

Title	VICTORY HALL		
Author	CPC Cemetery Manager & FO & H&S Officer		
Purpose	KITCHEN REPLACEMENT FOR VICTORY HALL		
Q1 27.09.23	WICKES	Product and Installation	£9,479.67
Q2 25.09.23	HOWDENS	Product	£3,450.54
Q3 05.11.23	BISHOP	Install kitchen	£4,680.00
<i>Comments by Cemetery Manager:</i>			
<input type="text"/>			
<i>Comments by H&amp;S Officer:</i>			
<input type="text"/>			
<i>Comments by Finance Officer:</i>			
Budget 2023/24: The budget is over and requires VIREMENTS by Full Council resolution.			
<input type="text"/>			
<b>Action requested from the Councillors.</b>			
To REVIEW QUOTES and RECOMMEND TO FULL COUNCIL FOR RESOLUTION			

Chigwell parish council

TO: Scott Donavon  
07957 743269  
Scottdonavon@hotmail.co.uk

 Quote # QU00001

Nov 05, 2023

# Job Quote

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Description	Amount
To install new kitchen x1	£4,680.00
<hr/>	
Subtotal	£4,680.00
Tax (0%)	£0.00
<b>Total</b>	<b>£4,680.00</b>

~ Sub-Contractor  
~ Risk Assessment  
~ Question  
~ RAMS - for each activity

Customer Address:  
Mr Scott Donovan



Delivery Address:  
Mr Scott Donovan **Q1**

Design Consultant:  
Cynthia Leigh Perkins  
Direct Tel : 02085 084923

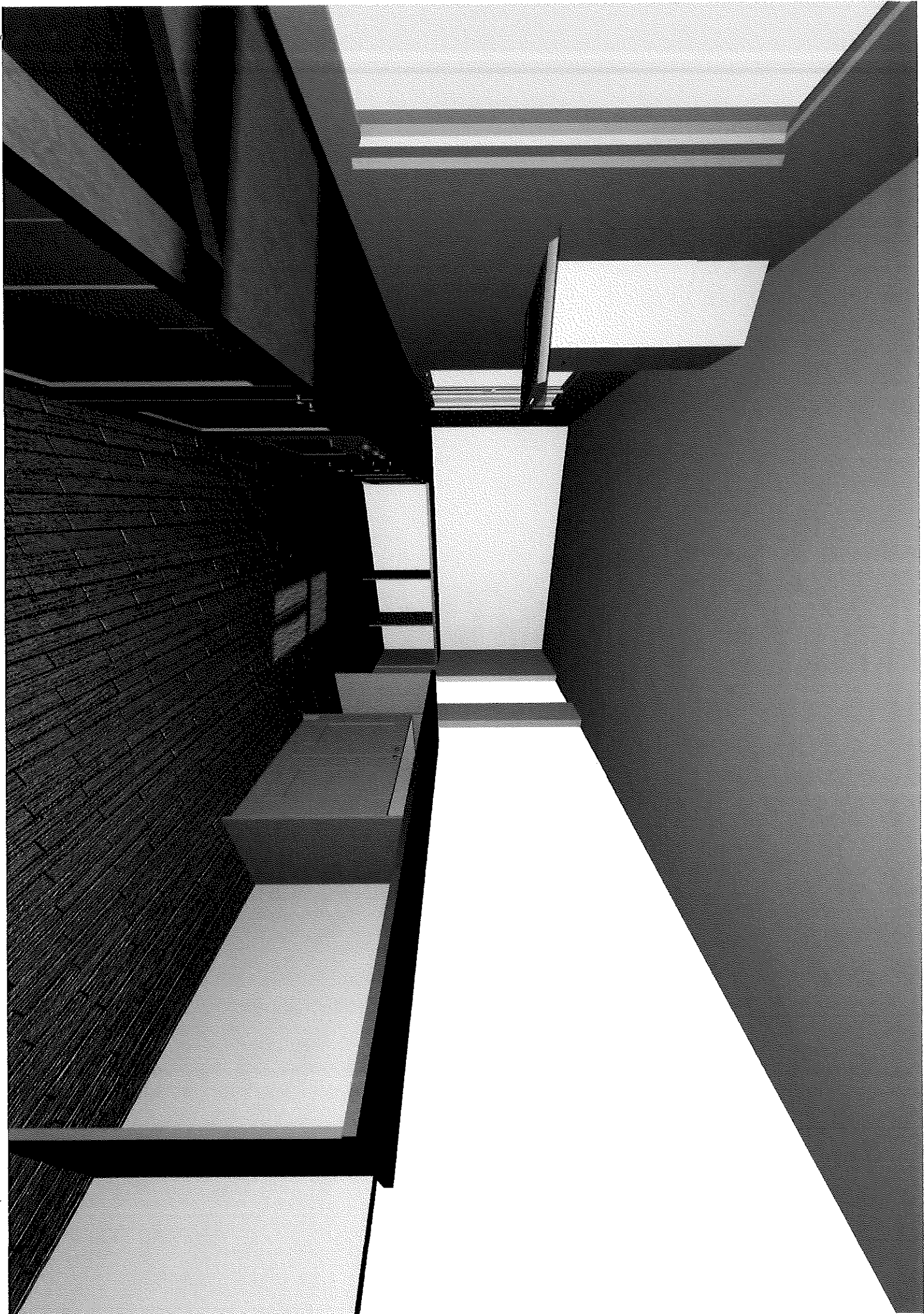
Quote No: 7953997      Version No: 9  
Quote Date: 27 September 2023  
Valid Until: 02 October 2023

Store:  
Loughton 494  
Goldstone House  
Langston Road      Langston  
Road  
IG10 3TQ

Item Description	Qty	Unit List Price	Unit Offer Price	Total Discount	Total Offer Price
<b>Appliances</b>					<b>£ 969.30</b>
231733 Zanussi Single Oven ZOHNX3X1	1	399.00	399.00	39.90	359.10
231745 Zanussi 60cm Induction Hob ZITN643K	1	389.00	389.00	38.90	350.10
205970 Zanussi 60cm Chimney Hood ZHC62352X	1	289.00	289.00	28.90	260.10
<b>Components &amp; Fittings</b>					<b>£ 175.52</b>
148185 Beatrice Knob Handle	15	13.00	13.00	19.50	175.50
273112 Tiling Admin Fee	1	0.01	0.01	0.00	0.01
277728 Admin Fee - Up to 11 Kitchen Units	1	0.01	0.01	0.00	0.01
<b>Sinks</b>					<b>£ 256.50</b>
109842 Bali 1.5 Bowl Granite Sink	1	285.00	285.00	28.50	256.50
<b>Style Kitchens</b>					<b>£ 2,453.85</b>
127104 MILT GREY 18mm Decor Base End	5	208.00	208.00	572.00	468.00
126946 MILT GREY 1000mm HL Base Unit	1	378.00	378.00	207.90	170.10
127008 MILT GREY 600mm Under Oven Housing	1	157.00	157.00	86.35	70.65
126960 MILT GREY 600mm HL Base Unit	1	337.00	337.00	185.35	151.65
131787 MILT GREY 900mm HL Base Unit	2	365.00	365.00	401.50	328.50
127027 MILT GREY 900mm 3 Drawer Base Unit	1	900.00	900.00	495.00	405.00
126967 MILT GREY 800mm HL Base Unit	1	360.00	360.00	198.00	162.00
127106 MILT GREY 18mm Decor Tower End	4	334.00	334.00	734.80	601.20
127018 MILT GREY 2.6m Plinth	3	68.00	68.00	112.20	91.80
127029 MILT GREY 18mmx10m Edging Tape	1	11.00	11.00	6.05	4.95
<b>Taps</b>					<b>£ 161.10</b>
173902 Kumai Brushed Mono Mixer Tap HP/LP	1	179.00	179.00	17.90	161.10
<b>Worktops</b>					<b>£ 761.40</b>
284310 Gokana Postform Edge BB - 38x900x3000mm	1	294.00	294.00	29.40	264.60
284309 Gokana Postform WT - 38x600x3000mm	3	184.00	184.00	55.20	496.80

Discount Applied			£	8,035.02
Kit - TLP 13 2023 50% off Furniture	£ 2,726.50	Total List Price	£	8,035.02
Kit - TLP 13 2023 TradePro	£ 530.85	Delivery	£	0.00
<b>Total Additional Discount</b>	<b>£ 3,257.35</b>	Discounts	£	<b>3,257.35</b>
		Total Product Price	£	<b>4,777.67</b>
		Installation Price (Exc. Specialist Works)	£	<b>4,702.00</b>
		<b>Total Product and Installation Price</b>	£	<b>9,479.67</b>

Orders are accepted only subject to the conditions of sale printed overleaf which contain inter alia limitations or exclusion of liability.







# HOWDENS

Q2

ESTIMATE

Date: 25/09/2023 10:56  
 Account: 1102115356

Estimate For:

Cad Plan Number:  
 Estimate Number: D17/0180968  
 Estimate expiry: 25/02/2023  
 Our Operator: Susan  
 Sales Consultant: Susan  
  
 Your Contact: xxxxxxxxxxxx  
 Contact No: xxxxxxxxxxxx  
 Your Reference: victory hall

XXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX

Qty	Product	Net
1	ZZD39 Delivery	125.00
1	GSEC126 Gwich Slt Grey 500 CC DwrLine Base Croft Grey Cab	182.42 F
1	GSEC231 Gwich Slt Grey 600 CC HiLine Base Croft Grey Cab	123.40 F
1	GSEC251 Gwich Slt Grey 800 CC HiLine Base Croft Grey Cab	166.79 F
1	GSEC271 Gwich Slt Grey 1000 CC HiLine Base Croft Grey Cab	172.87 F
1	GSEC349 Gwich Slt Grey 1000 CC HiLine Cnr Base - 600 Door Croft Grey Cab	200.33 F
2	GSEC920 Gwich Slt Grey Continuous Plinth 2.75m	59.58 F
7	GSEC933 Gwich Slt Grey 910 Base Decor End	204.40 F
1	TAP3545 Rienza Chrome Swan Neck Monobloc Tap	40.03
2	HYE9627 S/Steel Breakfast Bar Support Leg	81.72
4	WHT4160 Black Granite Effect Bullnose worktop 3m 38mm/8mm (600 Deep)	302.80 F
1	WHT4195 Black Granite Effect Worktop Edging Strip 1.4m	6.70 F
3	GIR0020 Standard worktop Connecting Bolt 25-40mm	1.62
1	WOR9032 Slate Grey Worktop Jointing Compound	9.58
3	WHT4197 Black Granite Effect Backboard 3000m x 600mm	355.23
3	WTC9414 Black Backboard sealer Strip 2.2m (Pack of 2)	55.71
8	HKB1131 T Bar Brushed S/Steel Effect Classic Handle 230mm	54.16
1	LAM2410 Lamona S/Steel chimney Extractor 60cm	70.90
1	HJA2908 Carbon Filter for LAM2410,2411	19.38
1	FLM5400 Lamona White Freestanding Ceramic Fan Cooker 60cm	371.41
1	SNK5246 Lamona S/Steel Hollingworth Inset 1.5 Bowl Sink and Waste	236.51

Depot: Hainault      Manager: Thomas Plummer  
 Address: Unit 2, Hainault Industrial Estate, 40 - 44 Peregrine Road, Ilford, Essex, IG6 3SZ  
 Tel: 020 8500 9700  
 E-mail: hainault@howdens.com



ESTIMATE

Date: 25/09/2023 10:56  
 Account: 1102115356

Estimate For:

XXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX  
 XXXXXXXXXXXX

Cad Plan Number:  
 Estimate Number: D17/0180968  
 Estimate expiry: 25/02/2023  
 Our Operator: Susan  
 Sales consultant: Susan

Your Contact: XXXXXXXXXXXX  
 Contact No: XXXXXXXXXXXX  
 Your Reference: victory hall

Qty	Product	Net
1	PLU2002 Plumbing Kit for 1.5 and 2.0 Bowl sinks with 1 x Appliance Trap	34.91

Only Products marked F (FSC) or P (PEFC) above  
 Are certified as Follows :  
 FSC Mix 70%, SA-COC-001813  
 70% PEFC Certified, SA-PEFC-COC-001813

Total Goods 2875.45  
 VAT 575.09  
 Estimate Total 3450.54  
 All prices are in GBP

WE WON'T BE BEATEN ON PRICE

Depot: Hainault      Manager: Thomas Plummer  
 Address: Unit 2, Hainault Industrial Estate, 40 - 44 Peregrine Road, Ilford, Essex, IG6 3SZ  
 Tel: 020 8500 9700  
 E-mail: hainault@howdens.com

Business Address: as above  
 Online: www.howdens.com  
 VAT Reg: GB 379 5785 77

Account queries and settlement:  
 Howden Joinery Ltd, Raunds 2, 100 Scalley  
 Way, Raunds, Wellingborough, NN9 6RJ.  
 Tel: 01604 876000

Howden Joinery Limited.  
 Registered Office: 40 Portman Square,  
 London, W1H 6LT  
 Registered in England No: 526923



APPENDIX CAC ITEM 6B

## Chigwell Parish Council TERMS AND CONDITIONS

This Agreement constituting the Victory Hall Booking Form and these Terms and Conditions, is made between the Hirer and Chigwell Parish Council. The parties agree that this Agreement will carry out the hiring. Council staff reserve the right to refuse any booking without reason.

### 1 IN ACCORDANCE WITH THIS AGREEMENT:

- 1.1 Applications to hire Victory Hall **must be made by submitting a Victory Hall booking form**, completed in full. Chigwell Parish Council reserves the right to refuse any application.
- 1.2 Booking payment must be paid by electronic bank transfer or cash to Chigwell Parish Council account after both sides approve the booking process (Victory Hall Booking Form, Booking Order) **no later than TWO working days** after booking approval. Payment must not be made without a Booking Order number - the reference for payment should be the Booking Order Number.
- 1.3 **A refundable damage deposit of £275.00 and a refundable key deposit of £125.00** must be paid by cash/or bank transfer or can be paid together with the booking fee.
- 1.4 The maximum regular booking period is 13 weeks or three months, with a maximum notice period of two weeks before the first date of the Hire Period.
- 1.5 In the absence of a Caretaker, to gain entry to the Hall, the key will be collected on the last weekday before the event, and all deposits must be made at the latest by the collection date. **NO VIEWING - NO DEPOSIT – NO ID - NO HIRE.** The key must be returned within 48 hours after the event.
- 1.6 In the event of a booking no longer being required, the following cancellation fees will apply.
  - If cancelled in writing more than eight weeks before the booked date there will be no charge.
  - If cancelled in writing more than two weeks before the booked date – 50% of booking fee is payable.
  - If cancelled in writing less than two weeks before the booked date – 100% of booking fee is payable.





## 2 MAXIMUM CAPACITY:

- 2.1 The Hirer is responsible for ensuring the number of people attending the event does not exceed the number agreed upon at booking time. Under no circumstances must the number attending exceed 120 people. In the event it is found the number attending exceeded the legal maximum of 120 the Council reserved the right to terminate the event for safety reasons. All guests will be required to vacate the premises and no refunds will be made.
- 2.2 The Hirer shall ensure that no person under 16 can enter the kitchen. The Council cannot be held liable for any loss if kitchen facilities are not available.
- 2.3 As the individual responsible for the event, the Hirer must ensure that both children and adults can safely utilise the stage. Before using the stage, the Hirer must request permission to do so.
- 2.4 The car park has limited **space for 20-35 cars and available parking is not guaranteed**. Use of the car park is at the owner's risk.

## 3 USE OF PREMISES:

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Victory Hall Booking Form and shall not sub-hire or use or allow the Premises to be used for:
  - Any political rallies, group meetings or demonstrations.
  - For purposes which are illegal i.e., be they forbidden by law or unauthorised by official or accepted rules.
  - For functions attended by people whose presence may cause civil unrest or division within the community.
  - An organisation or individual which has been banned by law.
  - Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
- 3.2 Chigwell Parish Council reserves the right to exclude or reject from the Premises (Victory Hall) any person and to cancel any booking where it considers:
  - That such events may be contrary to the interest of the public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the community's safety is assessed against the request for a venue booking.
  - The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to Chigwell Parish Council or harm the reputation
  - of Chigwell Parish Council.



## APPENDIX CAC ITEM 6B

- 3.3 The Hirer shall ensure that NO equipment, goods, or other materials are left on the Premises after the period of hire or overnight.

### 4 LICENCES:

- 4.1 The Hirer shall be responsible for obtaining any licences and for completing any returns that the Performing Rights Society may require, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so.
- 4.2 The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations, and approvals, whether of a public or private nature which any authority or person shall require regarding the event. This includes, where required, a licence issued by the Performing Rights Society and any copyright permission.
- 4.3 The Hirer shall not apply for a Temporary Event Notice without the written permission of Chigwell Parish Council
- 4.4 No form of notice or decoration may be pinned, stuck, or otherwise fastened to the walls.
- 4.5 The sale of alcohol requires a Temporary Event Notice from Epping Forest District Council, this is the liability of the Hirer.

### 5 HEALTH AND SAFETY COMPLIANCE:

- 5.1 If hiring for commercial or public meeting purposes, The Hirer shall be responsible for the health and safety aspects of using the Premises during the Period of Hire. The Hirer must carry out a risk assessment for each event. A copy of the risk assessment must be supplied to the offices of Chigwell Parish Council at least TWO days before the first date of the period of hire.
- 5.2 The Hirer shall ensure they are familiar with the:
- a. fire alarm points
  - b. fire evacuation procedures, routes, refuge point and assembly point
  - c. emergency contact number
  - d. location of first aid kit – in the kitchen.
  - e. location of the accident reporting book – in the kitchen. Any accidents or use of the first aid kit MUST be reported to the Parish Council. The form kept with the first aid kit MUST be completed.
- 5.3 If hiring for commercial or public meeting purposes, the Hirer shall
- a. ensure clear and unobstructed access is maintained to all emergency exits in the Premises.



#### APPENDIX CAC ITEM 6B

- b. ensure fire doors in the Premises are not propped open or left open at any time.
- c. familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point.
- d. appoint fire wardens who are trained in emergency procedures.

## 6 ELECTRICAL COMPLIANCE SAFETY:

- 6.1 The Hirer shall ensure that any electrical appliances intended to be used by the by the Hirer at the Premises shall be PAT tested and have a valid Portable Appliance Test certificate to demonstrate that the equipment is in a safe working condition in accordance with the Electricity at work Regulations 1989. Details shall be submitted to Chigwell Parish Council TWO days prior to the booking.

## 7 ALTERATIONS:

- 7.1 The Hirer must not make any alterations to the Premises or any other part of the Premises without the Venue's prior written consent.

## 8 FOOD AND DRINK:

- 8.1 Where food or drink is to be supplied to the public for commercial purposes the Hirer or caterer must hold a Basic Food Hygiene Certificate. A copy of the certificate must be supplied to the Venue at least TWO days before the first date of the Period of Hire.
- 8.2 The Hirer shall if preparing, serving, or selling food observe all relevant food and hygiene legislation and regulations.
- 8.3 If the Hirer wishes to use caterers on the Premises during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislation and regulations.

## 9 GENERAL REGULATIONS:

- 9.1 **Smoking/or vaping is not permitted anywhere on the premises.** The Hirer shall ensure that there is no smoking and vaping on the Premises.
- 9.2 No pyrotechnics or naked flames are permitted in the hall.
- 9.3 The Hirer must not do or allow anyone attending their hiring to do anything on the Premises that may become a nuisance to Chigwell Parish Council or other hirers or to the occupiers of adjoining or neighbouring premises.



#### APPENDIX CAC ITEM 6B

- 9.4 The Hirer shall be responsible for requiring anyone causing such a nuisance to leave the Premises and the Building.

### 10 CHILDREN:

- 9.5 If an event is mainly for children or is endorsed by a school for children to attend, the Hirer must have the necessary child protection policies and procedures in place.

### 11 END OF HIRE:

- 11.1 The Hirer is responsible for ensuring that noise is acceptable and does not disturb residents.
- 11.2 The hall closes at midnight, and any audio or music **MUST** be switched off by 11 pm.
- 11.3 The Hirer is responsible for clearing up before leaving the hall. Any rubbish must be removed from the hall and taken away from the premises. If these responsibilities are not fulfilled, Chigwell Parish Council reserves the right to retain the refundable deposit and make further charges if required.
- **Clean and tidy** – A cleaning charge of **£50.00** per hour or part hour shall be payable by the Hirer when the Hall has been left in an unacceptable condition. Should bodily fluids, hazardous items or similar be found on the premises or the toilets are left in an unsatisfactory condition, a further specialist cleaning charge will apply.
  - **Rubbish removed from the building and premises at the end of the period of Hire** – A charge of **£100.00** shall be payable by the Hirer to remove any rubbish remaining in or around the hall premises.
  - Leaving the building unsecured - a charge of **£150.00** will be made if any windows and/or doors are left unsecured, necessitating staff to visit and make the building.
- 11.4 Where the hire includes use of the kitchen the Hirer shall ensure the microwave/oven, sinks, fridge, the equipment and all floors and surfaces are left clean. Nothing should be left in any ovens, fridges, etc. **A charge of £100.00** shall be payable by the Hirer if the kitchen and/or equipment are not left in a good level of cleanliness after the hire period.
- 11.5 The Hirer shall ensure no damage is caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.
- 11.6 The Hirer shall be responsible for any damage caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.



#### APPENDIX CAC ITEM 6B

- 11.7 The Hirer shall reimburse Chigwell Parish Council in respect of any damage caused during the period of hire. Any damage will be evaluated by an independent expert / agency / company.
- 11.8 At the conclusion of the hire period, the Hirer is responsible for ensuring that all lights and electrical equipment are turned off and all doors and windows securely locked.

### 12 INSURANCE:

- 12.1 During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Venue from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire except where due to the negligence of the Venue or their respective servants or agents.
- 12.2 The Hirer – during business activities, shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use the Premises during the Period of the Hire. A copy of the Hirer's Public Liability Insurance Certificate shall be provided to the Venue not less than TWO days before the first date of the Period of Hire.

### 13 ADVERTISING:

- 13.1 No advertising shall be displayed at the building without the written permission of the Venue.
- 13.2 Any artwork or other advertising for commercial or public events must be submitted to Chigwell Parish Council a minimum seven days before any event. Chigwell Parish Council reserve the right to cancel the hire agreement if any artwork or advertising is deemed by Council staff to be inappropriate, unlawful or otherwise unsuitable.
- 13.3 A charge of £100 shall apply where the Hirer fails to comply with clauses 13.1 and / or 13.2.

### 14 DATA PROTECTION:

- 14.1 Personal data supplied on the Victory Hall Hire Booking Form will be held and will be used in accordance with the Data Protection Act 1998.
- 14.2 ID copies will be retained, and destroyed once Hall key has been returned to the Chigwell Parish Council main office (further information see GDPR Policy).



## 15 GENERAL TERMS:

- 15.1 Chigwell Parish Council may from time to time amend or add to the Terms and Conditions of Hire in writing.
- 15.2 The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.
- 15.3 If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.
- 15.4 No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.
- 15.5 This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.
- 15.6 Chigwell Parish Council accept no liability for and consequential or secondary loss or damage to any third party in the event the facilities, or any part thereof, are not available as agreed, advertised and/or offered for any reason beyond the Council's control.

**PLEASE SIGN AND DATE TO CONFIRM THAT YOU ACCEPT THE ABOVE CONDITIONS OF HIRE.**

Name: .....

Signature.....

Date.....

Title	CEMETERY&ASSETS AND RISK MATTERS				
Author	CPC Cemetery Manager & FO & H&S Officer				
Purpose	<i>To carry out the works under Fire Risk and Health Assessment compliance</i>				
<b>ITEM 7 E., F., REFER TO ITEM 14 B. D. E.</b>					
<i>ITEM7 E. FIRE RISK REPORT FOR CEMETERY SITE, please see comments H&amp;S Officer:</i>					
6.8a extension lead removed by Chubb assessor and is not to be used again.					
6.11 Paper diary relocated away from source of heat					
14.2 During this fire assessment the Chubb Rep tested the emergency lighting, and it was found that 1 wasn't working which has today been replaced by Michael St Ledger. I have entered details onto our fire log book. It was decided at our Health & Safety meeting on the 8 <sup>th</sup> September that Scott will be the person to carry out monthly test of emergency light for Parish office, Cemetery Office Victory Hall and Community center.					
The other issues regarding CCTV (6.8b) and the heater (6.14) will require contractors to solve the issues. It should be pointed out the heater in question is not used as there is no power socket to plug it into so should be removed or replaced.					
<i>ITEM7 E., F. REFER TO ITEM14 B.,D.,E.</i>					
<b>Q1: SLG SYSTEMS Ltd</b>	<i>Electric Emergency, Fire Alarm Lighting Testing, Fire Alarm System</i>	<b>Q2: CLK Property Services Limited</b>	<b>Q3: DENNIS JOHNS</b> <i>EICR and Emergency lighting tests</i> <b>£2,339.72</b>		
<i>Chigwell Cemetery</i>	<i>Various works, including replacing, fixing work</i> <b>£4,274</b>	<i>Various works, including replacing, fixing work</i> <b>£5,543</b>			
	<i>Installation of Fire Alarm System and maintenance service</i> <b>£2,075</b>	<i>Installation of Fire Alarm System and maintenance service</i> <b>£2,755</b>			
<i>Chigwell Main Office</i>	<i>Annual service, various works</i> <b>£984.00</b>	<i>Annual service, various works</i> <b>£1,175.00</b>		<i>Annual service</i>	

<i>Victory Hall &amp; Community Club</i>	<i>Fixed wiring testing £1,367 Annual service £640.00</i>	<i>Fixed wiring testing £2,534 Annual service £700.00</i>			
<i>CCTV service and maintenance</i>	<i>not received yet</i>	<i>Not received yet</i>	<i>Unfortunately, after having a discussion with our security department, due to the age and type of the CCTV you have, we wouldn't be able to offer a quotation for servicing/maintenance on this. You have a very basic system, and it wouldn't be viable for us.</i>		
<i>In Total</i>	<i>£9,340</i>	<i>£12,707</i>	<i>£2,339.72</i>		
<b>Comments by Cemetery Manager:</b>					
<b>Comments by H&amp;S Officer:</b>					
<b>Comments by Finance Officer:</b>					
<i>Over Budget: The virements will be required</i>					
<b><u>Action requested from the Councillors.</u></b>					
<i>To CONSIDER OPTIONS and RECOMMEND TO FULL COUNCIL RESOLUTION.</i>					



Q1

**SLG Systems Ltd**  
FIRE-SECURITY-ELECTRICAL

64 Deepdene Road  
Loughton  
Essex  
IG10 3PP  
Email: admin@slg-systems.co.uk  
Phone: 0203 488 7264

DATE: 13/10/23

Chigwell Parish Council Offices,  
Hainault Road,  
Chigwell,  
Essex,  
IG7 6QZ.

Quotation Number: AG213

Dear Mr Donovan

Thank you for allowing me the opportunity to quote, please find below our design proposal for the following works: **Chigwell Cemetery, Compound, Frog Hall Lane, IG7 5PS.**

**PROPOSAL FOR THE INSTALLATION OF A CONVENTIONAL FIRE ALARM SYSTEM**

The following design proposal has been compiled in conjunction with? **where has the design come from Drawings risk assessment etc?** and to meet the requirements of **Mayville Primary School, Old School House, Lincoln Road, E11 4PZ.**

As discussed, it provides for a Fire Alarm System Conforming to a **Category L1**

This design proposal conforms to: **BS 5839:1 2017**

**WIRING.**

SLG Systems install all cables to the current applicable standards. Where possible all cables will be concealed within the fabric of the building. If this is not possible then cables will be run in appropriate containment or clipped direct.

**EQUIPMENT TO BE FITTED:**

**Compound:**

- 1 x 2 zone kentec, sigma panel.
- 2 x optical smoke sensors
- 2 x wall sounders
- 2 x manual call points with covers
- 1 x electrical supply
- 1 x site plan
- 1 x communicator to monitor off site for fire and fault.

**SITE DRAWINGS**

Site drawings to be provided showing as fitted layout and audibility levels.  
Zone charts to be provided and sites adjacent to the system.

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



**COMMISSIONING AND HANDOVER:**

The above system will be provided with a handover and commissioning certificate showing all variations (if any).

A system logbook will be provided.

**ELECTRICAL CONNECTIONS:**

One dedicated supply to be installed taken from local fuse board.

**HANDOVER AND TRAINING:**

We shall attend on the agreed handover date to demonstrate the system to the end user.

**MAINTENANCE:**

Regular preventative maintenance of your system is important to ensure, continued optimum operational performance.

**VARIATIONS:**

Call point covers.

Supply not taken from electrical source.

**GENERAL NOTES:**

There has been no equipment identified that needs interfacing.

SERVICES PROVIDED	COST
Installation.	£1790.00
Single path monitoring paid annually in advance.	£105.00
Maintenance visit 2 visits per annum.	£180.00

**General Terms and Conditions:**

- Prices are subject to VAT at the current rate.
- Prices are valid for 30 days from date of quotation.
- This quotation is subject to installation being carried out, during our normal working hours: Monday to Friday 8.00am to 5.00pm, drilling may occur throughout the day, when works are being carried out.
- This system is an outright sale to the client.
- The system comes with a 1-year warranty for parts and labour.
- If applicable an SSAIB certificate of conformance will be issued.
- Information contained in this quote is given in good faith based upon the evidence available at the time of visit. Should there need to be further inspection of the site, which then indicates additional equipment and materials are needed, we will advise you of any extra costs.
- Should the quote be accepted, we would require a 30% deposit prior to carrying out the agreed works.
- Payment terms at SLG Systems are based on invoice once completion of quote and works have been carried out. Payment is due 30 days from invoice date, unless otherwise agreed and stated. Payment for maintenance and monitoring agreements will be specified in the agreement, generally on an annual basis.

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



**SLG Systems Call Out Charges.**

**Call out charges are as follows:**

**Normal working hours:** £70 for the first hour and then £35 per hour thereafter.

**After 5pm and Saturdays:** £105 for the first hour then £52.50 per hour thereafter.

**Sundays and Bank Holidays:** £140 for the first hour then £70 per hour thereafter.

**Making good:**

SLG Systems will fill in any holes (make good). However, we take no responsibility for decorating works, that may be needed after work is carried out. This can be discussed when work is being quoted for and will be added to notes on the quote if needed.

**Disposal of rubbish:**

Where possible and safely to do so, SLG Systems will dispose of rubbish in relation to manufacturer's instructions for materials. If we cannot safely dispose of rubbish on site, and you have made us aware of this when we quote for works, SLG Systems will then take the responsibility to take rubbish from site and dispose of it safely.

**Batteries:**

SLG Systems will replace batteries when needed and invoiced accordingly. Batteries are classed as disposable items, and will appear on invoice as materials, with a description of the batteries that have been replaced.

**Site Facilities:**

SLG Systems require that we are made aware of all site conditions that are considered as hazardous, or that could be a risk to our engineers that attend site. SLG Systems also require that our engineers will have use as site facilities such as electricity and water and use of toilets. SLG Systems will also require the space to leave equipment and tools where appropriate.

**DBS Checks and Confidentiality:**

All staff working with SLG Systems are Enhanced DBS checked and PNC checked. Information will be available to you prior to works being carried, if needed. All information given is strictly confidential.

I hope this quotation is acceptable and meets your requirements. If you have any further queries or need to discuss it further, then please do not hesitate to contact me.

Yours Sincerely  
*Andrew Gummer*  
SLG SYSTEMS LTD  
07979 380 524

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q1

**SLG Systems Ltd**  
**FIRE-SECURITY-ELECTRICAL**

64 Deepdene Road  
 Loughton  
 Essex  
 IG10 3PP  
**Email:** slg-systems@outlook.com  
**Phone:** 0203 488 7264

**DATE:**11/10/23

Chigwell Parish Council Offices,  
 Hainault Road,  
 Chigwell,  
 Essex,  
 IG7 6QZ.

Quotation Number: AG212

Dear Mr Donovan

Thank you for allowing me the opportunity to quote, please find below our design proposal for the following works at, **Chigwell Cemetery, Frog Hall Lane, IG7 5PS.**

**Various works**

Please see below for the works to be provided.

SERVICES PROVIDED	COST
Fixed wiring testing. (EICR)	Office = £405.00 Shed = £135.00 Distribuiton Circuits = £90.00
Emergency lighting take over and test. (1 test per annum)	£180.00
Smoke alarm takeover and test (2 x visits per annum) (please note the engineer will carry out a full report and notify of any non-conformities) (please note these types of detectors are not to be used in commercial applications)	£180.00
Replace all bulkheads 11 in total for LED version.	£850.00
replace and isolate heaters for new energy efficient versions 2 x main office, 1 x small office, 1 x lobby 1 x disabled WC.	£1850.00
Takeover and monitor intruder alarm. (Any issues will be notified and priced accordingly).	£180.00 Annual dual path monitoring. £224.00 paid annually in advance. 2 x service visits per annum. £180.00 paid annually in advance
<b>Total</b>	<b>£4274.00</b>

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
 INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



**General Terms and Conditions:**

- Prices are subject to VAT at the current rate.
- Prices are valid for 30 days from date of quotation.
- This quotation is subject to installation being carried out, during our normal working hours: Monday to Friday 8.00am to 5.00pm, drilling may occur throughout the day, when works are being carried out.
- This system is an outright sale to the client.
- The system comes with a 1-year warranty for parts and labour.
- An SSAIB certificate of conformance will be issued.
- Information contained in this quote is given in good faith based upon the evidence available at the time of visit. Should there need to be further inspection of the site, which then indicates additional equipment and materials are needed, we will advise you of any extra costs.
- Should the quote be accepted, we would require a 30% deposit prior to carrying out the agreed works.
- Payment terms at SLG Systems are based on invoice once completion of quote and works have been carried out. Payment is due 30 days from invoice date, unless otherwise agreed and stated. Payment for maintenance and monitoring agreements will be specified in the agreement, generally on an annual basis.

**SLG Systems Call Out Charges.****Call out charges are as follows:****Normal working hours:** £70 for the first hour and then £35 per hour thereafter.**After 5pm and Saturdays:** £105 for the first hour then £52.50 per hour thereafter.**Sundays and Bank Holidays:** £140 for the first hour then £70 per hour thereafter.**Making good:**

SLG Systems will fill in any holes (make good). However, we take no responsibility for decorating works, that may be needed after work is carried out. This can be discussed when work is being quoted for and will be added to notes on the quote if needed.

**Disposal of rubbish:**

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**Batteries:**

SLG Systems will replace batteries when needed and invoiced accordingly. Batteries are classed as disposable items, and will appear on invoice as materials, with a description of the batteries that have been replaced.

**Site Facilities:**

SLG Systems require that we are made aware of all site conditions that are considered as hazardous, or that could be a risk to our engineers that attend site. SLG Systems also require that our engineers will have use as site facilities such as electricity and water and use of toilets. SLG Systems will also require the space to leave equipment and tools where appropriate.

**DBS Checks and Confidentiality:**

All staff working with SLG Systems are Enhanced DBS checked and PNC checked. Information will be available to you prior to works being carried, if needed. All information given is strictly confidential.

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q1

I hope this quotation is acceptable and meets your requirements. If you have any further queries or need to discuss it further, then please do not hesitate to contact me.

Yours Sincerely  
*Andrew Gummer*  
SLG SYSTEMS LTD  
07979 380 524

#### SERVICES PROVIDED.

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q1

**SLG Systems Ltd**  
FIRE-SECURITY-ELECTRICAL

64 Deepdene Road  
Loughton  
Essex  
IG10 3PP  
Email: slg-systems@outlook.com  
Phone: 0203 488 7264

DATE:11/10/23

Chigwell Parish Council Offices,  
Hainault Road,  
Chigwell,  
Essex,  
IG7 6QZ.

Quotation Number: AG211

Dear Mr Donovan

Thank you for allowing me the opportunity to quote, please find below our design proposal for the following works at, **Victory Hall and social club, Hainault Road, Chigwell, IG7 6QZ.**

Various works

Please see below for the works to be provided.

SERVICES PROVIDED	COST
Fixed wiring testing. (EICR)	Hall board = £378.00 Distribution board = £98.00 Stage = £135.00 Bar = £81.00 Cellar = £108.00 Snooker room = £243.00 Snooker room = £324.00
Emergency lighting take over and test. (1 visit per annum)	£320.00
Fire alarm takeover and test (2 x visits per annum) (please note the engineer will carry out a full report and notify of any non-conformities.	£320.00
<b>Total</b>	<b>£2007.00</b>

General Terms and Conditions:

- Prices are subject to VAT at the current rate.
- Prices are valid for 30 days from date of quotation.
- This quotation is subject to installation being carried out, during our normal working hours: Monday to Friday 8.00am to 5.00pm, drilling may occur throughout the day, when works are being carried out.
- This system is an outright sale to the client.
- The system comes with a 1-year warranty for parts and labour.
- An SSAIB certificate of conformance will be issued.

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q1

- Information contained in this quote is given in good faith based upon the evidence available at the time of visit. Should there need to be further inspection of the site, which then indicates additional equipment and materials are needed, we will advise you of any extra costs.
- Should the quote be accepted, we would require a 30% deposit prior to carrying out the agreed works.
- Payment terms at SLG Systems are based on invoice once completion of quote and works have been carried out. Payment is due 30 days from invoice date, unless otherwise agreed and stated. Payment for maintenance and monitoring agreements will be specified in the agreement, generally on an annual basis.

**SLG Systems Call Out Charges.**

**Call out charges are as follows:**

**Normal working hours:** £70 for the first hour and then £35 per hour thereafter.

**After 5pm and Saturdays:** £105 for the first hour then £52.50 per hour thereafter.

**Sundays and Bank Holidays:** £140 for the first hour then £70 per hour thereafter.

**Making good:**

SLG Systems will fill in any holes (make good). However, we take no responsibility for decorating works, that may be needed after work is carried out. This can be discussed when work is being quoted for and will be added to notes on the quote if needed.

**Disposal of rubbish:**

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**Batteries:**

SLG Systems will replace batteries when needed and invoiced accordingly. Batteries are classed as disposable items, and will appear on invoice as materials, with a description of the batteries that have been replaced.

**Site Facilities:**

SLG Systems require that we are made aware of all site conditions that are considered as hazardous, or that could be a risk to our engineers that attend site. SLG Systems also require that our engineers will have use as site facilities such as electricity and water and use of toilets. SLG Systems will also require the space to leave equipment and tools where appropriate.

**DBS Checks and Confidentiality:**

All staff working with SLG Systems are Enhanced DBS checked and PNC checked. Information will be available to you prior to works being carried out, if needed. All information given is strictly confidential.

I hope this quotation is acceptable and meets your requirements. If you have any further queries or need to discuss it further, then please do not hesitate to contact me.

Yours Sincerely  
*Andrew Gummer*  
SLG SYSTEMS LTD  
07979 380 524

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.





Q1

# SLG Systems Ltd

FIRE-SECURITY-ELECTRICAL

64 Deepdene Road  
Loughton  
Essex  
IG10 3PP  
Email: slg-systems@outlook.com  
Phone: 0203 488 7264

DATE:11/10/23

Chigwell Parish Council Offices,  
Hainault Road,  
Chigwell,  
Essex,  
IG7 6QZ.

Quotation Number: AG210

Dear Mr Donovan

Thank you for allowing me the opportunity to quote, please find below our design proposal for the following works at, **Chigwell Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ.**

### Various works

Please see below for the works to be provided.

SERVICES PROVIDED	COST
Fixed wiring testing. (EICR)	£324.00 for 1 x consumer unit
Emergency lighting take over and test.	£200.00
Smoke alarm testing takeover and test (2 x visits per annum) (please note these types of detectors are not to be used in commercial applications)	£180.00
Replace 2 x light fittings 1 x 4' and 1 x square fitting.	£280.00
<b>Total</b>	<b>£984.00</b>

### General Terms and Conditions:

- Prices are subject to VAT at the current rate.
- Prices are valid for 30 days from date of quotation.
- This quotation is subject to installation being carried out, during our normal working hours: Monday to Friday 8.00am to 5.00pm, drilling may occur throughout the day, when works are being carried out.
- This system is an outright sale to the client.
- The system comes with a 1-year warranty for parts and labour.
- An SSAIB certificate of conformance will be issued.
- Information contained in this quote is given in good faith based upon the evidence available at the time of visit. Should there need to be further inspection of the site, which then indicates additional equipment and materials are needed, we will advise you of any extra costs.
- Should the quote be accepted, we would require a 30% deposit prior to carrying out the agreed works.
- Payment terms at SLG Systems are based on invoice once completion of quote and works have been carried out. Payment is due 30 days from invoice date, unless otherwise agreed and stated. Payment

### SERVICES PROVIDED.

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q1

for maintenance and monitoring agreements will be specified in the agreement, generally on an annual basis.

**SLG Systems Call Out Charges.**

Call out charges are as follows:

**Normal working hours:** £70 for the first hour and then £35 per hour thereafter.

**After 5pm and Saturdays:** £105 for the first hour then £52.50 per hour thereafter.

**Sundays and Bank Holidays:** £140 for the first hour then £70 per hour thereafter.

**Making good:**

SLG Systems will fill in any holes (make good). However, we take no responsibility for decorating works, that may be needed after work is carried out. This can be discussed when work is being quoted for and will be added to notes on the quote if needed.

**Disposal of rubbish:**

Where possible and safely to do so, SLG Systems will dispose of rubbish in relation to manufacturer's instructions for materials. If we cannot safely dispose of rubbish on site, and you have made us aware of this when we quote for works, SLG Systems will then take the responsibility to take rubbish from site and dispose of it safely.

**Batteries:**

SLG Systems will replace batteries when needed and invoiced accordingly. Batteries are classed as disposable items, and will appear on invoice as materials, with a description of the batteries that have been replaced.

**Site Facilities:**

SLG Systems require that we are made aware of all site conditions that are considered as hazardous, or that could be a risk to our engineers that attend site. SLG Systems also require that our engineers will have use as site facilities such as electricity and water and use of toilets. SLG Systems will also require the space to leave equipment and tools where appropriate.

**DBS Checks and Confidentiality:**

All staff working with SLG Systems are Enhanced DBS checked and PNC checked. Information will be available to you prior to works being carried, if needed. All information given is strictly confidential.

I hope this quotation is acceptable and meets your requirements. If you have any further queries or need to discuss it further, then please do not hesitate to contact me.

Yours Sincerely

*Andrew Gummer*

SLG SYSTEMS LTD

07979 380 524

**SERVICES PROVIDED.**

FIRE ALARMS – INTRUDER ALARMS - CCTV - ENTRY PHONES - ACCESS CONTROL - EMERGENCY LIGHTING - ELECTRICAL  
INSTALLATION, MAINTENANCE AND REACTIVE REPAIRS.



Q2



PROPERTY SERVICES LTD

# QUOTE

Victory Hall and social club, Hainault Road, Chigwell, IG7 6QZ.

**Date**  
3 Nov 2023

**Expiry**  
3 Dec 2023

**Quote Number**  
QU-4142

**Reference**  
Victory Hall and social club

**VAT Number**  
283731194

CLK Property Services  
Limited  
Crowlands Heath Golf  
Club  
Wood Ln  
Dagenham  
Essex  
RM8 1JX  
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Thank you for allowing CLK Property service LTD the opportunity to quote, please find below our design proposal for the following works at, Victory Hall and social club, Hainault Road, Chigwell, IG7 6QZ.				
Fixed wiring testing. (EICR)	1.00	2,534.00	20%	2,534.00
Hall board = £420.00				
Distribution board = £138.00				
Stage = £173.00				
Bar = £110.00				
Cellar = £108.00				
Snooker room = £283.00				
Snooker room = £364.00				
Emergency lighting take over and test. (1 visit per annum) £380.00				
Fire alarm takeover and test (2 x visits per annum) (please note the engineer will carry out a full report and notify of any non-conformities. £320.00 Total £2007.00				
General Terms and Conditions:				
• This quotation is subject to installation being carried out, during our normal working hours:				
			Subtotal	2,534.00

Q2

TOTAL VAT 20% 506.80

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TOTAL GBP 3,040.80

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Q2



PROPERTY SERVICES LTD

# QUOTE

Chigwell Cemetery 2 , Frog Hall Lane, IG7 5PS

<b>Date</b>	3 Nov 2023	CLK Property Services Limited
<b>Expiry</b>	3 Dec 2023	Crowlands Heath Golf Club
<b>Quote Number</b>	QU-4145	Wood Ln Dagenham Essex
<b>Reference</b>	Chigwell Cemetery 2	RM8 1JX GBR
<b>VAT Number</b>	283731194	

Description	Quantity	Unit Price	VAT	Amount GBP
<p>Thank you for allowing CLK Property Service LTD the opportunity to quote, please find below our design proposal for the following works at, Chigwell Cemetery, Frog Hall Lane, IG7 5PS</p>				
<p>Various works Please see below for the works to be provided. SERVICES PROVIDED COST</p> <p>Fixed wiring testing. (EICR) Office = £465.00</p> <p>Shed = £178.00</p> <p>Distribution Circuits = £115.00</p> <p>Emergency lighting take over and test. (1 test per annum) £250.00</p> <p>Smoke alarm takeover and test (2 x visits per annum) (please note the engineer will carry out a full report and notify of any non-conformities) (please note these types of detectors are not to be used in commercial applications) £220.00</p> <p>Replace all bulkheads 11 in total for LED version. £1200.00</p> <p>replace and isolate heaters for new energy efficient versions 2 x main office, 1 x small office, 1 x lobby 1 x disabled WC. £2350.00</p>	1.00	5,543.00	20%	5,543.00

Q2



PROPERTY SERVICES LTD

# QUOTE

Chigwell Cemetery, Compound, Frog Hall Lane, IG7 5PS.

<b>Date</b>	3 Nov 2023	CLK Property Services Limited
<b>Expiry</b>	3 Dec 2023	Crowlands Heath Golf Club
<b>Quote Number</b>	QU-4144	Wood Ln Dagenham Essex
<b>Reference</b>	Chigwell Cemetery	RM8 1JX GBR
<b>VAT Number</b>	283731194	

Description	Quantity	Unit Price	VAT	Amount GBP
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Thank you for allowing CLK Property Service LTD the opportunity to quote, please find below our design proposal for the following works at, Chigwell Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ.  
Various works  
Please see below for the works to be provided.

The following design proposal has been compiled in conjunction with? where has the design come from Drawings risk assessment etc? and to meet the requirements of Mayville Primary School, Old School House, Lincoln Road, E11 4PZ. As discussed, it provides for a Fire Alarm System Conforming to a Category L1	1.00	2,755.00	20%	2,755.00
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This design proposal conforms to: BS 5839:1 2017 WIRING.  
SLG Systems install all cables to the current applicable standards. Where possible all cables will be concealed within the fabric of the building. If this is not possible then cables will be run in appropriate containment or clipped direct.

#### EQUIPMENT TO BE FITTED:

Compound:  
1 x 2 zone kentec, sigma panel.  
2 x optical smoke sensors  
2 x wall sounders  
2 x manual call points with covers  
1 x electrical supply  
1 x site plan  
1 x communicator to monitor off site for fire and fault.

#### SITE DRAWINGS

Site drawings to be provided showing as fitted layout and audibility levels.  
Zone charts to be provided and sites adjacent to the

Q2

Description	Quantity	Unit Price	VAT	Amount GBP
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system

**COMMISSIONING AND HANDOVER:**

The above system will be provided with a handover and commissioning certificate showing all variations (if any).

A system logbook will be provided.

**ELECTRICAL CONNECTIONS:**

One dedicated supply to be installed taken from local fuse board.

**HANDOVER AND TRAINING:**

We shall attend on the agreed handover date to demonstrate the system to the end user.

**MAINTENANCE:**

Regular preventative maintenance of your system is important to ensure, continued optimum operational performance.

**VARIATIONS:**

Call point covers.

Supply not taken from electrical source.

**GENERAL NOTES:**

There has been no equipment identified that needs interfacing.

**SERVICES PROVIDED COST**

Installation. £275.00

Single path monitoring paid annually in advance.

£155.00

Maintenance visit 2 visits per annum. £225.00

General Terms and Conditions:

- Prices are subject to VAT at the current rate.
- Prices are valid for 30 days from date of quotation.
- This quotation is subject to installation being carried out, during our normal working hours: Mon

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Subtotal	2,755.00
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TOTAL VAT 20%	551.00
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<b>TOTAL GBP</b>	<b>3,306.00</b>
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Q2

Description	Quantity	Unit Price	VAT	Amount GBP
Takeover and monitor intruder alarm. (Any issues will be notified and priced accordingly). £210.00				
Annual dual path monitoring. £275.00				
2 x service visits per annum. £280				
Installation of an L1 fire alarm system in the compound, this will consist of automatic detection and manual call points throughout.				
			Subtotal	5,543.00
			TOTAL VAT 20%	1,108.60
			<b>TOTAL GBP</b>	<b>6,651.60</b>





# QUOTE

Chigwell Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ.

<b>Date</b>	3 Nov 2023	CLK Property Services Limited
<b>Expiry</b>	3 Dec 2023	Crowlands Heath Golf Club
<b>Quote Number</b>	QU-4143	Wood Ln
<b>Reference</b>	Chigwell Parish Council Offices	Dagenham
		Essex
		RM8 1JX
		GBR
<b>VAT Number</b>	283731194	

Description	Quantity	Unit Price	VAT	Amount GBP
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Thank you for allowing CLK Property Service LTD the opportunity to quote, please find below our design proposal for the following works at, Chigwell Parish Council Offices, Hainault Road, Chigwell, IG7 6QZ.  
Various works  
Please see below for the works to be provided.

SERVICES PROVIDED COST	1.00	1,175.00	20%	1,175.00
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Fixed wiring testing.

(EICR) £355.00 for 1 x consumer unit

Emergency lighting take over and test. £260.00

Smoke alarm testing takeover and test (2 x visits per annum) (please note these types of detectors are not to be used in commercial applications)  
£210.00

Replace 2 x light fittings 1 x 4' and 1 x square fitting.  
£325.00

General Terms and Conditions:

- This quotation is subject to installation being carried out, during our normal working hours: Monday to Friday 8.00am to 5.00pm,

Subtotal	1,175.00
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TOTAL VAT 20%	235.00
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Q2

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TOTAL GBP	1,410.00
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Q3



DENNIS JOHNS  
SERVICE GROUP LTD.  
Unit A2, Leyton Industrial Village,  
Argall Avenue, London, E10 7QP

Quotation No. Q- 20344

**For the attention of: Olga Linkeviciene**

Chigwell Parish Council  
Hainault Road  
Chigwell  
IB7 6QZ

18<sup>th</sup> October 2023

**RE: The Parish Council Various buildings – EICR and Emergency lighting tests.  
(Electrical Installation Condition Report).**

Please receive our quotation to carry out an EICR and emergency lighting test in the following locations :-

1. Parish Council Building – 1 x No. distribution board
  2. Victory Hall – 2 x No. distribution boards
  3. The Members Club – 3 x No. distribution boards
  4. The Cemetery – 3 x No. distribution boards
- The works will be carried out as the current edition of BS7671 2018 18<sup>th</sup> Edition current edition with amendments, and in accordance with guidance note 3, and the electricity at work regulations.
  - The complete EICR report will be submitted on an separate NICEIC Electronic certificate for each building, along with a priced quotation for any coded remedial works / recommendations, with photographs of the coded items where possible.
  - To carry out a full NICEIC annual emergency light test at each of the 4 x No. above locations, and produce an Emergency lighting logbook for each, along with a priced quotation for any coded remedial works / recommendations, with photographs of the coded items where possible.

The cost to complete the above works during normal working hours will be **£2,339.72**

The cost to complete the above works during weekend working hours will be **£4,431.83**

All costs plus VAT at the rate of invoicing.

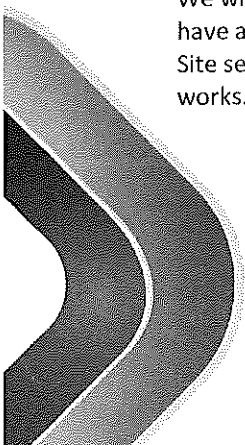
For the purpose of this quotation, Normal working hours are 08.00 – 17.00 Monday to Friday, outside normal working hours are 17.00 – 08.00 Monday to Friday.

The works do not include any works to do with the fire alarm, intruder alarm, CCTV systems, Emergency lighting, Data cabling, Telephone cabling, Energy management systems, or other boiler control systems, portable appliances, lift and escalators, or lightning protection Systems. Any works required to bring the existing electrical system up to the standard of BS7671 18<sup>th</sup> edition, that are not in the above works, will be at an additional cost.

We will require access to all work areas at the time of the works, including any keys or passes, and have assumed a continuous working pattern can be carried out.

Site set up, and Welfare facilities are to be provided free of charge on site, for the length of the works.

- > ELECTRICAL INSTALLATION & MAINTENANCE
- > CCTV INSTALLATION & MAINTENANCE
- > ACCESS CONTROL, DOOR ENTRY & MAINTENANCE
- > NICEIC TESTING & INSPECTIONS



Q3



DENNIS JOHNS  
SERVICE GROUP LTD.  
Unit A2, Leyton Industrial Village,  
Argall Avenue, London, E10 7QP

If we can be of help in any way with clarification of this quotation, please feel free to phone Us.

Regards,

Vic Adams  
On behalf of Dennis Johns Service Group Limited



- > ELECTRICAL INSTALLATION & MAINTENANCE
- > CCTV INSTALLATION & MAINTENANCE
- > ACCESS CONTROL, DOOR ENTRY & MAINTENANCE
- > NICEIC TESTING & INSPECTIONS

