HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE

DATED THIS TWENTY NINTH DAY OF MARCH 2023
MEMBERS OF HALE VILLAGE HALL MANAGEMENT COMMITTEE
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL, HIGH STREET,
HALE, HALTON L24 4AE
AT 7.30 PM ON THE THIRD DAY OF APRIL 2023
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

This meeting is to be held, adhering to the legislation of the Coronavirus Act 2020

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

MEETING AGENDA

1. **Apologies -** To receive apologies
2. **Declarations of Interest -** To receive declarations of interest.
3. **Minutes -** To review and approve the Minutes of
   i. the Ordinary Meetings on 28TH March 2022

   and

   j. the Ordinary Meeting on 24th February 2023

   as true and accurate records.

4. **Public Participation -** To adjourn the meeting for a period of public participation.

5. **Payments & Receipts** - To receive and approve the list of payments and receipts made between 8TH November 2022 to 9th March 2023 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed below

6. **Hale Village Hall Management Committee - Building Audit –** To review the report compiled by Cllr Brown and Mr Peter Platt. To discuss its findings and to agree a course of action for any outstanding issues.

7. **Health & Safety –**

   i. To Review the Village Hall Incident log and Accident records and to agree a course of action for any outstanding issues.

   ii. To Review the Alarm test records agree a course of action for any outstanding issues.

8. **Alarm Monitoring** – To Consider 2 Quotations supplied by Current Alarm maintenance company FIS for

   i. Monitoring Alarm

   ii. Providing Keyholder Service

9. **Charity Commission Reports –** To Review the current position regarding submissions to the Charity Commission in respect of Hale Village Hall.
10. **Cover for Employee absence –** To discuss the current arrangements for holiday & illness cover for current employees.

11. **First Aid Box –** To inspect the contents of the first aid box and to confirm that items are complete and in date. Also confirm that the box is available and in sight as per P.Platt's recommendation.
12. **Gas Meter Cupboard –** To delegate authority for the Clerk to purchase a certified cover for the external Gas meter
13. **Training –** To ask P Turton to advise on the availability and suitability of training for members of the Village Hall Management Committee, and employees of the Village Hall and Parish Council.

HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE

DRAFT MINUTES OF ORDINARY MEETING OF HALE VILLAGE HALL MANAGEMENT COMMITTEE HELD AT HALE VILLAGE HALL ON MONDAY 28th MARCH 2022 AT 7.30pm

Present: Cllr Wright, Cllr Trevaskis, Cllr Spargo, Cllr Williams, Cllr Anderson

In attendance: Mr Brian Hargreaves (Proper Officer) and five members of the Public

1. **Apologies** – Cllr McNamara registered her apologies for non-attendance
2. **Declarations of Interest** – None were received
3. **Minutes** – The minutes of the ordinary meeting on 31st January 2022 were accepted with a minor amendment to item 10 as a true record.

Proposed by Cllr Spargo Seconded by Cllr Anderson

The Motion was approved

4. **Public Participation –**

A member of the Public raised concerns about the build quality of certain items within the Village Hall. In particular the main Hall floor was highlighted and also the wooden cladding on the external front elevation of the building. Both items have deteriorated badly and it was felt that the quality of the materials used is of a sub-standard. The member of public asked whether there may be some recourse through a guarantee or similar. However it was explained by the Chair that due to financial constraints some materials of lower quality were used in the original build and it is as a direct result that the quality issues are being experienced. The Clerk will enquire with the contractor and report back at a future meeting. Cllr Trevaskis said that a maintenance schedule was recommended when the building was handed over but that he didn't think it had been adhered to since the Hall opened.

5. **Payments & Receipts** - The list of payments and receipts made between 12th January 2022 and 21st March 2022 as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed were accepted as a true record.

   Proposed by Cllr Trevaskis Seconded Cllr Spargo

   The Motion was approved

6. **Flags & Flagpole –** It was resolved to ask the Clerk under his delegated authority to arrange for the replacement of the Union Flag which is badly worn and to arrange the purchase and installation of a second flagpole. It was agreed that the Union flag should fly on a permanent basis with any additional flags in support of particular events or organisations flying on the second pole as appropriate.

   Proposed by Cllr Wright and Seconded Cllr Trevaskis

   The Motion was approved

7. **Village Hall Passageway** – It was resolved that the Clerk should arrange for the purchase of a weed membrane and wooden chippings to dress the passageway along the non-operational side of the Village Hall. Stone chippings were considered but it was felt that from an ecological point of view the less "sterile" the area is the better.

8. **Easter Egg Hunt** – The Clerk advised that due to a mix up by him this item is a Parish Council item which the Wellbeing Committee generally organise. Therefore it should not be considered at this meeting. As a general observation a member of the public reminded the meeting that Easter Sunday is also the day that the annual Hale Road Race takes place within Hale Park. It was thought that there may be some safeguarding issues to consider if the Easter event should coincide with the road race

9. **Social Media -** It was resolved to take up an offer from the Grandson of a local resident to assist with the upkeep and administration of all of the Village Hall social media outlets. The offer is believed to be free of charge and a scope of work will be created prior to commencing work. It is hoped that the individual will work alongside the Bookings Officer to produce a more appropriate and up to date offering for new and existing users.

   Proposed by Cllr Spargo and Seconded Cllr Trevaskis

   The Motion was approved

10. **Civic Service –** The Clerk advised that as a Parish Council matter this Agenda item could only be discussed from a Village Hall perspective. Cllr Spargo gave a detailed account of how the Village Hall will be used and what is expected on the day of the event. It is hoped that the event can be set up on Saturday 23rd April. The number of tables required will depend upon the number of confirmed attendees (currently approx. 50) and can be confirmed closer to the event. It is hoped that the Lord Mayor will unveil the plaque which recognizes the work of contractors residents & volunteers in re-building the Village Hall

The Meeting was closed by the Chair at 8.30pm

Hale Village Hall Management Committee Meeting

24th Feb 2023

Draft Minutes

1) **Apologies**: Councillors Spargo and Brown, Clerk B Hargreaves

2) **Attendance** : **Councillors** Mitchel (Chair) Cleary (Vice chair) King

Management members, Thompson, Wright, Platt, Turton (Minute taker)
Declaration of interest: Turton informed the group that should anything come up about Risk support Services that he does some independent training through that company

3) **Previous minutes: 28th March 22**- AS the only person attending both meetings being G.Wright these were confirmed as a true record but with no seconder so this has to be deferred again.

Meeting 28th November 22- Confirmed as a true record By B.Mitchel seconded by N Thompson subject to certain matters arising

a) Item 12 C. King requested change of word from advised to observed as he is not qualified in this subject.
b) B. Cleary confirmed that the information about the canopy had been received and passed on
c) J. Brown has confirmed he has the key cupboard and the bollards and will bring them to the hall on his return to work.
d) Feedback required over Gas/electric accounts update
e) Have appraisals been actioned
f) Update on hours the booking officer should be available for contact.

4) **Public Participation:** There were no public at that time so not public participation

5) **Payments & Receipts:** As the Financial officer was not in attendance this item was deferred but some anomalies were identified for further explanation e.g Repayment to 'Hallmaster' & First Aid Kit. The Chair informed the committee that she had actioned an independent audit of the Village Hall Accounts.

6) **VHMC Building Audit:** As the originator of the report was not present this item was deferred till the next available meeting

7) **Health & Safety** : Following a lengthy discussion, P. Platt identified a number of points he felt needed addressing urgently including ratification of the Fire Safety audit at Trustee level and what appears to be systemic historic failures in the recording system.

It was proposed that P. Platt offer a presentation to the Parish council being the sole trustee identifying points that need actioning
Proposed by B. Cleary : Seconded by C. King Proposal agreed

8) **Alarm Monitoring system**: As there was no explanation of the requirements for the extended cover this was deferred until information for discussion was received.

9) **Keys :** After lengthy discussion a number of points were put forward

a) That an up to date list of key holders be formulated and a new form designed for both new and existing key holders to sign including the reason / organisation they are holding the keys for.
b) Each key holder should be made aware of the policies for holding those keys including any procedures to follow for lost keys or problems that may occur.

Item proposed by G. Wright (who had the previous register and offered to start the new one with signatures required)

Seconded by C. King

Motion agreed

10) **Website & media Upgrade:** After a short discussion, it was proposed that B. Mitchel contact Shaun Corness to arrange a time at his convenience to meet and discuss the requirements.
Proposed by B. Cleary
Seconded by C.King
Motion agreed

11) **Floor renovation:** After discussion it was agreed to refer this item back to the trustees as the amount of money suggested was outside the remit of the VHMC. Only two members present had been at the recent trustee committee meeting where this item had been discussed and proposals made.
Proposed by: N. Thompson Seconded by P. Platt –
Motion agreed

12) **Declaration of Acceptance:** After a lengthy discussion, it was suggested that as both the Charity commission and ACRE Documents refer to the Trustees, a new form needs to be developed to cover the Declaration of Acceptance for Non-Council members which needs to be signed on agreement by them. This needs to identify the expected responsibilities of the Non-Council members
Proposed by N. Thompson Seconded by P. Turton
Motion agreed

13) **Complaints procedure:** It was felt that the procedure enclosed was in parts a little complicated and as such a simpler form should be developed. An alternative was provided but this should be circulated to all members before a decision is made, possibly by actioning a sub-committee to oversee the correct wording.

14) **While there was no provision on the agenda for A.O.B** The Chair requested it be noted that data that should have been submitted to the Charity Commission was over 100 days overdue and this should be referred to the Clerk and Trustees to ensure this is carried out as a matter of urgency

15) The Chair closed the meeting at 2135 hrs with a date for the next meeting set for the Monday 3rd April 2023 at 1900hrs

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,430.95**	
74	20/10/2022		Village Hall supplies	Freemans Industri	-360.00	23,415.11	20/10/2022
69	20/10/2022		Repairs	Repayment	-19.53	23,395.58	20/10/2022
72	20/10/2022		Subscription	Repayment	-266.26	23,129.32	20/10/2022
70	20/10/2022		Repairs	Plannet Plumbing	-170.88	22,958.44	20/10/2022
71	20/10/2022		Repairs	Jewsons	-82.85	22,875.59	20/10/2022
148	21/10/2022		Hall Rental	Activity Co.	40.00	22,915.59	21/10/2022
149	21/10/2022		Hall Rental	Activity Co.	80.00	22,995.59	21/10/2022
150	24/10/2022		Hall Rental	Ruth Nickson	22.00	23,017.59	24/10/2022
151	25/10/2022		Hall Rental	A L Woof	32.00	23,049.59	25/10/2022
152	28/10/2022		Hall Rental	Francis Doyle	96.00	23,145.59	28/10/2022
79	28/10/2022		Cleaner	Salary	-576.34	22,569.25	28/10/2022
78	28/10/2022		Caretaker	Salary	-395.20	22,174.05	28/10/2022
80	28/10/2022		HMRC	Salary	-107.00	22,067.05	28/10/2022
76	28/10/2022		Ink Cartridges	Stinky Ink	-118.97	21,948.08	28/10/2022
77	28/10/2022		Bookings Officer	Salary	-812.50	21,135.58	28/10/2022
153	31/10/2022		Hall Rental	Mr P K & Mrs CVV	290.00	21,425.58	31/10/2022
154	01/11/2022		Hall Rental	C Forbes	88.00	21,513.58	01/11/2022
156	03/11/2022		Hall Rental	Martin P&F Roys	18.00	21,531.58	03/11/2022
155	03/11/2022		Hall Rental	L McCully	264.00	21,795.58	03/11/2022
157	07/11/2022		Hall Rental	JL Smith	24.00	21,819.58	07/11/2022
160	14/11/2022		Hall Rental	JL Smith	24.00	21,843.58	14/11/2022
158	14/11/2022		Hall Rental	A Mahdi	72.00	21,915.58	14/11/2022
159	14/11/2022		Hall Rental	A L Woof	64.00	21,979.58	14/11/2022
81	14/11/2022		Water	Water Plus	-39.96	21,939.62	14/11/2022
161	16/11/2022		Hall Rental	Ruth Nickson	22.00	21,961.62	16/11/2022
82	18/11/2022		Hall Internet/Wifi	BT Group	-48.22	21,913.40	18/11/2022
162	21/11/2022		Hall Rental	JL Smith	24.00	21,937.40	21/11/2022
163	22/11/2022		Hall Rental	I & A McLoughlin	48.00	21,985.40	22/11/2022
164	24/11/2022		Hall Rental	Ruth Nickson	22.00	22,007.40	24/11/2022
165	24/11/2022		Hall Rental	Opera Viva Merse	244.00	22,251.40	24/11/2022
166	25/11/2022		Hall Rental	D Gleave	104.00	22,355.40	25/11/2022
168	28/11/2022		Hall Rental	JL Smith	24.00	22,379.40	28/11/2022
167	28/11/2022		Hall Rental	Kelsie Gillan	72.00	22,451.40	28/11/2022
85	28/11/2022		Salary	Salary	-576.34	21,875.06	28/11/2022
83	28/11/2022		Salary	Salary	-395.20	21,479.86	28/11/2022
86	28/11/2022		Salary	Salary	-812.50	20,667.36	28/11/2022
84	28/11/2022		HMRC	Salary	-106.32	20,561.04	28/11/2022
169	29/11/2022		Hall Rental	C Forbes	88.00	20,649.04	29/11/2022
170	02/12/2022		Hall Rental	Martin P&F Roys	18.00	20,667.04	02/12/2022
171	05/12/2022		Hall Rental	Lakes & Rivers	90.00	20,757.04	05/12/2022
172	06/12/2022		Hall Rental	Ruth Nickson	22.00	20,779.04	06/12/2022
173	06/12/2022		Hall Rental	JL Smith	24.00	20,803.04	06/12/2022
174	09/12/2022		Hall Rental	Francis Doyle	144.00	20,947.04	09/12/2022
175	13/12/2022		Hall Rental	JL Smith	24.00	20,971.04	13/12/2022
176	13/12/2022		Hall Rental	A L Woof	132.00	21,103.04	13/12/2022
87	13/12/2022		Water	Water Plus	-40.63	21,062.41	13/12/2022
177	15/12/2022		Hall Rental	L McCully	350.00	21,412.41	15/12/2022
178	19/12/2022		Hall Rental	C Forbes	66.00	21,478.41	19/12/2022
88	19/12/2022		Hall Internet/Wifi	BT Group	-49.14	21,429.27	19/12/2022
179	20/12/2022		Hall Rental	R J Shinnick	80.00	21,509.27	20/12/2022
95	20/12/2022		HMRC	Hale Parish Counc	-106.32	21,402.95	20/12/2022
96	20/12/2022		Village Hall supplies	Repayment	-510.72	20,892.23	20/12/2022
91	20/12/2022		Repairs	Mobile Phone Wor	-77.95	20,814.28	20/12/2022
180	21/12/2022		Hall Rental	Hale Parish Counc	55.50	20,869.78	21/12/2022

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,430.95**	
92	22/12/2022		Cleaning Materials	Freemans Industri	-133.05	20,736.73	22/12/2022
181	23/12/2022		Hall Rental	Hale Parish Counc	510.72	21,247.45	23/12/2022
89	23/12/2022		Intruder/Fire Alarm Maintenance	FIS Solutions	-43.00	21,204.45	23/12/2022
90	23/12/2022		Hall Maintenance	Classic Lifts	-72.00	21,132.45	23/12/2022
93	23/12/2022		Repairs	Graham Wainwrigl	-415.00	20,717.45	23/12/2022
182	28/12/2022		Hall Rental	Daniel Myers	96.00	20,813.45	28/12/2022
97	28/12/2022		Cleaner	Hale Parish Counc	-576.34	20,237.11	28/12/2022
98	28/12/2022		Caretaker	Hale Parish Counc	-395.20	19,841.91	28/12/2022
99	28/12/2022		Bookings Officer	Hale Parish Counc	-812.50	19,029.41	28/12/2022
94	31/12/2022		Bank Charges	Unity Bank	-18.00	19,011.41	31/12/2022
183	03/01/2023		Hall Rental	Activity Co.	200.00	19,211.41	03/01/2023
184	03/01/2023		Hall Rental	B Mitchell	144.00	19,355.41	03/01/2023
185	04/01/2023		Hall Rental	Mersey Wave Chc	336.00	19,691.41	04/01/2023
186	09/01/2023		Hall Rental	Martin P&F Roys	12.00	19,703.41	09/01/2023
187	09/01/2023		Hall Rental	Vickie Lloyd	94.00	19,797.41	09/01/2023
188	10/01/2023		Hall Rental	JL Smith	24.00	19,821.41	10/01/2023
189	10/01/2023		Hall Rental	A L Woof	112.00	19,933.41	10/01/2023
190	10/01/2023		Hall Rental	Rebecca Fadden	375.00	20,308.41	10/01/2023
192	12/01/2023		Hall Rental	D Hazlehurst	40.00	20,348.41	12/01/2023
191	12/01/2023		Hall Rental	Toni McNamee	100.00	20,448.41	12/01/2023
100	12/01/2023		Water	Water Plus	-39.96	20,408.45	12/01/2023
193	13/01/2023		Hall Rental	Francis Doyle	192.00	20,600.45	13/01/2023
194	16/01/2023		Hall Rental	Football Performai	58.50	20,658.95	16/01/2023
195	16/01/2023		Hall Rental	JL Smith	24.00	20,682.95	16/01/2023
197	17/01/2023		Hall Rental	Art Group (Chequ	264.00	20,946.95	17/01/2023
199	17/01/2023		Hall Rental	A L Woof	32.00	20,978.95	17/01/2023
198	17/01/2023		Hall Rental	Twilight Dancing	153.00	21,131.95	17/01/2023
196	18/01/2023		Hall Rental	W C Collins	112.00	21,243.95	18/01/2023
200	18/01/2023		Hall Rental	M A Murphy	90.00	21,333.95	18/01/2023
101	18/01/2023		Hall Internet/Wifi	BT Group	-49.14	21,284.81	18/01/2023
201	20/01/2023		Hall Rental	N Lathif	54.00	21,338.81	20/01/2023
203	23/01/2023		Hall Rental	Ruth Nickson	44.00	21,382.81	23/01/2023
202	23/01/2023		Hall Rental	I Mills	108.00	21,490.81	23/01/2023
204	24/01/2023		Hall Rental	JL Smith	24.00	21,514.81	24/01/2023
205	24/01/2023		Hall Rental	A L Woof	32.00	21,546.81	24/01/2023
103	25/01/2023		Intruder/Fire Alarm Maintenance	FIS Solutions	-43.00	21,503.81	25/01/2023
107	25/01/2023		Cleaner	Salary	-576.34	20,927.47	25/01/2023
105	25/01/2023		Fire Equipment Maintenance	H Roberts & Son l	-70.80	20,856.67	25/01/2023
106	25/01/2023		Rock Salt	Repayment	-19.20	20,837.47	25/01/2023
104	25/01/2023		Equipment	Repayment	-33.58	20,803.89	25/01/2023
102	25/01/2023		Hall Refund	Rachel A Owen	-16.00	20,787.89	25/01/2023
109	26/01/2023		Caretaker	Salary	-395.20	20,392.69	26/01/2023
108	26/01/2023		Bookings Officer	Salary	-812.50	19,580.19	26/01/2023
110	26/01/2023		HMRC	Salary	-106.32	19,473.87	26/01/2023
206	27/01/2023		Bank Transfer	Hale Parish Counc	3,000.00	22,473.87	27/01/2023
207	30/01/2023		Hall Rental	C Forbes	88.00	22,561.87	30/01/2023
208	31/01/2023		Hall Rental	JL Smith	24.00	22,585.87	31/01/2023
209	31/01/2023		Hall Rental	Knitting Club	96.00	22,681.87	31/01/2023
210	01/02/2023		Hall Rental	MCA Fitness & Ev	75.00	22,756.87	01/02/2023
211	02/02/2023		Hall Rental	Football Performai	35.75	22,792.62	02/02/2023
212	03/02/2023		Hall Rental	Martin P&F Roys	24.00	22,816.62	03/02/2023
214	03/02/2023		Hall Rental	Ruth Nickson	22.00	22,838.62	03/02/2023
213	03/02/2023		Hall Rental	R Murugesan	142.00	22,980.62	03/02/2023
216	07/02/2023		Hall Rental	Francis Doyle	192.00	23,172.62	07/02/2023

Hale Village Hall

Transactions for Unity Trust Bank Current A/C

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			**26,430.95**	
215	07/02/2023		Hall Rental	JL Smith	24.00	23,196.62	07/02/2023
221	10/02/2023		Hall Rental	Freemen of Hale	488.00	23,684.62	10/02/2023
217	10/02/2023		Hall Rental	J Oliveira Gulinel	32.00	23,716.62	10/02/2023
222	13/02/2023		Hall Rental	Ruth Nickson	22.00	23,738.62	13/02/2023
219	13/02/2023		Hall Rental	Claudia Burke	88.00	23,826.62	13/02/2023
218	13/02/2023		Hall Rental	M Neto Gulinelli	44.00	23,870.62	13/02/2023
220	13/02/2023		Hall Rental	Aqui Ic	44.00	23,914.62	13/02/2023
111	13/02/2023		Water	Water Plus	-138.71	23,775.91	13/02/2023
223	20/02/2023		Hall Rental	Ruth Nickson	22.00	23,797.91	20/02/2023
224	20/02/2023		Hall Rental	A L Woof	144.00	23,941.91	20/02/2023
112	20/02/2023		Web Site	BT Group	-49.14	23,892.77	20/02/2023
226	21/02/2023		Hall Rental	Francis Doyle	144.00	24,036.77	21/02/2023
225	21/02/2023		Hall Rental	JL Smith	24.00	24,060.77	21/02/2023
227	22/02/2023		Hall Rental	L J Hudson	30.00	24,090.77	22/02/2023
228	22/02/2023		Hall Rental	J Arnaud	16.00	24,106.77	22/02/2023
229	23/02/2023		Hall Rental	National Associati	162.00	24,268.77	23/02/2023
230	27/02/2023		Hall Rental	Ruth Nickson	22.00	24,290.77	27/02/2023
231	27/02/2023		Hall Rental	JL Smith	24.00	24,314.77	27/02/2023
232	27/02/2023		Hall Rental	C Forbes	88.00	24,402.77	27/02/2023
114	27/02/2023		Intruder/Fire Alarm Maintenance	FIS Solutions	-43.00	24,359.77	27/02/2023
115	27/02/2023		Intruder/Fire Alarm Maintenance	FIS Solutions	-43.00	24,316.77	27/02/2023
113	27/02/2023		Cleaning Materials	Freemans Industri	-129.33	24,187.44	27/02/2023
117	27/02/2023		Keys Cut	Repayment	-12.80	24,174.64	27/02/2023
116	27/02/2023		Banquetting Roll	Repayment	-20.00	24,154.64	27/02/2023
233	28/02/2023		Hall Rental	Knitting Club	48.00	24,202.64	28/02/2023
121	28/02/2023		Cleaner	Salary	-576.34	23,626.30	28/02/2023
119	28/02/2023		Caretaker	Salary	-395.20	23,231.10	28/02/2023
118	28/02/2023		Bookings Officer	Salary	-812.50	22,418.60	28/02/2023
120	28/02/2023		HMRC	Salaries	-106.32	22,312.28	28/02/2023
234	01/03/2023		Hall Rental	A L Woof	48.00	22,360.28	01/03/2023
235	02/03/2023		Hall Rental	J Arnaud	16.00	22,376.28	02/03/2023
236	03/03/2023		Hall Rental	Martin P&F Roys	30.00	22,406.28	03/03/2023
237	03/03/2023		Hall Rental	W Nkrumah	473.00	22,879.28	03/03/2023
240	06/03/2023		Hall Rental	Hale Parish Counc	12.00	22,891.28	06/03/2023
239	06/03/2023		Hall Rental	Ruth Nickson	22.00	22,913.28	06/03/2023
241	06/03/2023		Hall Rental	JL Smith	24.00	22,937.28	06/03/2023
238	06/03/2023		Hall Rental	M Neto Gulinelli	22.00	22,959.28	06/03/2023
243	07/03/2023		Hall Rental	A L Woof	64.00	23,023.28	07/03/2023
242	07/03/2023		Hall Rental	AD Ryan	48.00	23,071.28	07/03/2023
245	09/03/2023		Hall Rental	Knitting Club	279.00	23,350.28	09/03/2023
246	09/03/2023		Hall Rental	Twilight Dancing	63.00	23,413.28	09/03/2023
244	09/03/2023		Hall Rental	J Arnaud	16.00	23,429.28	09/03/2023
			CLOSING BALANCE			**23,429.28**	
				Bank statement should show		**£23,429.28**	

Created by Scribe

Hale Village Hall

Transaction listing for account 60-83-01 20430715 from 08 Nov 2022 to 09 Mar 2023

Date	Time	Description	Serial No	Debits	Credits	Balance
09Mar2023	06:44	Credit	25		63.00	23,429.28
09Mar2023	06:44	Credit	24		279.00	23,366.28
09Mar2023	03:13	J Arnaud			16.00	23,087.28
07Mar2023	13:59	WOOF A L			64.00	23,071.28
07Mar2023	03:14	RYAN AD			48.00	23,007.28
06Mar2023	18:35	SMITH JL			24.00	22,959.28
06Mar2023	12:00	HALE PARISH COUNCI			12.00	22,935.28
06Mar2023	10:29	RUTH NICKSON			22.00	22,923.28
06Mar2023	04:48	GULINELLI NETO M			22.00	22,901.28
03Mar2023	11:49	W Nkrumah			473.00	22,879.28
03Mar2023	08:28	MARTIN P&F/ROYS			30.00	22,406.28
02Mar2023	03:21	J Arnaud			16.00	22,376.28
01Mar2023	03:45	WOOF A L			48.00	22,360.28
28Feb2023	07:23	Salary		(576.34)		22,312.28
28Feb2023	07:12	Salary		(106.32)		22,888.62
28Feb2023	07:11	Salary		(395.20)		22,994.94
28Feb2023	07:04	Salary		(812.50)		23,390.14
28Feb2023	03:30	HALE LADIES KNITTI			48.00	24,202.64
27Feb2023	18:33	FORBES C			88.00	24,154.64
27Feb2023	15:58	SMITH JL			24.00	24,066.64
27Feb2023	14:29	Repayment		(12.80)		24,042.64
27Feb2023	14:29	Repayment		(20.00)		24,055.44
27Feb2023	14:29	B/P to: FIS Int Solutions		(43.00)		24,075.44
27Feb2023	14:29	B/P to: FIS Int Solutions		(43.00)		24,118.44
27Feb2023	14:29	B/P to: Freemans Ind. Sup.		(129.33)		24,161.44
27Feb2023	10:15	RUTH NICKSON			22.00	24,290.77
23Feb2023	10:59	NATIONAL ASSOCIA			162.00	24,268.77
22Feb2023	11:59	J Arnaud			16.00	24,106.77
22Feb2023	10:50	HUDSON LJ			30.00	24,090.77
21Feb2023	16:20	FRANCIS DOYLE			144.00	24,060.77
21Feb2023	03:15	SMITH JL			24.00	23,916.77
20Feb2023	18:35	WOOF A L			144.00	23,892.77
20Feb2023	06:31	Direct Debit (BT GROUP PLC)		(49.14)		23,748.77
20Feb2023	16:10	RUTH NICKSON			22.00	23,797.91
13Feb2023	10:42	RUTH NICKSON			22.00	23,775.91

13Feb2023	06:53	Credit	23		488.00	23,753.91
13Feb2023	06:31	Direct Debit (WATER PLUS)		(138.71)		23,265.91
13Feb2023	13:19	AQUI IC /			44.00	23,404.62
13Feb2023	03:10	CLAUDIA BURKE			88.00	23,360.62
13Feb2023	03:10	GULINELLI NETO M			44.00	23,272.62
10Feb2023	18:34	J Oliveira Gulinel			32.00	23,228.62
10Feb2023	10:50	FRANCIS DOYLE			192.00	23,196.62
07Feb2023	03:16	SMITH JL			24.00	23,004.62
03Feb2023	12:49	RUTH NICKSON			22.00	22,980.62
03Feb2023	10:40	MURUGESAN R			142.00	22,958.62
03Feb2023	08:57	MARTIN P&F/ROYS			24.00	22,816.62
02Feb2023	18:35	FOOTBALL PERFORMAN			35.75	22,792.62
01Feb2023	15:11	MCA FITNESS AND EVENTS LTD			75.00	22,756.87
31Jan2023	03:22	HALE LADIES KNITTI			96.00	22,681.87
31Jan2023	03:18	SMITH JL			24.00	22,585.87
30Jan2023	18:34	FORBES C			88.00	22,561.87
27Jan2023	08:20	HALE PARISH COUNCI			3,000.00	22,473.87
26Jan2023	06:30	Salary		(106.32)		19,473.87
26Jan2023	06:30	Salary		(395.20)		19,580.19
26Jan2023	06:28	Salary		(812.50)		19,975.39
26Jan2023	06:26	Salary		(576.34)		20,787.89
25Jan2023	06:34	Salary		(19.20)		21,364.23
25Jan2023	06:34	B/P to: H Roberts & Son Lt		(70.80)		21,383.43
25Jan2023	06:33	Repayment		(33.58)		21,454.23
25Jan2023	06:28	B/P to: FIS Int Solutions		(43.00)		21,487.81
25Jan2023	06:27	B/P to: Rachel A Owen		(16.00)		21,530.81
24Jan2023	03:15	WOOF A L			32.00	21,546.81
24Jan2023	03:15	SMITH JL			24.00	21,514.81
23Jan2023	11:41	RUTH NICKSON			44.00	21,490.81
23Jan2023	10:31	I mills			108.00	21,446.81
20Jan2023	11:59	LATHIF N			54.00	21,338.81
18Jan2023	10:49	MURPHY M A			90.00	21,284.81
18Jan2023	06:22	Direct Debit (BT GROUP PLC)		(49.14)		21,194.81
17Jan2023	14:00	WOOF A L			32.00	21,243.95
17Jan2023	06:34	Credit	22		90.00	21,211.95
17Jan2023	06:34	Credit	21		63.00	21,121.95
17Jan2023	06:34	Credit	20		264.00	21,058.95
17Jan2023	03:17	COLLINS WC			112.00	20,794.95
16Jan2023	18:36	SMITH JL			24.00	20,682.95
16Jan2023	10:41	FOOTBALL PERFORMAN			58.50	20,658.95
13Jan2023	10:50	FRANCIS DOYLE			192.00	20,600.45
12Jan2023	10:40	D Hazelhurst			40.00	20,408.45
12Jan2023	09:29	Toni McNamee			100.00	20,368.45
12Jan2023	06:20	Direct Debit (WATER PLUS)		(39.96)		20,268.45

10Jan2023	15:01	Rebecca Fadden		375.00	20,308.41
10Jan2023	10:40	WOOF A L		112.00	19,933.41
10Jan2023	03:18	SMITH JL		24.00	19,821.41
09Jan2023	10:49	VICKIE LLOYD		40.00	19,797.41
09Jan2023	16:19	VICKIE LLOYD		54.00	19,757.41
09Jan2023	03:11	MARTIN P&F/ROYS		12.00	19,703.41
04Jan2023	03:17	Mersey Wave C.i.c.		336.00	19,691.41
03Jan2023	04:06	A Mitchell		144.00	19,355.41
03Jan2023	18:33	ACTIVITY CO T/AS		200.00	19,211.41
31Dec2022	19:09	Service Charge	(18.00)		19,011.41
28Dec2022	06:37	Salary	(812.50)		19,029.41
28Dec2022	06:33	Salary	(395.20)		19,841.91
28Dec2022	06:32	Salary	(576.34)		20,237.11
28Dec2022	11:09	Daniel Myers		96.00	20,813.45
23Dec2022	14:59	HALE PARISH COUNCI		510.72	20,717.45
23Dec2022	14:54	B/P to: G Wainwright	(415.00)		20,206.73
22Dec2022	14:31	B/P to: Freemans Ind. Sup.	(133.05)		20,621.73
21Dec2022	06:35	HALE PARISH COUNCI		55.50	20,754.78
20Dec2022	06:47	Repayment	(510.72)		20,699.28
20Dec2022	06:45	Salary	(106.32)		21,210.00
20Dec2022	06:44	Repayment	(77.95)		21,316.32
20Dec2022	06:38	B/P to: Classic Lifts	(72.00)		21,394.27
20Dec2022	06:35	B/P to: FIS Int Solutions	(43.00)		21,466.27
20Dec2022	03:22	SHINNICK RJ		80.00	21,509.27
19Dec2022	18:35	FORBES C		66.00	21,429.27
19Dec2022	06:34	Direct Debit (BT GROUP PLC)	(49.14)		21,363.27
15Dec2022	03:25	L McCully		350.00	21,412.41
13Dec2022	06:23	Direct Debit (WATER PLUS)	(40.63)		21,062.41
13Dec2022	03:15	WOOF A L		132.00	21,103.04
13Dec2022	03:15	SMITH JL		24.00	20,971.04
09Dec2022	12:59	FRANCIS DOYLE		144.00	20,947.04
06Dec2022	03:22	SMITH JL		24.00	20,803.04
06Dec2022	03:21	RUTH NICKSON		22.00	20,779.04
05Dec2022	11:49	Lakes & Rivers Ltd		90.00	20,757.04
02Dec2022	18:35	MARTIN P&F/ROYS		18.00	20,667.04
29Nov2022	10:50	FORBES C		88.00	20,649.04
28Nov2022	18:34	SMITH JL		24.00	20,561.04
28Nov2022	06:53	Salary	(812.50)		20,537.04
28Nov2022	06:51	Salary	(576.34)		21,349.54
28Nov2022	06:39	Salary	(106.32)		21,925.88
28Nov2022	06:39	Salary	(395.20)		22,032.20
28Nov2022	14:09	Kelsie Gillan		72.00	22,427.40
25Nov2022	03:33	GLEAVE D		104.00	22,355.40
24Nov2022	12:40	Opera Viva Merseyside		244.00	22,251.40

24Nov2022	10:29	RUTH NICKSON		22.00	22,007.40
22Nov2022	11:49	MCLOUGHLIN I & A		48.00	21,985.40
21Nov2022	18:35	SMITH JL		24.00	21,937.40
18Nov2022	06:25	Direct Debit (BT GROUP PLC)	(48.22)		21,913.40
16Nov2022	10:49	RUTH NICKSON		22.00	21,961.62
14Nov2022	18:36	SMITH JL		24.00	21,939.62
14Nov2022	16:10	WOOF A L		64.00	21,915.62
14Nov2022	06:30	Direct Debit (WATER PLUS)	(39.96)		21,851.62
14Nov2022	13:00	A Mahdi		72.00	21,891.58

Hale Village Hall

SITE AUDIT BY PETER PLATT AND JASON BROWN

Friday, 30 December 2022

Prepared For Hale Village Hall Management Committee

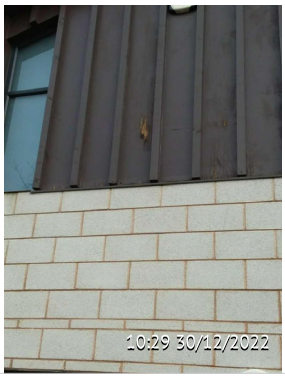
75 Issues Identified

Issue 1

Assignee Front Elevation

No mastic to movement joint
This should of been done by the builder potential fire risk also damp can enter the building

3 quotes needed
Chase builder up first as this should of been done to sign the building off



Issue 2

Assignee Front Elevation

Poor maintenance to cladding

3 quotes needed and also to price up materials to see if this can be done as a working group

Issue 3

Assignee Phone box

Door opening on to pavement
Earth prob is needed

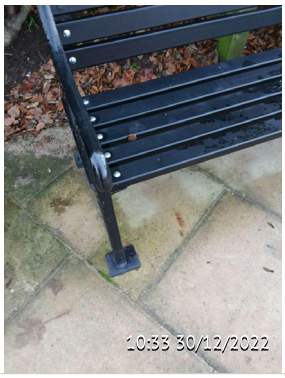
Planning needs to be checked
electrician needs to have a look

Issue 4

Assignee End Of Pavement

Timber post missing and rotting

Jason Brown providing just waiting on 3 locks

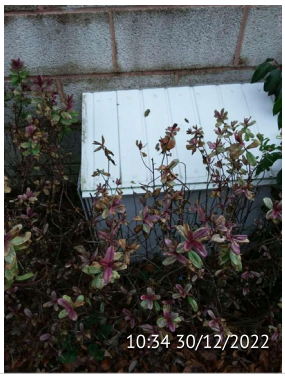


Issue 5

Assignee Bench

Not sercured to floor

Caretaker to secure bench



Issue 6

Assignee Gas Meter

Not in a secured water sealed

VHMC to chase up

Issue 7

Assignee Walk Way To Side Of Hall

Pipe sticking out

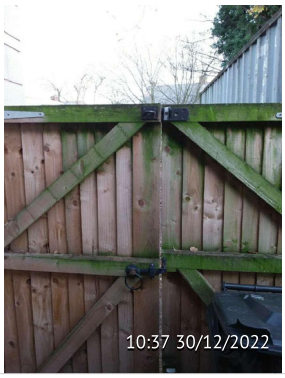
Caretaker to cut off

Issue 8

Assignee Container

Cleaning cert
Earth prob

VHMC to chase up

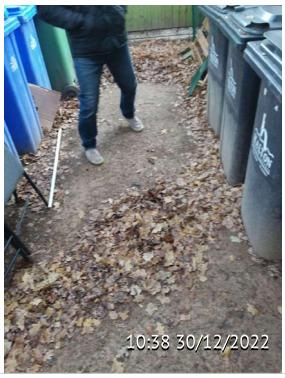


Issue 9

Assignee Bin Store

No lock

VHMC to purchase a lock

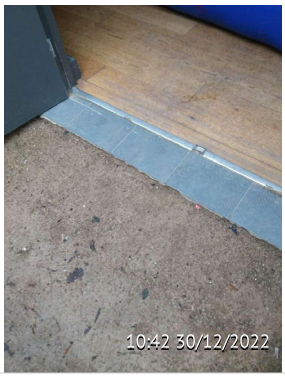


Issue 10

Assignee Bin Store

Needs a good clean

Caretaker

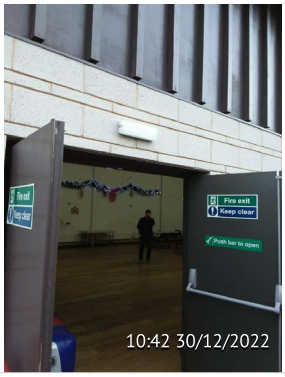


Issue 11

Assignee Fire Exit

Trip hazard

VHMC to look at safer option



Issue 12

Assignee Fire Exit

Measure up for canopy

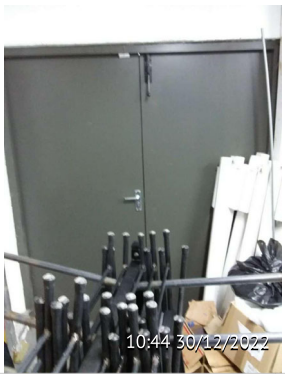
Jason Brown to measure up VHMC to source 3 quotes

Issue 13

Assignee Store Room

Paint and cleaning solutions should be locked up

Caretaker to sort out and VHMC to monitor

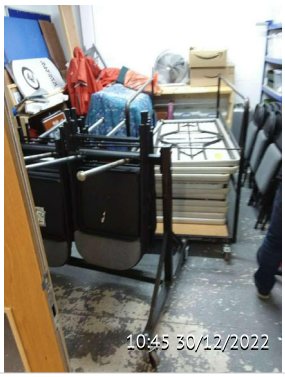


Issue 14

Assignee Store Room

Door blocked

Caretaker to sort out and VHMC to monitor



Issue 15

Assignee Store Room

Needs a good sort out and floor could do with painting

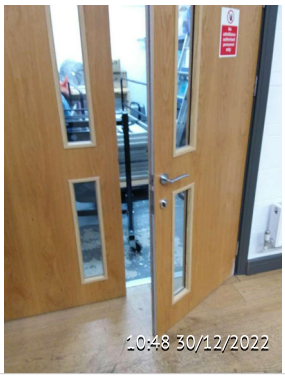
Caretaker to sort out and VHMC to monitor

Issue 16

Assignee Store Room

Pat test on fridge out of date

VHMC to source qualified electrician to Pat test all electrical appliance's in VH



Issue 17

Assignee Store Room Door

Left open surly should be locked when hall is hired out

Door needs to be locked and monitored by VHMC

Issue 18

Assignee Main Hall Next To Store Room

Wire for Christmas lights not secured or pat tested

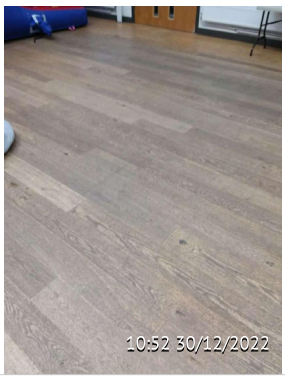
Wires will be removed by 03/01/22
This can't happen again and any appliance's need Pat testing

Issue 19

Assignee Main Hall

Wire for Christmas lights not secured or pat tested
Cable for bouncy castle not pat tested

Wires will be removed by 03/01/22
This can't happen again and any appliance's need Pat testing

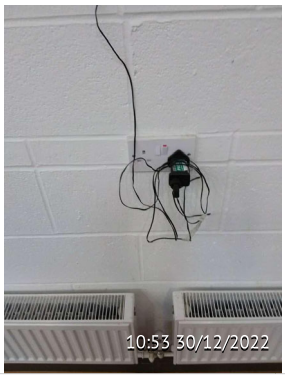


Issue 20

Assignee Main Hall

Flooring needs looking at

VMNC to source flooring companies to see what can be done with the floor before looking at replacing

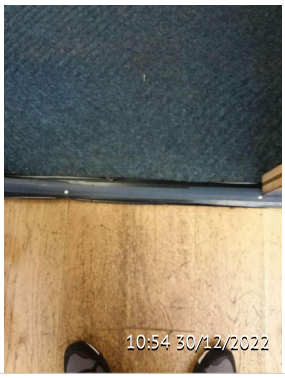


Issue 21

Assignee Main Hall

Wire for Christmas lights not secured or pat tested

Wires will be removed by 03/01/22
This can't happen again and any appliance's need Pat testing

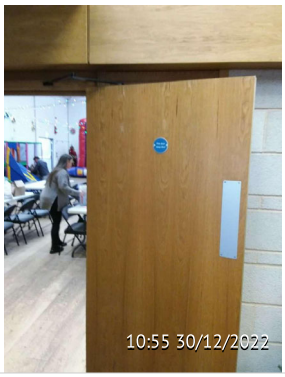


Issue 22

Assignee Door To Main Hall

Threshold not secured needs addressing

VMNC to source flooring companies to see what can be done with the floor before looking at replacing

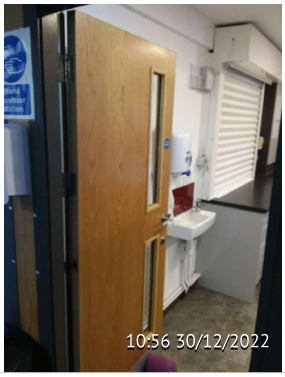


Issue 23

Assignee Main Door

Fire door wedged open

Fire doors need to kept shut at all times and not wedged open VHMC to monitor

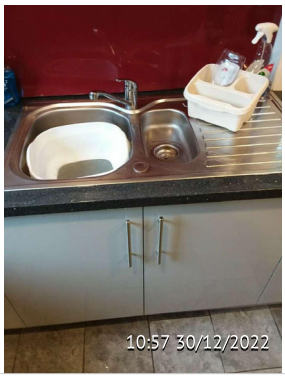


Issue 24

Assignee Kitchen

Fire door wedged open

Fire doors need to kept shut at all times and not wedged open VHMC to monitor

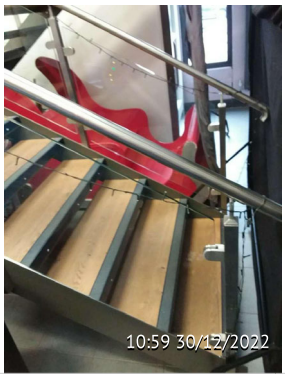


Issue 25

Assignee Kitchen

Sink to be changed to double sink

VHMC to source 3 quotes to replace sink



Issue 26

Assignee Staircase

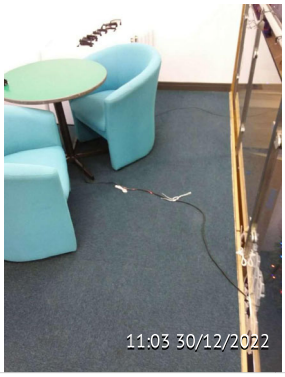
Wire not secured

Wires will be removed by 03/01/23
Look at a safer way to hang them
VHMC to monitor

Issue 27

Pins and scissors in first aid box kids could gain access to

VHMC to purchase new first aid box's



Issue 28

Assignee 1st Floor Landing

Leads on floor trip hazard

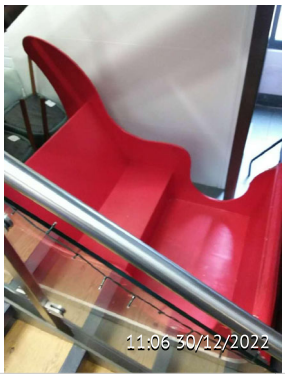
Wires will be removed by 03/01/23
Look at a safer way to hang them
VHMC to monitor

Issue 29

Assignee 1st Floor Landing

Tables not secure

Tables need moving to store room by the caretaker



Issue 30

Assignee Under Stairs

Should be in the container

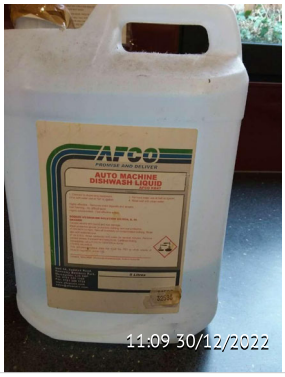
Caretaker or Wellbeing committee to move

Issue 31

Assignee Kitchen

Keys should be locked up

Jason Brown to provide key locker



Issue 32

Assignee Kitchen

Should be out or reach

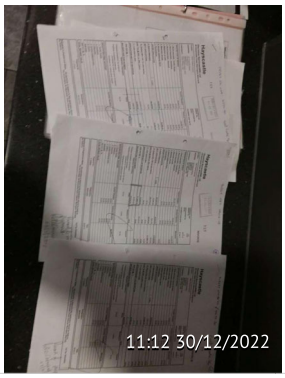
Should not be on the floor clearly displays corrosive
if this can't be stored safely the glass washer is the wrong one for the kitchen.
Should be sold and a dishwasher purchased

Issue 33

Assignee Kitchen

Dishwasher solutions should be locked up

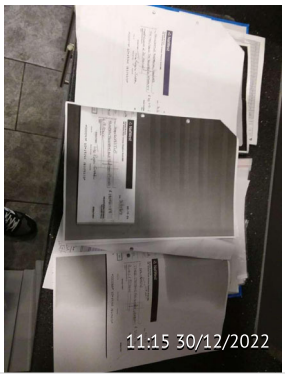
Should not be on the floor clearly displays corrosive
if this can't be stored safely the glass washer is the wrong one for the kitchen.
Should be sold and a dishwasher purchased



Issue 34

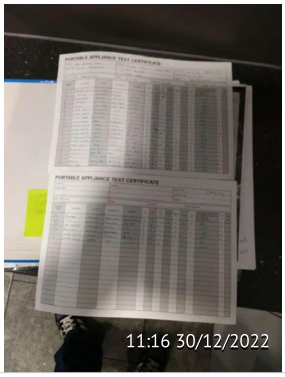
Assignee Kitchen

Should old invoices and copies of cheques be in the boiler cupboard in the comments and observation file



Issue 35

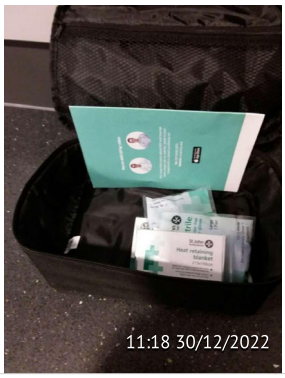
Assignee Same As Issue 34



Issue 36

Assignee Kitchen

Copies of pat certificate to 15/12/22 now out of date



Issue 37

Assignee Kitchen

First aid box needs replacing empty

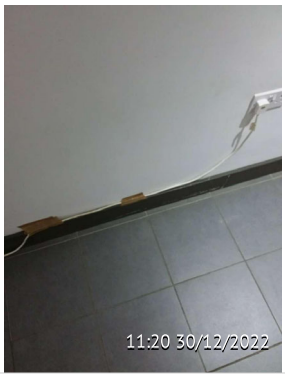
VHMC to purchase new first aid box's

Issue 38

Assignee Kitchen

Sink cracked

Jason Brown will try and source a new one and then will need to be fitted the same time as the sink



Issue 39

Assignee Corridor To Toilets

Wire not really secure

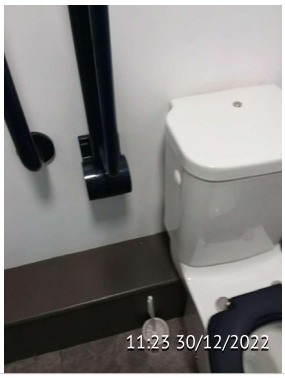
Wires will be removed by 03/01/23
Look at a safer way to hang them
VHMC to monitor

Issue 40

Assignee Toilets

Plugs need to be changed

3 quotes needed possibly could be fitted the same time as the sink in the kitchen



Issue 41

Assignee Disabled Toilet

Is the overflow missing or is it internal
No mirror in here needs one

Ask the plumber who fits the kitchen sink to take a look

Issue 42

Assignee Disabled Toilet

When was last checked and how often

Brian or the caretaker should be able to answer this one

Issue 43

Assignee Disabled

Who empties this bin

Brian or the caretaker should be able to answer this one

Issue 44

Assignee Loft

Is the water tank up here?
Has the water been checked and when?

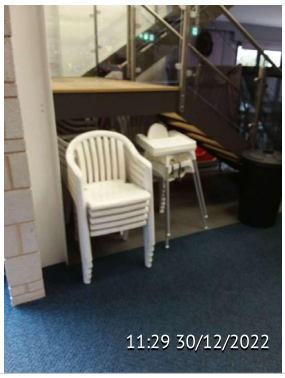
Will need access to the loft so will need keys.
Brian or the caretaker should be able to answer about water testing

Issue 45

Assignee Fire Alarm

No test report to be found

Proof of this needs to be shown to VHMC ASAP
Is the panel connected to the fire station or a monitoring station
Brian should be able to answer this



Issue 46

Assignee Understais

Should be in container potential fire hazard

Caretaker to remove ASAP
VHMC to monitor

Issue 47

Assignee Lobby

Remote for velux window's flat

Is this really the best place for it?

Issue 48

Assignee Downstairs Lift

Lift lock
How is lift used?
Nothing on show

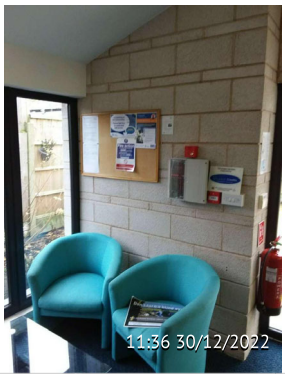
Are there any safety certificates for the lift?
how often does it need checking?
when was it last checked?
Brian should be able to answer this.

Issue 49

Assignee Front Door

Gap in front door should have a 10 year warranty on them

VHMC to chase up the builder on this

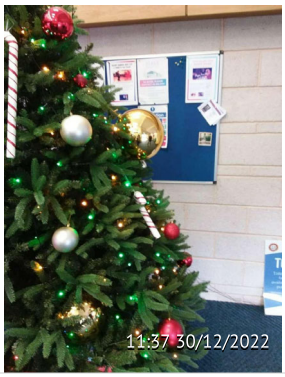


Issue 50

Assignee Lobby

Should there be a health and safety at work poster up?

I have checked up today and if you employ anyone this is needed and should be visible



Issue 51

Assignee Lobby

Fire action obstructed

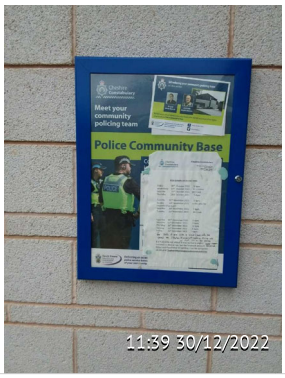
The tree will be removed by 03/01/23
but shouldn't happen

Issue 52

Assignee Front Door

Measure up for a canopy

Jason Brown to measure up VHMC to source 3 quotes

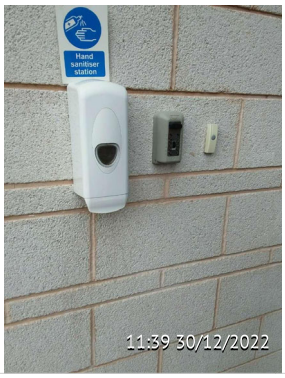


Issue 53

Assignee Outside Front Door

Police notice board out of date

VHMC to chase up.
If the police don't want to update it can it be removed?

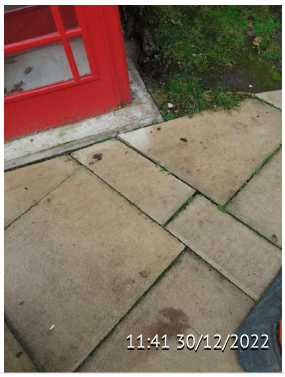


Issue 54

Assignee Outside Front Door

Lock box to be removed

Caretaker



Issue 55

Assignee Outside

Trip hazard on flags

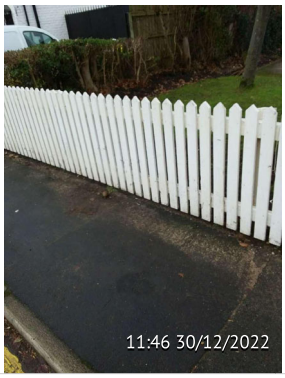
Caretaker

Issue 56

Assignee Telephone Box

Plastic ducting smashed and see the cable security bolts been replaced with wood screws

Electrician needs to have a look



Issue 57

Assignee Outside

Fence needs painting

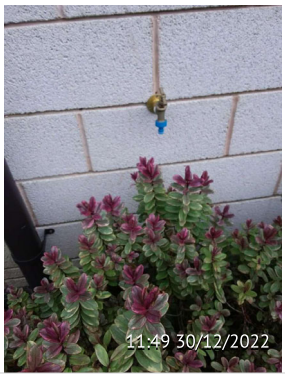
Caretaker

Issue 58

Assignee Outside

Notice board needs tidying up and new fire assembly point sign

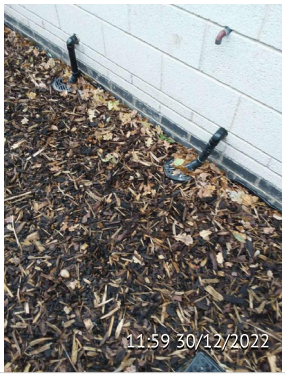
Caretaker



Issue 59

Assignee Pathway

Outside tap could do with a lock on

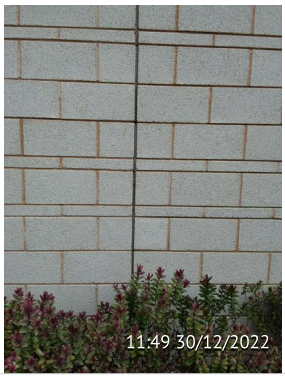


Issue 60

Assignee Side Elevation

Grids full of leaves need cleaning

Caretaker / Gardener



Issue 60

Assignee Pathway

No mastic to movement joint
This should of been done by the builder potential fire risk also damp can enter the building

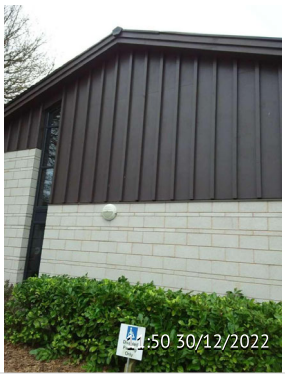
3 quotes needed
Chase builder up first as this should of been done to sign the building off

Issue 61

Assignee Pathway

All timber needs painting

Caretaker or possible working group

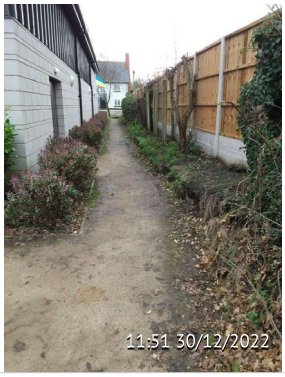


Issue 62

Assignee Rear Of The Hall

All timber needs painting

Caretaker or possible working group



Issue 63

Assignee Pathway

Needs a good clean up and possibly take old fence posts out

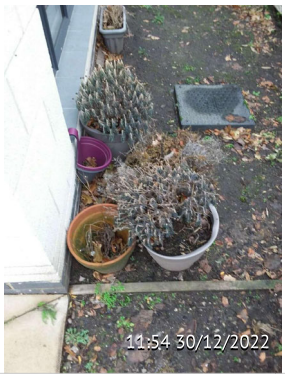
Caretaker / Gardener

Issue 64

Assignee Car park

Good clean up needed

Caretaker / Gardener



Issue 65

Assignee Side Elevation

Dead plants need removing

Caretaker / Gardener

Issue 66

Assignee Main Entrance

Dead plants need removing

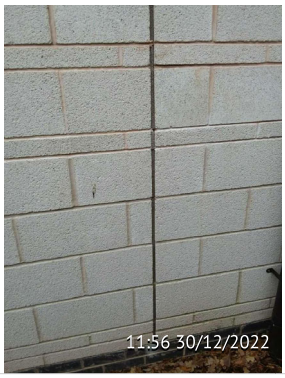
Caretaker / Gardener

Issue 67

Assignee Side Elevation

Timber needs painting

Caretaker or possible working group

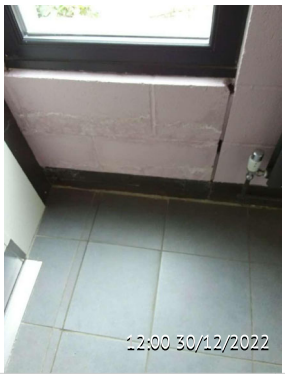


Issue 68

Assignee Side Elevation

No mastic to movement joint
This should of been done by the builder potential fire risk also damp can enter the building

3 quotes needed
Chase builder up first as this should of been done to sign the building off

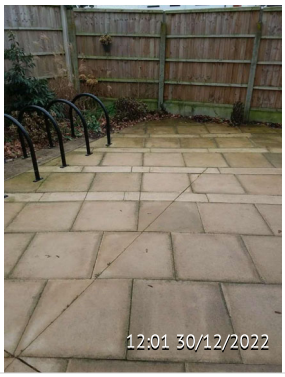


Issue 69

Assignee Coffee Area

No mastic to movement joint has caused damp inside the building

3 quotes needed
Chase builder up first as this should of been done to sign the building off



Issue 70

Assignee Main Entrance

Good clean up needed

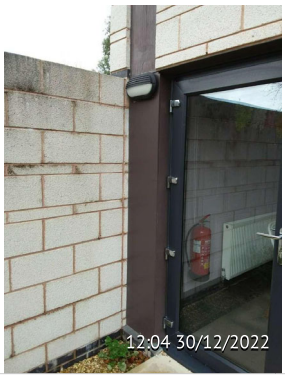
Caretaker / Gardener

Issue 71

Assignee Main Entrance

Sign needed asking children not to climb on the cannon

VHMC to purchase



Issue 72

Assignee Outside Of Coffee Shop Area

Timber to the side of door needs replacing

Possible working group to do the work, VHMC to purchase materials or 3 quotes

Issue 73

Assignee Phonebox

Paintwork needs addressing as starting to rust

Caretaker

Issue 74

Assignee Pavement Area

Sign for the village hall needs fixing as one of the straps have snapped

VHMC or HPC to report to Halton council

Observation	Corrective Action	Res Person	Target Date	Status
EICR overdue	Complete EICR	Brian Hargreaves	15th December 2022	COMPLETED
Failure to carryout weekly fire alarm test	Reinstate weekly test	Brian Hargreaves	11th December 2022	COMPLETED
No visible fire action signs	Implement fire signs	Brian Hargreaves	w/e 16th December 2022	COMPLETED
No lift signage	Signage required: In Case of Fire Do Not Use Lift	Brian Hargreaves	w/e 16th December 2022	COMPLETED
Material stored under stairwell	Remove and locate in designated store	Caretaker	w/e 16th Dec 2022	COMPLETED
No CCTV Signage	Implement signage, inform all personnel CCTV in operation	Brian Hargreaves	11th December 2022	COMPLETED
Plastic waste bins have the potential for ignition	Consider replacing with fire resistant bins.	Brian Hargreaves	Jan 30th 2023	Various - Type To be agreed
Boiler service overdue (last serviced 20 Jan 2021	Boiler service required annually	Brian Hargreaves	Jan-23	Request authority to purchase Gas Meter Cover from HVHC
Evac Chair: No training records. No service schedule	Consider removing Evac chair and update evacuation plan	VH Committee	Jan 30th 2023	Village Hall Meeting
Fire alarm is not connected direct to emergency services	Consider a link to emergencies services	VH Committee	Jan 30th 2023	Quote Received for approval - FIS
Fire Extiguisher C02 not mounted and not serviced	Remove	Caretaker	11th December 2022	COMPLETED
Fire Mangement	Evacuation Procedure to write/review	VH Committee	TBC	Available for review
In house fire inspections not carried out	Staff to be trained in fire safety. Fire marshalls to be appointed.	VH Committee	TBC	Village Hall Meeting
No Fire Safety Notices displayed on notice board.	Display fire notices	Caretaker	11th December 2022	COMPLETED
No testing of emergency exits	Implement a weekly emergency exit door log	VH Committee	TBC	Village Hall Meeting
No records of fire drills eg evacuation.	Implement a six monthly fire evacuation drill	VH Committee	TBC	Village Hall Meeting
PAT's overdue, last test September 2020	Reinstate annual PAT's	Brian Hargreaves	15th December 2022	COMPLETED
No First Aid Box Notice	Signage Required : First Aid Box	Caretaker	11th December 2022	COMPLETED

Hale Village Hall Incident Report Forms

Incident 001 Description	Shard of glass may have caused injury.
Date/Time	25th November 2022 15.15hrs
Location	Hale Village Hall path leading to the rear car park.
Details	A shard of glass measuring approx. 100m x 20mm was found on the path leading from the front of the hall to the rear car park. The glass could had resulted in an injury if contact was made by a pedestrian or companion animal.
Immediate Action	The shard of glass was removed from the path and placed into a recyclable waste bin.
Further Action	This may be defined as a housekeeping incident. Include external housekeeping requirements on the Caretakers daily schedule.
Status	Complete

Incident 002 Description	Failure to carry out week Fire Alarm testing
Date/Time	28th November 2022 21.40hrs
Location	Hale Village Hall
Details	Confirmation during the closure of a Village Hall Management meeting that the weekly testing of the fire alarm had lapsed. Testing of the alarm weekly is in accordance with Regulatory Reform (fire safety) Order legislation.
Immediate Action	Reinstate the weekly fire alarm testing.
Further Action	Training to be given to the halls Caretaker to undertake and record the testing on a weekly basis. Completion date 11th December 2022.
Status	Complete

Hale Village Hall Incident Report Forms

Incident 003 Description	Accident investigation not concluded.
Date/Time	05th December 2022 20.35hrs
Location	Hale Village Hall
Details	Details of an accident dated 7th March 2022 was found in the incident log binder written by a hall user. An injured party (IP) had a head injury and was taken to hospital. No details of an accident investigation were evident.
Immediate Action	Locate and make visually available, an Accident book.
Further Action	Awareness to all employees to review the accident book daily. Report all accidents to the halls Responsible Person (RP). Training/awareness of what accidents should be RIDDOR reportable. Accidents to be investigated by the RP.
Status	Open.

Incident 004 Description	Housekeeping, general waste that had not been removed for several days.
Date/Time	6th December 2022 08.10hrs
Location	Hale Village Hall external bench.
Details	General waste consisting of two plastic half-filled water bottles were found on the public bench located on the front patio of the hall. The bottles remained uncollected for four days.
Immediate Action	None administered. Both bottles were removed and binned by a member of the management team on 09th December 2022.
Further Action	Ref incident 001. This may be defined as a housekeeping incident. Include external housekeeping requirements on the Caretakers daily schedule.
Status	Complete

Hale Village Hall Incident Report Forms

Incident 005 Description	Slip resulting in a shoulder injury to the Injured Party (IP).
Date/Time	9th December 2022 Late Afternoon
Location	High Street Hale Village
Details	IP slipped when alighting from the car. The pavement/road would have been frozen due to severe cold weather.
Immediate Action	The IP was brought back to the hall for first aid treatment.
Further Action	None. Consideration must be taken the event occurred off the Village Hall premises.
Status	Closed

Incident 006 Description	
Date/Time	
Location	
Details	
Immediate Action	
Further Action	
Status	

Hale Village Hall Report Forms

Incident 006 Description	Housekeeping Potential breach of hire Terms and Conditions.
Date/Time	18th December 2022 10.10hrs
Location	Hale Village Hall
Details	A comment from a member of the VH management committee included the hall had been left in a unsatisfactory state following a party from the previous evening. An observation was made the day following the event of cleaning activity within the hall resulting in five full waste bins awaiting collection.
Immediate Action	The Committee member was asked if he had raised an incident but responded in a statement that the matter did not require any further attention from this same person.
Further Action	Investigation should define if there was a breach of the hall hire T&C's in particular cleaning and waste disposal by the client. The event closed at 23.00hrs. The clerk is to establish if a cleaning charge was included at the time of booking. A cleaning charge incorporated at the time of booking would have implemented a cleaning programme by hall employees. The booking clerk should provide details of the scope of the hirers requests at the time of accepting the booking.
Status	Open

Investigation Report 006

Peter Platt 20th December 2022

Executive Summary:
This investigation is to confirm the validity of the booking process of hall hire, from the time of excepting the Clients booking through to the mitigation of cleaning, in accordance with the hall hire Terms and Conditions.
For this investigation, relevant subsections only, appropriate of the hall hire Terms and Conditions have been reviewed.
Terms and Conditions of hall hire comprise of a comprehensive nine-page document.
There are three part time employees reporting to the halls line manager.

*For information only: Quality management investigations provide governance that a service consistently functions well.

Findings:
There is no documentation or online availability of specific hall Policies and Procedures of which the Client is expected to have an understanding as detailed in the Terms and Conditions.

Corrective Actions:
Provide and make ease of access approved Policies and Procedures specific to the hall.
Identify the responsible trained member of staff and deputy to provide verbal governance to the Client of the Policies and Procedures while in attendance at the hall.
Review the Terms and Conditions document.

For information only: Specific documented Policies and Procedures are critical components of an effective and compliant management system.

Further Observations:
The client is required to sign a declaration as part of the booking process to confirm understanding of the T&Cs. Some subsections of the T&Cs are invalid and are no longer compliant.
This may compromise the validity of the T&Cs as a contractual document.

For information only: Terms and Conditions is a document of which the client is agreeing to, making the T&Cs a legally binding contract between the Service Provider and the Client.

The hall hourly hire rate does not correlate with the cost of the hall day rate and requires reviewing.

Investigation Addendum:
There was a contradiction of the condition of the hall post hire, described as “in an unsatisfactory state” by the observer. A concluding comment stated that no further attention was required from the observer which resulted in a conflict of interest and raises concern regarding quality management governance of the hall.
*See Executive Summary.

Incident 007 Description	Fire Hazard. Storage of plastic chairs stacked under the internal stairwell of the hall.
Date/Time	30th December 2022 09.20hrs
Location	Hale Village Hall Foyer
Details	A number of plastic garden chairs in addition to other combustible items are being stored out of compliance to that of a recent Fire Risk audit. Items observed have been stored in this location for 19 days.
Immediate Action	Fire Risk Assessment controls should be always followed. Control measures should be communicated and trained out to all staff members by the hall manager. A member of staff should be detailed to clear the area.
Further Action	Findings as part of a Fire Risk Assessment was conducted by a third-party service provider on 4th November 2022.The findings recorded materials/equipment being kept/stored beneath the stairwell. It was the assessor's advice to remove these. The hall manager was present during the time of the audit identified in the report as the halls management of fire safety. No fire training records are held.
Status	Open

Incident 008 Description	Fire Hazard. Canister of Liquid Fuel brought into the main hall by the Client in preparation of a kiddie's party.
Date/Time	30th December 2022 11.10hrs
Location	Hale Village Hall Main Hall
Details	In preparation of a kiddie's party several canisters of Liquid Fuel were observed for use to heat food prepared hot plates. Hot plates were on a cloth covered table.
Immediate Action	None. This observation formed part of an audit inspection.
Further Action	The halls hire Terms and Conditions stipulate no naked flames unless by prior agreement. No employee was in the hall during party preparation. A review of the booking requirement is needed to confirm if the canisters were permitted. The process of booking should be amended to include the presence of an employee for party preparations. Employee Performance Appraisal is required. The line manager is the Responsible Person and should always provide governance.
Status	Open

Incident 010 Description	Breach of Fire Order Fire doors observed being wedged open.
Date/Time	17th February 2023 17.30hrs
Location	Hale Village Hall Internal entrance into Main Hall
Details	Observation of the Fire Doors wedged open. Hall was closed, no occupancy present.
Immediate Action	Informed hall chair and clerk via email with immediate effect. It was evident that the hall had been used mid afternoon to prepare for a function that same evening.
Further Action	Response from the halls H&S Responsible Person that the hirer will be made aware of this observation, suggesting the hall had been unoccupied for 1 hour. The observation of wedged open Fire Doors is a repeat occurrence. A root cause investigation by the RP should result in implementing appropriate control measures to ensure a further similar event is not repeated. Communication of such controls should be communicated to the VHMC and monitored for effectiveness.
Status	Open

Incident 011 Description	Surface Rainwater Prevention due to the depth of rainwater by pedestrians requiring the use of the path leading from the rear to the front of the hall.
Date/Time	24th February 2023 13.00hrs
Location	Hale Village Hall External pedestrian path.
Details	Notification by third party. Following a torrential down pour significant surface rainwater prevented access to the rear of the building.
Immediate Action	None.
Further Action	Drainage assessment of the path to be made by the Caretaker. Mediation work to be undertaken dependant on assessment findings. Particular attention must include surface water immediately upon exit via the main hall fire door.
Status	Open

Incident 012 Description	Breach of Control of Substances Hazardous to Health (CoSHH) Regulations.
Date/Time	01st March 2023 08.45hrs
Location	Hale Village Hall Main Hall Storeroom
Details	Container of detergent accessible to all hall users. The container displays a hazard warning pictorial giving reference that the substance is hazardous. The Material Safety Data Sheets (MSDS) warns the substance is an irritant/toxic. The storeroom door is left unlocked as a matter of user accessibility: Recorded response by the acting person for Health and Safety. Ref audit 28th December 2022.
Immediate Action	Caretaker to remove the substance and store according to CoSHH training. This observation is a repeat of an audit finding dated 28th December 2022.
Further Action	CoSHH Regulations are recorded in the hall's H&S Policy and that same policy details that records are kept of all activities of which assessments have been made, including all activities required by statute, including CoSHH. The hall employee induction includes that of CoSHH awareness. Several task related Risk Assessments include CoSHH awareness/training as a control measure. This is a retraining opportunity for responsible personnel. Poor housekeeping should be considered as a causal factor.
Status	Open

Hale Village Hall Incident Reporting

Hale Village Hall Management Committee have, in conjunction with the hall hire Terms and Conditions, require all Incidents and accidents to be reported.
The reporting of incidents is the responsibility of the Hirer Responsible Person, Employees, and the halls Management Committee.

Incident reporting forms part of a process of capturing, recording, and managing occurrences such as property damage, unsafe conditions, unsafe practices, housekeeping, near misses or hazards.

Incident: any unexpected event or observation that does not result in serious loss or injury

Accident: any unexpected event that causes damage, injury, or harm.
(please enter all accidents in the Accident Report book provided.)

The process of Incident Reporting involves completing an Incident Report form when an occurrence has been observed or has taken place.
This Incident logbook will be reviewed **daily** by Village Hall employees and as far as reasonably practicable the incident will be mitigated to a safe condition with immediate effect.
Details of all incidents will be communicated to the halls Responsible Person daily who in turn will implement a long-term corrective action to prevent the incident from escalating or from happening again.

Long term corrective actions might involve implementing additional risk management, awareness, and training to assist employees to understand the causal factors of what happened in order to prevent a repeat occurrence.

This incident reporting process will be used to create a data base or spreadsheet (Corrective Action Responses) to store reports and corrective actions which, in turn will be used to identify patterns of underlying issues and potential risks within the hall.

FIS Integrated Solutions

Customer Name:	Brian Hargreaves
Site Name:	Hale Parish Hall
Quotation Number:	CC10654
Reference:	ALARM SIGNALING CONTRACT
Date:	08/12/22

1: JOB SPECIFICATION

CONTRACT RENEW & SIGNALING UPGRADE QUOTATION

to Install Digi Air Pro CSL 4g Alarm Communication Equipment to allow for intruder alarm and fault signals to be sent to our alarm Receiving Center EMCS

to Install Digi Air Pro FIRE EN54 CSL 4g Alarm Communication Equipment to allow for Fire alarm and fault signals to be sent to our alarm Receiving Center EMCS

SSAIB Alarm Receiving Center (ARC) will process the information that it receives from the signaling equipment and carry out the appropriate action, according to your wishes, subject to a set of rules which are dictated by the British Standard, SSAIB and the police. Please visit SSAIB.org for further information.

If you had a dedicated BT line for your previous signaling system, you would be able to remove this line and subsequent charges as the new system no longer relies on the PTSN network, new annual service, maintenance & monitoring contract will apply from commission date, your annual maintenance charges will remain the same.

Install of new Signalling Equipment as above	£250
Signal connection charge	£149
CS.51.R2 Digi Air Pro - 4G INTRUDER	£25 pm
CS.54.R3 Digi Air Pro - 4G FIRE	£25 pm

Security solutions
Maintenance Services

FIS Integrated Solutions
69 Cherry Avenue
Liverpool L4 6UY

Tel: 0151 521 4543
Email: info@fissolutions.co.uk
www.fissolutions.co.uk

2: Your Quotation CC10654

FIS Integrated Solutions present terms & conditions state the cancellation period as 90 days written notice to be given prior to contract end as per T&Cs overleaf.

Email confirmation will be acceptable of agreement with this quotation and its Terms & Conditions.

Service	Price

Please indicate by tick box which service you are accepting.

				Tick
1	Charges as per page 1			
2				
3				
4				
5				
6				
7				

QUOTATION

- Any equipment installed by FIS will be warranted for 12 months from date of installation.
- Non Charged Installed equipment such as signaling devices will remain the property of FIS Integrated Solutions and will be removed upon termination
- This quotation and price information is confidential and exclusively for use of the recipient listed in this quotation and shall not be disclosed to others without written agreement.
- The quotation is based on the assumption that all parts of the system to be installed and serviced are safely accessible by ladder or steps. If scaffolding or other means of access are required, then charges will apply at notified rates, please inform us of any special access requirements.
- FIS cannot accept responsibility or any liability for the performance or reliability of equipment or wiring that has not been approved, supplied and/or installed by ourselves. If offering an extension or takeover of systems, it is assumed that the existing system is fully operational and serviced in accordance with the relevant British Standard, charges will be notified to bring the system up to standard or to replace existing faulty equipment.
- This quotation is open for acceptance for a period of 60 days from the date of submission.
- FIS Integrated Solutions standard terms and conditions overleaf will apply. Cancelation is 90 days notice prior to term end as per T&Cs or Contract renews for a further 12 months

ACCEPTANCE

Please indicate your acceptance by signing below or giving us instruction in writing or via email.

To signify your acceptance of this offer & FIS Integrated Solutions terms and conditions, please sign and return one copy of this page or indicate your willingness to accept in writing or via email.

I/we the (subscriber) accept this quotation subject to the stated terms and conditions overleaf which shall form part of the agreement between us..

Signature……..…..Name(print)……..……..…….

Company……Date

FOR & BEHALF OF FIS INTEGRATED SOLUTIONS

Signature……..…..Name(print)……..……..…….

Company……Date

CC10654

GENERAL TERMS AND CONDITIONS

Between the customer & FIS Integrated Solutions Ltd herein known as FIS

1 Interpretation
"Contract Period" means from the commissioning or operative date or service start date for a period of 5 yrs
"Contract renewal period" means from the date the original contract period ended & for a further 12 months.
"Charges" means all and any of the charges as originally agreed inclusive of annual increases.
"Initial Period" means from the commissioning or operative date or service start date for a period of 5 yrs
"Operative Date" means the date on which the services described in the Schedule are first Commissioned or made operative;
"Premises" means the premises of the Customer at which the System is installed or services provided:
"Services" means the services (if any) described in the Schedule and includes inspection, whether or not repairs are necessary;
"System" includes all and any equipment installed or maintained by FIS under this agreement.
NOTE: Charging or billing period shown on your invoice may not reflect the contract period.

2. System and Services
(a) FIS will sell and the Customer will purchase the System/services subject to these terms and conditions.
(b) FIS will install the System and/or provide to the Customer the Services described in the Schedule for the Contract Period and thereafter until this agreement is terminated in accordance with condition 7(a).

3. Charges
(a) The Charges are exclusive of value added tax.
(b) FIS may in respect of the second and subsequent years of this agreement vary the Annual Service Charge with *effect from* an anniversary of the Operative Date to cover any increase in the costs of providing the Services.

(c) In addition to the Charges the Customer shall be responsible for payment of the following:
(i) installation and rental charges for connection facilities between the System and FIS's central station;
(ii) false alarm assessments, taxes, fees or charges imposed by any government, police or other agency in respect of the installation or operation of the System or the provision of the Services:
(iII) any increase in or additional charges to FIS for the provision or modification of telephone and other facilities required for the transmission of signals or imposed by any fire or police authority, local authority, telecommunications agency or other third party.
Any such additional payments shall be made to the relevant supplier or agency or to FIS if billed by that supplier or agency to FIS
(d) Additional charges at FIS's then applicable rates for labour and materials shall be payable by the Customer to FIS for Services provided in the following circumstances:
(i) *where the* Schedule states that a charge will be made for the relevant Services and for all Services relating to window foil. any exterior mounted devices or PROM (Programmable Read Only Memory):
(ii) where Services are provided outside the normal working hours referred to in condition 5(c):
(iII) where alterations to the System are made at the Customer's request or are made necessary by changes to the Premises:
(iv) where the Customer has failed to comply with its obligations under condition 5(a):
(v) where the Customer has failed properly to follow operating instructions or to close or secure a window . door or other protected point, improperly adjusted CCTV or other equipment or components or has otherwise improperly used or tampered with the System:
(vi) where a false alarm has been caused or an unnecessary service call requested by the Customer, or where inspection, repairs or replacement & airs rendered necessary by an act or default of the Customer or its employees, clients, agents or licensees, or of trespassers on the Premises, or any breach by the Customer of the terms of this agreement:
(vii) where the Customer has requested an inspection under the warranty in condition I and, on inspection, it is apparent that the warranty is inapplicable for any reason.
(e) If this agreement is terminated during the Contract Period by the Customer for any reason or by FIS under condition 7(c), the Customer shall pay to FIS all Charges and other payments due and unpaid to the end of the initial period.

4. Payment
All Charges are due and payable in immediately available funds on receipt of invoice. Time of payment is of the essence. On failing to make full and prompt payment the Customer shall (without prejudice to any other rights of FIS become liable to pay to FIS daily interest on the amount due the maximum current regulations allow per annum above the base rate calculated from the date of due payment until the date of actual payment.

5. Services
(a) The Customer is solely responsible for the following:
(i) the provision and maintenance of dedicated and clean 24OV AC power supply located with the control and any secondary control equipment, the mains supply to all parts of the System to be fed from the same phase;

(ii) the operation of bypass or switch units provided for the disconnection and reconnection of alarm sounding and/or transmission equipment at the Premises:
(iii) where CCTV equipment is provided, the provision of a 240VAC power supply where required, shelf or desk space for monitors and adequate illumination under all operational conditions for the proper operation of such equipment:
(iv) where the System is connected to any equipment or device not provided by FIS the provision of all relays or other facilities required for the connection
(b) The Customer shall provide to FIS and any relevant police or fire authority full details of all keyholders and shall notify any changes to those details in writing before or immediately after those changes take effect.
(c) Except as provided in the Schedule, Services will be provided by FIS during its normal working hours (9.00am to 5.30pm Monday to Friday except public holidays). The Customer shall ensure that FIS has full and free access to the equipment for the purpose of providing the Services.
(d) Where any Services to be provided by FIS require approval by any fire or police authority, the provision by FIS of those Services is conditional on the Customer being approved by the relevant authority, entering into any agreement required by that authority and complying with the requirements of that authority in force from time to time.
(e) Where the Services include inspection of the System, the Customer shall contact FIS to arrange a mutually convenient time for each inspection to take place and shall ensure that FIS has access to the Premises for this purpose

6. **Property**
(a) Any equipment installed remains the properly of FIS notwithstanding its delivery and installation until the purchase and installation Charge has been paid in full. Pending the passing of property, the Customer shall be the bailee of the System for FIS and shall not dispose of, charge or encumber the System. If the Customer fails to make any payment under this agreement when due, FIS may (without prejudice to any other rights it may have) repossess the System without notice and without any obligation to make good the Premises.
(b) Telecoms or other rented equipment remains the property of FIS and is to be returned upon termination. This includes any monitoring equipment located at the premises i.e BT RedCare STUs

7. Termination
(a) This agreement may be terminated by either party at the end of the Initial Period or on any subsequent anniversary of the initial period by not less than 90 days written notice expiring on the relevant anniversary. Should the required notice not be received then the contract will renew for a further 12 Months and the relevant notice period will again apply.
(b) Should the customer wish to give notice of cancelation prior to the end of the initial period or indicated the services are no longer required, then full payment to the contract end becomes due within 7 days.
(c) This agreement may be terminated by FIS in any of the following circumstances:
(i) If FIS s central station or the System is destroyed or so substantially damaged that it is impracticable to continue to provide the Services: or
(ii) if FIS is unable either to secure or to retain the telecommunications facilities necessary for the transmission of alarm signals between any of the Premises, FIS's central station and any fire Police or other agency.
If this agreement is terminated under this paragraph, FIS will refund to the Customer the relevant proportion of any Charges paid in advance but shall have no other liability to the Customer.
(d) This agreement may also be terminated by FIS for the following reasons
(i) if the Customer fails to pay any Charges in accordance with condition 4 or otherwise breaches this agreement and the breach, if remediable and previously notified to FIS is not remedied within seven days or
(ii) if the Customer becomes insolvent or enters into any kind of composition, scheme of arrangement or compromise for the benefit of its creditors or permits or suffers any process of execution or distress to be levied on the Premises or (if an individual) dies or becomes bankrupt or is the subject of a receiving order or administration order or (if a partnership) is dissolved or (if a company) has an order made or passes a resolution for winding up or is dissolved or has an administrative or other receiver of any of its assets or an administration order made against it: or
(iII) if the Customer fails to follow any recommendations made by FIS for the repair or replacement of defective or obsolete parts of the System or for repairs to the Premises which FIS considers necessary for the stable operation of, or to prevent unnecessary damage to the System: or
(iv) if the Customer's failure properly to follow operating instructions results in an undue number of false alarms: or
(v) if the Premises are altered in such a way that it is impracticable to continue to provide the Services.
(vi) If the customer acts in such a way that may be deemed as damaging to our company.

8.Warranty
(a) FIS warrants that, subject to paragraph (b), if any part of the System (including wiring) is defective as to material or workmanship, FIS will make good the defect without charge by repair or (at FIS's discretion) replacement, provided that the defect is notified to FIS as soon as the Customer becomes aware of the defect and in any event within one year (or, in the case of CCTV cameras and monitor tubes, 90 days) of the Operative Date.
(b) The warranty in paragraph (a) does not apply to defects caused wholly or partly by any of the following:
(i) accident, act of God, wilful default, improper use of the System or failure by the Customer properly to follow operating instructions:
(ii) misalignment of CCTV cameras, improper adjustment of monitor brightness and contrast tuning dials or failure by the Customer to comply with its obligations under condition 5(a).
(iii) the failure of consumable items with a finite life linked to usage including (without limitation) infra red, halogen and other lamps, batteries, video recording heads and (except as regards any defect notified to FIS within 90 days of the Operative Date) CCTV cameras and monitor tubes;
(iv) misalignment or tampering with computer monitors, keyboards or micro-processors or the use of unauthorised disks or software.
(c) The Customer acknowledges that no warranty is given by FIS that the System or the Services will prevent any occurrence which they are designed to detect, and that FIS shall not be liable for any loss or damage consequential on any such occurrence. The Charges are based solely on the value of the Services and are unrelated to the value of property located at the Premises. Insurance, if any, shall be obtained by the Customer.
(d) The Customer further acknowledges that the System may not be compatible with, other receiving equipment and that FIS is under no obligation to maintain. repair, service, replace, operate or assure the operation of any equipment or device not provided by FIS to which the System is connected or whereby the connection is made.
(e) FIS's obligations and liabilities to the Customer arising out of or in connection with the System and the Services shall be limited to those expressly set out in these terms and conditions and those which are implied or imposed by law but only to the extent that by law they cannot be, limited, restricted or excluded. The Customer acknowledges that this is reasonable and is reflected in the Charges.
(f) Subject to paragraph (e):
(i) FIS accepts no liability for delays in installation of the System or for delays or interruptions in the provision of Services and may terminate or suspend services for any period without liability for any resulting loss if provision of the Services is in any way adversely affected by any act or default on the pall of the Customer of any third party, or any Act of God, war, civil commotion, strike, industrial action, fire or flood, or any other cause which FIS could not reasonably have been expected to prevent:
(ii) FIS's liability for any defective equipment shall be limited to the terms of the warranty in paragraph (a): and
(iii) the liability of FIS and its employees and agents for any loss. injury or damage of any nature relating to the System and the Services, whether direct or consequential. and whether arising in contract, toil, negligence, at common law, by statute or otherwise shall be limited to the greater of 10 per cent of the Annual Service Charge and £200.

9. Indemnity by the Customer
Subject to and without limiting condition 8. the Customer shall be solely responsible for and shall keep FIS indemnified against all liabilities. claims and expenses incurred by FIS in relation to the use of the System by the Customer or any other person other than in strict accordance with operating instructions provided by FIS

10. **Assignment**
FIS may freely and successively assign this agreement or any rights under it and may perform any of its obligations through nominated sub-contractors. The Customer shall not assign this agreement or any rights under it without the prior written consent of a director of FIS

11. **General**
(a) This agreement, which incorporates these terms and conditions and the Schedule. constitutes the whole agreement between the Customer and FIS and overrides any other representations, terms and conditions in any document, advertisement or other communications used by the Customer in concluding the contract with FIS
(b) No purported alteration to these printed terms and conditions is effective unless initialled by a director of FIS
(c) FIS's rights shall not be prejudiced or restricted by any concession, indulgence or forbearance extended to the Customer and no waiver by FIS in respect of any breach shall operate as a waiver in respect of any other or subsequent broach.
(d) The complete or partial invalidity or unenforceability of any provision of these terms and conditions for any purpose shall in no way affect the validity or enforceability of that provision for any other purpose or the remaining provisions. Any such provision shall be deemed to be severed for that purpose subject to such consequential modification as may be necessary for the purpose of that severance.

(e) FIS may make any reasonable variation to these terms and conditions on giving notice to the Customer.
(f) If the Customer is a partnership or consists of more than one individual, the obligations of the Customer under this agreement are joint and several.

(g) The headings used in these terms and conditions are for convenience only and do not affect its construction.
(h) This agreement is governed by English law.

T&C04a

A copy of these terms & conditions are available in large print upon request
Company Number : 8505768 VAT 200371861

FIS Integrated Solutions

Customer Name: Brian Hargreaves

Site Name: Hale Village Hall

Quotation Number: CC10655

Reference: Keyholding & Response

FIS are a certified SSAIB installation company for CCTV & Alarm Systems. we will install your system and give you a full demonstration and give you all documentation to help you get the most from your installation. All systems come with a 12m warranty and full telephone support. Further details available at fissolutions.co.uk

To hold keys and be a first responder to intruder & fire activations out of hours,

PRICE £345.00

Please provide a valid PO if acceptable.

FIS Integrated Solutions
69 Cherry Avenue
Liverpool L4 6UY

Tel: 0151 521 4543
Email: info@fissolutions.co.uk
www.fissolutions.co.uk

Security solutions
Maintenance Services

1: SERVICE PROVIDED

OVERVIEW

Our Key Holding & Emergency First Response Service ensures that at vulnerable times such as nights, weekends and holiday periods, should the Police or Fire Brigade require emergency access to your premises, they can guarantee to contact someone quickly to respond and rectify any problems that are encountered. All FIS employees are vetted to British Standards BS 7858 (security screening for personnel employed in a security environment).

As we know Police resources are being stretched daily and their attendance at a premises depends greatly on operational commitments. There is the strong possibility that if your premises appeared in order they would not await the arrival of the key holder, therefore he or she would have the unpleasant duty of entering the premises alone.

Should damage occur to your windows or doors we will arrange for a glazier or locksmith to attend who has previously been vetted by ourselves to rectify the damage, if necessary our officer remains at your premises until the building can be secured (unless you instruct us otherwise). Upon every visit to your premises a report is left for your records and insurance purposes.

Benefits

- We reduce the need for many key holders.
- Guaranteed response to a problem.
- Any damage rectified, building left secure.
- If Police have withdrawn cover due to excessive false alarms you can be sure that the problem is still being attended to.
- Ensures that key personnel concentrate on their main tasks.
- Removes the risk of injury to your own staff when attending a call out.
- This agreement is subject to our standard terms & conditions.

2: FIS COMPANY PROFILE

The aim of FIS Integrated Solutions is to provide a comprehensive and highly experienced approach to expert installation, maintenance, advice, consultation and assistance across a diverse range of client needs covering virtually all sectors of the security, electrical and building industry with QUALITY being the key issue. As well as providing new solutions, we also provide a range of service agreements, from fully comprehensive to a more tailored solution to suit your budget.

FIS Integrated solutions is well established & highly respected provider in the field of Fire, Security & maintenance solutions, With a wealth of experience & product Knowledge in leading brands, coupled with a dedicated professional Installation & support team, FIS Integrated Solutions is ideally placed to provide the customer with the optimum reliable service.

Dealing with some of the region's most highly respected security, electrical & building consultants covering the whole of Northern England & Wales, we provide technical advice, design, installation and certification in all aspects of security, offering on-going planed and reactive maintenance visits.

We define QUALITY as not only supplying reliable equipment and efficient service, but also matching our systems and services to our customers' needs

With FIS Integrated Solutions our customers and their needs are our first and foremost concern.

We can provide advice, installation & maintenance of new and existing services in;

- INTRUDER ALARMS & REDCARE MONITORING
- IP HIGH DEFINITION INTELLIGENT CCTV
- BIOMETRIC DOOR ACCESS CONTROL
- FIRE AND EMERGENCY LIGHT SYSTEMS
- EMERGENCY LIGHTING
- FIRE EXTINGUISHER INSTALL & TRAINING
- PRIVATE INVESTIGATIVE SERVICES
- MOBILE PATROLS & KEYHOLDING
- SMOKECLOAK & SMARTWATER APPROVED INSTALLER
- FENCES GATES & BARRIERS
- REACTIVE & PLANNED MAINTENANCE

We call upon our expertise in these fields when providing you with solutions and sincerely hope that after reading through this brief profile you will consider allowing FIS Integrated Solutions to handle your Alarm, Fire & Security, requirements.

INSURANCE:
FIS carry £10m in Public Liability insurance including efficacy & key loss cover in addition we also carry £5m of Employers liability insurance.

Our Commitment to you

3: WHAT WE CAN OFFER

Intruder/Fire Alarm Maintenance & Monitoring

Our intruder & Fire contracts are for 24/7 engineer attendance usually within 20 minutes of the call being made. FIS will constantly monitor your line and connection and will immediately alert you if connection is lost. We will visit your premises on two occasions within 12 months to carry out preventative maintenance checks on your system and make appropriate recommendations about system management to help extend its life and reduce the possibility of system malfunctions.

Our charges cover all the planned visits due each year but do not normally include the cost of emergency visits and parts replaced outside the warranty period unless specifically contracted by us. Please see our dedicated "what constitutes a maintenance visit" info sheet for further details.

CCTV/Access Control/ Emergency Lighting Maintenance & Monitoring

Our contracts cover for 24/7 engineer attendance usually within 20 minutes of the call being made, if this includes remote monitoring of your system and your line is also monitored by us then we will alert you if connection is lost. We will visit your premises on one occasion within 12 months to carry out preventative maintenance checks on your system and make appropriate recommendations about system management to help extend its life and reduce the possibility of system malfunctions.

This charge covers one planned visits due each year but does not normally include the cost of emergency visits and parts replaced outside the warranty period unless specifically contracted by us. Please see our dedicated "what constitutes a maintenance visit" info sheet for further details.

Key holding & Response

Our Key Holding & Emergency First Response Service ensures that at vulnerable times such as nights, weekends and holiday periods, should the Police or Fire Brigade require emergency access to your premises, they can guarantee to contact someone quickly to respond and rectify any problems that are encountered. All FIS employees are vetted to British Standards BS 7858 (security screening for personnel employed in a security environment).

As we know Police resources are being stretched daily and their attendance at a premises depends greatly on operational commitments. There is the strong possibility that if your premises appeared in order they would not await the arrival of the key holder, therefore he or she would have the unpleasant duty of entering the premises alone.

Should damage occur to your windows or doors we will arrange for a glazier or locksmith to attend who has previously been vetted by ourselves to rectify the damage. Our officer remains at your premises until they can be secured. A report is left for your records and insurance purposes.

4: MAINTENANCE

Maintenance Agreements

To ensure that your security systems deliver optimum performance and longevity, they should be regularly maintained under a maintenance agreement. We are often asked by customers for information on FIS Integrated Solutions service agreements and method of charging. These are some of the most frequent questions.

What are the benefits of taking out a Maintenance Agreement?
Your system has been manufactured and installed to the highest standards, and is designed so that simple periodic checks will ensure a long and trouble free life.

As with all types of electro-mechanical equipment, regular servicing is necessary to ensure continuous, trouble-free operation and your maintenance agreement ensures that the appropriate service intervals are scheduled. It also gives you priority response should you need an engineer at any other time.

As a contract customer, you get 24-hour cover for you monitored systems as well as having an engineer respond to your call within an agreed time, and you will be charged at a significantly lower hourly rate than non-contract customers.

Finally, and most importantly, a FIS Integrated Solutions Maintenance Contract will help keep your security system in good working order and capable of operating at optimum performance.

What Guarantee is Provided with the System?
New equipment is guaranteed against faulty material or workmanship for one year after installation. Any breakdowns or faults occurring within this period will be rectified free of charge, except for the replacement of consumable items (cards, printer materials, lamps and fuses). Please see our dedicated “what constitutes a maintenance visit” info sheet

What is included in the Annual Charge?
FIS Integrated Solutions have contracted to visit your premises an agreed number of times each year to carry out preventative maintenance checks on your system and make appropriate recommendations about system management to help extend its life and reduce the possibility of system malfunctions.

This charge covers all the planned visits due each year but does not normally include the cost of emergency visits and parts replaced outside the warranty period unless specifically contracted by us. Please see our dedicated “what constitutes a maintenance visit” info sheet.

How quickly will a service call out be attended?
FIS Integrated Solutions engineering team are on call 24/7 and endeavor to respond to calls between 20-60 minutes our team will respond in fully stocked vehicles to attend to your service needs.

What are my contract commitments and how long do they last?
We offer a number of contract options and each service contract term will be explained at the point of sale. To ensure continuity of service, contracts will be 12 month automatically renewable at the end of the term unless you provide us with 90 days prior written notice.

5: GENERAL NOTES:

The area of protection provided by all movement detectors is to be demonstrated by the installer to the customer at the time of commissioning of the systems, and subsequently, following any replacement of the detector as a result of necessary service work.

The customer should avoid stacking goods too high or placing furniture or partitioning in front of or close to electronic detection devices as this will reduce the likelihood of detection.

It is the customer's responsibility to check the coverage afforded by all detectors or cameras by means of regular `walk testing' checks between the service visits undertaken by the Company.

The correct operation of the movement detectors is dependent on various environment factors. It may be difficult to determine some of these factors prior to installation, and in order to prevent unnecessary false alarms the system will be subject to a minimum 14-day test period from the date of commissioning.

If your security system is designed to operate from an AC mains supply, in case of mains failure the 12-volt standby batteries will automatically take over the operation of the system for up to 8 hours. Should the system emit an alarm condition the battery standby time will be reduced.

For telecommunication systems the customer must arrange for a dedicated telephone new block terminal (which must be located adjacent to the control equipment). The customer must advise FIS when this work is complete and provide FIS with the telephone number of the existing telephone line. For remote viewing/operation of any security system a broadband connection with at least 2MB download will be required. Static IP address may be required and provided by the customer.

Before commencement of the installation, it will be the responsibility of the customer to provide a dedicated 230/250 volt AC unswitched, neon indicated mains power spur adjacent to the control equipment. It is recommended that an approved electrician installs this.

Should any alterations or additions to the Schedule of Protection be required during the course of the installation, it is in the customers interest to ensure that the customers insurance company approve of the modifications, where applicable. Any variations to this specification will be quoted on a pro-rata basis. If FIS are summoned to the site by the contractor, any waiting time or time spent on work other than that necessary to carry out the work detailed in this specification, will be charged at extra cost.

All cabling has been costed as surface run and no allowance has been made for builders work or for any other making good which if required will be charged at extra cost. No containment system has been allowed for in our specification except where specifically stated.

Where cable is required to run across tarmac or concrete FIS would require a channel or trench to be provided with a suitable containment system in accordance with relevant building standards.

The customer is asked to advise a representative of FIS of the location of concealed water, gas, electricity, telephone or other services before work commences. In the absence of such advice FIS cannot accept liability for damage to these services or any consequential damage.

The quotation is based on the assumption that all parts of the system to be installed and serviced are safely accessible by ladder or steps. If scaffolding or other means of access are required, the customer shall provide it free of charge. If FIS has to supply it the customer shall pay FIS reasonable charges. The customers shall warrant that any scaffolding or other means provided will be safe when properly used.

The specification has been priced on the understanding that the Company's engineers will carry the work out between the hours of 9.00am to 5.00pm Monday to Friday excluding public holidays. Any alterations to the above times may be chargeable.

The Company will endeavor to conceal cables where possible although where impracticable the cables will be surface run. Only those e parts of the wiring required by the relevant British Standards to be protected will be enclosed in conduit/plastic trunking, or where specified.

A zone chart or site plan is not included with this quotation, unless otherwise stated.

However well a system is designed there can be no guarantee of audibility levels prior to installation and fitting out. Once the system is operating in its normal environmental conditions, audibility tests can be carried out, and additional sounders installed if required, This will be subject to a separate quotation.

FIS does not accept responsibility or any liability for the performance or reliability of equipment or wiring that has not been approved, supplied and/or installed by ourselves. If offering an extension or takeover of systems, it is assumed that the existing system is fully operational and serviced in accordance with the relevant British Standard, charges will incur to bring the system up to standard or to replace existing faulty equipment.

All CCTV systems require a minimum level of lighting to operate satisfactorily, unless specifically stated this specification does not allow for any changes to the existing lighting and any additional lighting or other equipment required, will result in additional cost.

Access points shall not conflict with fire regulations and shall not restrict exit in such a way as to endanger persons in an emergency. Access control hardware alone may not provide sufficient physical security.

If civils work requires the lifting and relaying of brick paviours to allow installation of the bases and induction loops, this is not included with this quotation. Induction loops are not designed for use by motor bikes or cycles, it is therefore recommended that motor bikes or cycles do not use the gate or barrier systems which incorporate induction loop control. FIS cannot accept liability for accidental damages to motor bikes, cycles or rider of the same.

When fitting traffic control gates or barriers, we will accept no liability for accidents to vehicles caused by following a vehicle under the barrier without operating the correct control function (i.e. tailgating).

A copy of these general notes are available in large text should you wish. V6.0 2016

6: Your Quotation

I propose the following and should this be subject to a contract period I would be happy to price freeze this for the duration of the contract, FIS Integrated Solutions present terms & conditions state the cancellation period as 90 days written notice to be given prior to contract end.

Service	Price

Please indicate by tick box which service you are accepting.

		No of Visits		Tick
1	**Detail as per page 1**		**£345.00**	
2				
3				
4				
5				
6				
7				
8				

With regards to new security installations or upgrades, all new supplied parts will be fully warranted for twelve months from the commissioning date, subject to all payments being up to date.

- A minimum of 25% payment may be requested upon receipt of order with the balance upon commission.
- The installed equipment will remain the property of FIS Integrated Solutions until all payments are made.
- Any signalling equipment or STUs will remain the property of FIS and may be removed at termination of contract.
- This quotation and price information is confidential and exclusively for use of the recipient listed in this quotation and shall not be disclosed to others without written agreement.
- This quotation is open for acceptance for a period of 30 days from the date of submission.
- Contractual start date will be the commissioning date or date any services are live as supplied by FIS
- All prices are exclusive of vat
- FIS Integrated Solutions standard terms and conditions will apply.

GENERAL TERMS AND CONDITIONS

Between the customer & FIS Integrated Solutions herein known as FIS

1 Interpretation
Terms defined over have the same meanings in these terms and conditions and, in addition:
"CCTV" means closed circuit television;
"Charges" means all and any of the charges set out overleaf;
"initial Period" means three years from the Commissioning Date;
"Operative Date" means the date on which the services described in the Schedule are first Commissioned;
"Premises" means the premises of the Customer at which the System is installed:
"Services" means the services (if any) described in the Schedule and includes inspection, whether or not repairs are necessary;
"System" includes all and any equipment installed by FIS under this agreement.
"FIS" refers to FIS integrated solutions Ltd num 08505768

2. System and Services
(a) FIS will sell and the Customer will purchase the System subject to these terms and conditions.
(b) FIS will install the System and provide to the Customer the Services described in the Schedule for the Initial Period and thereafter until this agreement is terminated in accordance with condition 7(a).

3. Charges
(a) The Charges are exclusive of value added tax.
(b) FIS may in respect of the second and subsequent years of this agreement vary the Annual Service Charge with *effect from* an anniversary of the Operative Date to cover any increase in the costs of providing the Services.

(c) In addition to the Charges the Customer shall be responsible for payment of the following:
(i) installation and rental charges for connection facilities between the System and FIS's central station;
(ii) false alarm assessments, taxes, fees or charges imposed by any government, police or other agency in respect of the installation or operation of the System or the provision of the Services:
(ill) any increase in or additional charges to FIS for the provision or modification of telephone and other facilities required for the transmission of signals or imposed by any fire or police authority, local authority, telecommunications agency or other third party.
Any such additional payments shall be made to the relevant supplier or agency or to FIS if billed by that supplier or agency to FIS
(d) Additional charges at FIS's then applicable rates for labour and materials shall be payable by the Customer to FIS for Services provided in the following circumstances:
(i) *where the* Schedule states that a charge will be made for the relevant Services and for all Services relating to window foil. any exterior mounted devices or PROM (Programmable Read Only Memory):
(ii) where Services are provided outside the normal working hours referred to in condition 5(c):
(ill) where alterations to the System are made at the Customer's request or are made necessary by changes to the Premises:
(iv) where the Customer has failed to comply with its obligations under condition 5(a):
(v) where the Customer has failed properly to follow operating instructions or to close or secure a window . door or other protected point, improperly adjusted CCTV or other equipment or components or has otherwise improperly used or tampered with the System:
(vi) where a false alarm has been caused or an unnecessary service call requested by the Customer, or where inspection, repairs or replacement & airs rendered necessary by an act or default of the Customer or its employees, clients, agents or licensees, or of trespassers on the Premises, or any breach by the Customer of the terms of this agreement:
(vii) where the Customer has requested an inspection under the warranty in condition I and, on inspection, it is apparent that the warranty is inapplicable for any reason.
(e) If this agreement is terminated during the Initial Period by the Customer for any reason or by FIS under condition 7(c), the Customer shall pay to FIS all Charges and other payments due and unpaid to the end of the initial period.

4. Payment
All Charges are due and payable in immediately available funds on receipt of invoice. Time of payment is of the essence. On failing to make full and prompt payment the Customer shall (without prejudice to any other rights of FIS become liable to pay to FIS daily interest on the amount due at Eight (8) per cent per annum above the base rate calculated from the date of due payment until the date of actual payment.

5. Services
(a) The Customer is solely responsible for the following:
(i) the provision and maintenance of dedicated and clean 24OV AC power supply located with the control and any secondary control equipment, the mains supply to all parts of the System to be fed from the same phase;

(ii) the operation of bypass or switch units provided for the disconnection and reconnection of alarm sounding and/or transmission equipment at the Premises:
(iii) where CCTV equipment is provided, the provision of a 240VAC power supply where required, shelf or desk space for monitors and adequate illumination under all operational conditions for the proper operation of such equipment:
(iv) where the System is connected to any equipment or device not provided by FIS the provision of all relays or other facilities required for the connection
(b) The Customer shall provide to FIS and any relevant police or fire authority full details of all keyholders and shall notify any changes to those details in writing before or immediately after those changes take effect.
(c) Except as provided in the Schedule, Services will be provided by FIS during its normal working hours (9.00am to 5.30pm Monday to Friday except public holidays). The Customer shall ensure that FIS has full and free access to the equipment for the purpose of providing the Services.
(d) Where any Services to be provided by FIS require approval by any fire or police authority, the provision by FIS of those Services is conditional on the Customer being approved by the relevant authority, entering into any agreement required by that authority and complying with the requirements of that authority in force from time to time.
(e) Where the Services include inspection of the System, the Customer shall contact FIS to arrange a mutually convenient time for each inspection to take place and shall ensure that FIS has access to the Premises for this purpose

6. **Property**
(a) The System remains the properly of FIS notwithstanding its delivery and installation until the purchase and installation Charge has been paid in full. Pending the passing of property, the Customer shall be the bailee of the System for FIS and shall not dispose of, charge or encumber the System. If the Customer fails to make any payment under this agreement when due, FIS may (without prejudice to any other rights it may have) repossess the System without notice and without any obligation to make good the Premises.
(b) Telecoms or other rented equipment remains the property of FIS and is to be returned upon termination. This includes any monitoring equipment located at the premises i.e BT RedCare STUs

7. Termination
(a) This agreement may be terminated by either party at the end of the Initial Period or on any subsequent anniversary of the initial period by not less than 90 days written notice expiring on the relevant anniversary. Should the required notice not be received then the contract will renew for a further 12 Months and the relevant notice period will again apply.
(b) Should the customer give notice of cancelation prior to the end of the initial period & indicated the services are no longer required then full payment to the contract end becomes due within 7 days.
(c) This agreement may be terminated by FIS in any of the following circumstances:
(i) If FIS s central station or the System is destroyed or so substantially damaged that it is impracticable to continue to provide the Services: or
ii) if FIS is unable either to secure or to retain the telecommunications facilities necessary for the transmission of alarm signals between any of the Premises, FIS's central station and any fire police or other agency.
If this agreement is terminated under this paragraph, FIS will refund to the Customer the relevant proportion of any Charges paid in advance but shall have no other liability to the Customer.
(d) This agreement may be terminated by FIS
(i) if the Customer fails to pay any Charges in accordance with condition 4 or otherwise breaches this agreement and the breach, if remediable and previously notified to FIS is not remedied within seven days or
(ii) if the Customer becomes insolvent or enters into any kind of composition, scheme of arrangement or compromise for the benefit of its creditors or permits or suffers any process of execution or distress to be levied on the Premises or (if an individual) dies or becomes bankrupt or is the subject of a receiving order or administration order or (if a partnership) is dissolved or (if a company) has an order made or passes a resolution for winding up or is dissolved or has an administrative or other receiver of any of its assets or an administration order made against it: or
(ill) if the Customer fails to follow any recommendations made by FIS for the repair or replacement of defective or obsolete parts of the System or for repairs to the Premises which FIS considers necessary for the stable operation of, or to prevent unnecessary damage to the System: or
(iv) if the Customer's failure properly to follow operating instructions results in an undue number of false alarms: or
(v) if the Premises are altered in such a way that it is impracticable to continue to provide the Services.
(vi) If the customer acts in such a way that may be deemed as damaging to our company.

8. Warranty
(a) FIS warrants that, subject to paragraph (b), if any part of the System (including wiring) is defective as to material or workmanship, FIS will make good the defect without charge by repair or (at FIS's discretion) replacement, provided that the defect is notified to FIS as soon as the Customer becomes aware of the defect and in any event within one year (or, in the case of CCTV cameras and monitor tubes, 90 days) of the Operative Date.
(b) The warranty in paragraph (a) does not apply to defects caused wholly or partly by any of the following:
(i) accident, act of God, wilful default, improper use of the System or failure by the Customer properly to follow operating instructions:
(ii) misalignment of CCTV cameras, improper adjustment of monitor brightness and contrast tuning dials or failure by the Customer to comply with its obligations under condition 5(a).
(iii) the failure of consumable items with a finite life linked to usage including (without limitation) infra red, halogen and other lamps, batteries, video recording heads and (except as regards any defect notified to FIS within 90 days of the Operative Date) CCTV cameras and monitor tubes;
(iv) misalignment or tampering with computer monitors, keyboards or micro-processors or the use of unauthorised disks or software.
(c) The Customer acknowledges that no warranty is given by FIS that the System or the Services will prevent any occurrence which they are designed to detect, and that FIS shall not be liable for any loss or damage consequential on any such occurrence. The Charges are based solely on the value of the Services and are unrelated to the value of property located at the Premises. Insurance, if any, shall be obtained by the Customer.
(d) The Customer further acknowledges that the System may not be compatible with, other receiving equipment and that FIS is under no obligation to maintain. repair, service, replace, operate or assure the operation of any equipment or device not provided by FIS to which the System is connected or whereby the connection is made.
(e) FIS's obligations and liabilities to the Customer arising out of or in connection with the System and the Services shall be limited to those expressly set out in these terms and conditions and those which are implied or imposed by law but only to the extent that by law they cannot be, limited, restricted or excluded. The Customer acknowledges that this is reasonable and is reflected in the Charges.
(f) Subject to paragraph (e):
(i) FIS accepts no liability for delays in installation of the System or for delays or interruptions in the provision of Services and may terminate or suspend services for any period without liability for any resulting loss if provision of the Services is in any way adversely affected by any act or default on the pall of the Customer of any third party, or any Act of God, war, civil commotion, strike, industrial action, fire or flood, or any other cause which FIS could not reasonably have been expected to prevent:
(ii) FIS's liability for any defective equipment shall be limited to the terms of the warranty in paragraph (a): and
(iii) the liability of FIS and its employees and agents for any loss. injury or damage of any nature relating to the System and the Services, whether direct or consequential. and whether arising in contract, toil, negligence, at common law, by statute or otherwise shall be limited to the greater of 10 per cent of the Annual Service Charge and £200.

9. Indemnity by the Customer
Subject to and without limiting condition 8. the Customer shall be solely responsible for and shall keep FIS indemnified against all liabilities. claims and expenses incurred by FIS in relation to the use of the System by the Customer or any other person other than in strict accordance with operating instructions provided by FIS

10. **Assignment**
FIS may freely and successively assign this agreement or any rights under it and may perform any of its obligations through nominated sub-contractors. The Customer shall not assign this agreement or any rights under it without the prior written consent of a director of FIS

11. **General**
(a) This agreement, which incorporates these terms and conditions and the Schedule. constitutes the whole agreement between the Customer and FIS and overrides any other representations, terms and conditions in any document, advertisement or other communications used by the Customer in concluding the contract with FIS
(b) No purported alteration to these printed terms and conditions is effective unless initialled by a director of FIS
(c) FIS's rights shall not be prejudiced or restricted by any concession, indulgence or forbearance extended to the Customer and no waiver by FIS in respect of any breach shall operate as a waiver in respect of any other or subsequent broach.
(d) The complete or partial invalidity or unenforceability of any provision of these terms and conditions for any purpose shall in no way affect the validity or enforceability of that provision for any other purpose or the remaining provisions. Any such provision shall be deemed to be severed for that purpose subject to such consequential modification as may be necessary for the purpose of that severance.

(e) FIS may make any reasonable variation to these terms and conditions on giving notice to the Customer.
(f) If the Customer is a partnership or consists of more than one individual, the obligations of the Customer under this agreement are joint and several.

(g) The headings used in these terms and conditions are for convenience only and do not affect its construction.
(h) This agreement is governed by English law.

T&C2.1

A copy of these terms & conditions are available in large print upon request

T/O Quote V6.0