,500.00 +VAT
3no full perch seating	£585.00 + VAT

**Total: £11,085.00+VAT**

If all 3 shelters are purchased together to be fitted at the same time a discount will be applied

**Total with discount: £10,500.00+VAT**

- **Please note - Prices are subject to VAT.**
- **Please note - Price includes manufacture, delivery & installation.**

We hope the above is of interest and look forward to discussing in more detail when you have had time to read through the information.

Kind Regards,

Natasha Aindow  
Ace Shelters  
Tel: 01704 829404  
Email: [Natasha@aceshelters.co.uk](mailto:Natasha@aceshelters.co.uk)



Burscough Company Reg No. 10187977 - Vat Reg No. 333269994



# Shelter Solutions

Attn: Mrs Vanessa Gorley  
Town Clerk  
Whitehaven Town Council

Quote Ref No: Q-20004AT

Contact No: 0194 667 366  
Emailed to: [clerk@whitehaventowncouncil.co.uk](mailto:clerk@whitehaventowncouncil.co.uk)

## REF: 3 Nr. 3-Bay Enclosed Bus Shelters

8<sup>th</sup> January 2020

Dear Vanessa,

Firstly, thank you for your valued enquiry into our Bus Shelter Solutions. Further to your enquiry, please find throughout this document my suggestions and specifications for the three **3-Bay Enclosed Bus Shelters** as requested.

Here at Shelter Solutions, we have the distinct advantage over all the other companies as we manufacture all of our shelters to our client's bespoke designs. The Head of our Design and Development Department will liaise with our surveyors' and yourselves to help you find the right product for you.

All Covered Walkways, Canopies, Bus Shelters, Buggy Parks and Pram Shelters are constructed from high-grade aluminium extrusions (EN 755-9:2008), that once Durateal® coated (BS EN ISO 9002) to your chosen RAL or British Standard colour will give a long lasting, low maintenance corrosion free finish for up to fifteen years.

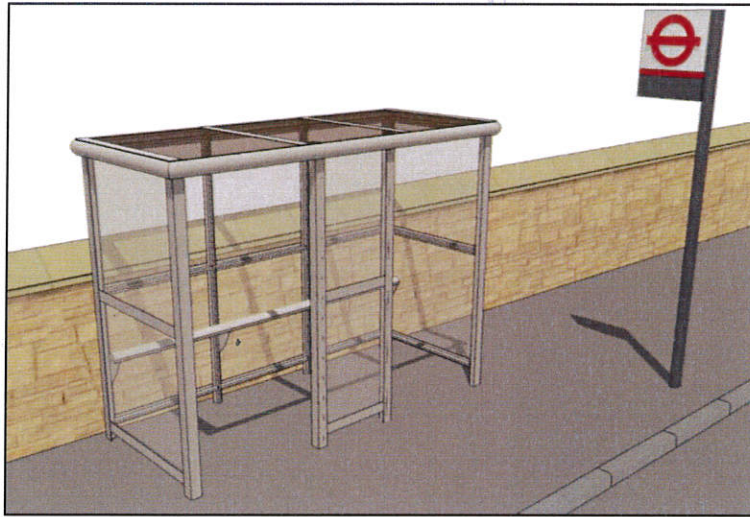
All structures will be sub-surface fixed below the current ground level, into concrete pad foundations provided by Shelter Solutions Site Operatives.

As Shelter Solutions have been installing walkways and covered areas to schools for over thirty years all engineers have passed both SSSTS and CSCS courses (Health and Safety) and Street Works City and Guilds.

The approximate lead-times from date of official purchase order are currently **3-4 weeks** and time on site is currently listed at **4-5 working days** during normal working hours.

## PROPOSAL – 3 Nr. 3-Bay Enclosed Flat Roof Bus Shelters

Below is an image showing the style of Bus Shelter I envisage for the Town Council



### FULL SPECIFICATION:

- To manufacture, deliver and install 3 Nr. 3.00Mtr (L) x 1.30Mtr (W) x 2.45Mtr (H) Enclosed Flat Roof Bus Shelters. The bus shelters will utilise a glazed roof and fully glazed front, side and rear panels, utilising our own unique aluminium beading section.
- I have opted for the flat roof option to match the existing bus shelters that we have previously provided for Whitehaven Town Council.
- The main frame of the bus shelters will be constructed from high grade 80mm x 50mm extruded aluminium sections, whilst the roof purlins will be manufactured from 80mm x 40mm extruded aluminium sections. All aluminium extrusions are to be Durateal® coated to RAL 9006 WHITE ALUMINIUM as previously specified.
- The bus shelters will be supplied in kit form, whilst the roof glazing will be affixed into place using rubber reinforced roof straps and self-drilling screws. The lowest point of the bus shelter will stand at the legally required standard of 2.10Mtrs to comply with current regulations. This will allow for sufficient cover, whilst not being too intrusive.
- The front, side and rear glazing panels of the bus shelters will be glazed with 5mm THK clear polycarbonate. This glazing system offers superb resistance against vandalism, whilst also maintaining its appearance after many years of service. This style of glazing is also easy to maintain, thus reducing the maintenance periods.
- The glazing material for the roof will consist of 4mm THK bronze tinted UV stable polycarbonate, which is both easy to maintain and also protects against harmful UV rays from the sun.
- Included within my cost I have included one of our standard perch seats, which will be powder coated to the same RAL colour as the bus shelter.
- The bus shelters will be submerged below the current finished ground level into concrete pad foundations provided by Shelter Solutions. Once the bus shelters has been installed, the localised area will be cleaned to high standard with any refuse brought back to our facility for recycling.

### PRICING STRUCTURE:

#### **3 Nr. 3-Bay Enclosed Flat Roof Bus Shelters:**

**£ 10,300.00 + VAT**

**\*Including Manufacture, Delivery and Installation\***

**\*Please Note - VAT will be charged at the standard rate of 20%\***

**\*Please Note - Prices are subject to the final specifications\***

I hope all the information supplied here is sufficient, but if you need to discuss this quotation in further detail or would like any further assistance please do not hesitate to contact me.

Kind Regards,

Alex Thomas

**Shelter Solutions**  
Unit 12, Custom Complex  
Yardley Road  
Knowsley Industrial Park  
L33 7SS

Tel: 01942 625 577  
Fax: 01514 470 251  
Email: [alex@shelter-solutions.co.uk](mailto:alex@shelter-solutions.co.uk)  
Web: [www.shelter-solutions.co.uk](http://www.shelter-solutions.co.uk)



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Pitched Roof

Flat Roof





## BUS SHELTER PRICING GUIDE



**FROM CONCEPT  
TO COMPLETION**

**Quote Reference: 8742 Rev 1**

**8th January 2020**

**Vanessa Gorley**  
**Assistant Town Clerk**  
**Whitehaven Town Council**  
**Room 3, The Civic Hall**  
**Lowther Street**  
**Whitehaven**  
**Cumbria**  
**CA28 7SH**

[clerk@whitehaventowncouncil.co.uk](mailto:clerk@whitehaventowncouncil.co.uk)  
**01946 67366**

Dear Vanessa,

Thank you for your enquiry, please find below the prices and specifications for our range of Bus Shelters, as we manufacture all of our shelters ourselves specific sizes and more bespoke designs are available.

All of our shelters are constructed from high-grade aluminium extrusion BS EN 755 (1-9) that once powder coated BS EN ISO 9002 to your chosen RAL or BS colour will give a long lasting, low maintenance corrosion free finish.

All structures will be dug into concrete pockets below the surface and top finished in the present surface material whether it is a flagstone area, tarmac or block paving.

All structures are guaranteed for Ten years and will **NOT** rust like steel shelters.

BC Shelters have been installing Bus Shelters, Walkways, Canopies, and Jet Wash Screens to various clients nationwide for many years.

Our engineers have been CRB checked and passed both CSCS courses (Health and Safety), Streetworks, and City & Guilds.

Lead times from date of official purchase order are currently 3-4 weeks and time on site is normally a single day dependant on ground conditions.

Continued,



*Above are two 3 bay cantilever shelter with half glazed end panels & perch seating.*



*The shelter to the left is a 3 Bus Shelter with 1 full end panel and 1 quarter end panel and perch seating.*

*To the right is a picture of a 2 bay enclosed Bus Shelter with an aluminium bench seating and solid lower panels with fret work.*

### Customer Testimonials

"Just wanted to say what a great job you completed yesterday, team was on time and had a miserable day in the rain and the wind. Please pass on our thanks to them. I am sure our residents will appreciate having some shelter now the bad weather is here" – **Coleby Parish Council**

"Brilliant service as usual" – **Freston Parish Council**

"The fitting team made an excellent job of erecting the shelter, including placing up warning signs. All in all very helpful and arrived at the arranged time" – **Heck Parish Council**

"Very efficient and we're very pleased, thank you" – **Wainfleet All Saints Town Council**

"Very good job, all completed satisfactory" – **Chinnor Parish Council**

"Good job, well done" – **Solutia UK Ltd**

"Fitters were really good, very happy with the fit" – **Aldi Distribution Centre**

"Brilliant" – **St Mary Magdalen's RC Primary School**

"Everything was done to an extremely high standard; the fitting team were both very friendly and efficient. A job very well done!" – **Sunningdale Parish Council**



*Sunningdale Parish Councillors enjoying their new shelter*

*3-Bay Enclosed Bus Shelter (3.06M x 1.3M Roof Dimension)*



Specification

- 3.06M x 1.3M Bus Shelter with an Elliptical Roof.
- The roof will be constructed from high grade 80.0mm x 40.0mm extruded aluminium section and glazed in 4.0mm THK UV Stable Polycarbonate.
- The main frame of the structure will be constructed from high grade 80.0mm x 50.0mm extruded aluminium section with a polyester powder coated finish. A choice of colours is available.
- The side glazing panels of the Bus Shelter will utilise either 6.0mm THK toughened glass or 4.0mm THK Polycarbonate for ease of maintenance and safety purposes.
- The Bus Shelter will be dug into the ground with 300.0mm cubed footings, in order for the Bus Shelter to be stable in all weather conditions or bolted down where applicable.
- Includes perch seating as requested.

**Cost:** **£3,977.50 + VAT**

**Total Cost:** **3nr** **£10,332.50 + VAT**

- **Please note - Prices are subject to VAT.**
- **Includes installation.**

**Optional Extras:**

Flag Brackets:	£56.70 (Per Unit)	+ VAT
Timetable Case:	£120.00 (Per Unit)	+ VAT
Mains Lighting:	£160.00 (Per Unit)	+ VAT
Perch Seating "Aluminium":	£62.50 (Per Mtr)	+ VAT
Bench Seating "Aluminium"	£92.00 (Per Mtr)	+ VAT
Solar lighting for a 2 bay shelter	£1,100.00 (Per unit)	+ VAT
Solar lighting for a 3 bay shelter	£1,450.00 (Per unit)	+VAT
Solid lower panels with fret work	£60.00 (Per Unit)	+ VAT

Thank you for taking the time to read through the information provided. If you have any questions please do not hesitate to get in touch with me.

Kind Regards,

Stacey Porter

*BC Shelters*

*The Old Garage  
 Plantation Road  
 Burscough  
 L40 8JT*

*e-mail: stacey@bcshelters.co.uk*

*Tel: 01704 514613*

*Fax: 01704 534387*

**BC SHELTERS - TERMS & CONDITIONS (Version 11)**

A) **Delivery:** Normally 6-8 weeks from receipt of instructions unless otherwise agreed with the client.

Should structural calculations be required these are available at a separate cost to the client upon request.

Please note that during the order process it may be necessary for further information to be obtained and slow responses could result in delayed installations.

B) **Fitting:** Where prices for fitting are quoted or are inclusive in the price the following conditions apply.

BC Shelters will require your representative to be available when our fitting team arrives to instruct site locations (Also if possible a plan of the intended locations should be included with order), as well as when the installation is finished to complete our sign off form.

On arrival the installation site should be clear of any obstructions and sites should be level, if the client is unsure of the levels we can arrange a site visit to determine this once the order has been placed. Access to site should be unobstructed to allow Plant & Equipment to be used on site (i.e. Telehandler, Genie Lift, Scissor Lift etc)

All necessary permission for fitting shelters must have been obtained by yourselves, with all services clearly marked with sufficient clearance available to allow foundations to be dug and set. Unforeseen ground conditions may be subject to further costs.

Our fitters will back fill to normal ground level with loose fill materials from site but we do not undertake for re-instatement with asphalt or other top finishes unless otherwise agreed in writing. We recommend that this work be carried out immediately when our men finish on site.

Where paving stones, etc. are involved the greatest care will be taken when handling however BC Shelters will not be held responsible for any breakages.

BC Shelters requires that the work be undertaken in one visit to the area and that no delays are experienced due to work being unable to proceed after the goods have left our factory. This includes if upon arrival at site the base is not the required size and we are not able to commence installation.

**Should we be unable to carry out the work due to circumstances outside of our control, a minimum charge of £750.00 will apply.**

Whilst carrying out an installation any interruptions out of our control will be logged and charged for at our hourly rate of £48.00 per hour per operative.

Our price is based on there being normal dig conditions and any additional costs incurred, i.e. the provision of compressors, etc. for hard dig conditions will be charged extra.

Where the removal of a shelter is required which has an electrical supply to them, BC Shelters require this to be disconnected before arriving onsite. If upon arrival an electrical connection is live our installation team will be unable to carry out the works required and an aborted visit charge of £750.00 + VAT will be charged as well as any expenses such as hotels etc. If you are not sure if a supply is connected, your local electricity company will be able to advise you.

Where shelters are supplied with lights our price includes for internal shelter wiring to a fused connector block only. All exterior electrical work and mains connections are the customer's responsibility. Time switches can be supplied at extra cost.

Our aluminum products are guaranteed for 10 years and steel products are guaranteed for 5 years. This does not apply to the locking doors, both pin coded & key operated along with information panels etc.

The fitters will show you the correct use of locks and we shall be happy to provide you with simple maintenance instructions along with instructions on how to change your pin number.

It is a requirement of BC Shelters that photographs be taken of the installation once completed, these photographs will be used as part of our ongoing quality management system and may also be used for marketing purposes, if you do not wish for them to be used for our marketing purposes please inform us at the point of order. In the case of sensitive sites photographs will only be taken for quality purposes and will be destroyed following the inspection of the photographs.

### **C) Installation Dates.**

Once an installation date has been booked & confirmed, if you require this date to be postponed this must be done no later than 7 days prior to the installation. All postponements made within 7 days of the installation date will be subject to an administration charge of £500.00 + VAT.

### **D) Deposits.**

**Please note all orders require a 50% deposit payable on order unless otherwise agreed and alternative arrangements have been made.**

### **E) Retentions:**

Where retentions are part of a contract a 5% retention will be accepted on the installation element of the order only.

Continued...



**F) Cancellation:**

Should an order be cancelled prior to the commencement of manufacture, an automatic administration fee of £50.00 (ex VAT) will be payable. If the manufacture of the order has commenced, we reserve the right to charge up to 75% of the total order value as a cancellation charge dependent upon the stage of manufacture reached at the time of the cancellation being received by us. If the order is cancelled at short notice e.g. the day before/on the day at the clients request, we reserve the right to charge £750.00 (installation cost) if we cannot re-employ our fitting team with another installation.

**On placing an order by fax, post or email you automatically accept BC Shelters Terms and Conditions.**

**TERMS OF PAYMENT- PROFORMA INVOICE, UNLESS OTHERWISE AGREED.**

All shelters remain the property of BC Shelters until payment has been received and cleared.