



# CHIPPING NORTON TOWN COUNCIL

## THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

27th June 2023

### **SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE**

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 3<sup>rd</sup> July 2023

TIME: 6:30pm

Luci Ashbourne  
Town Clerk

#### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

### A G E N D A

#### **1. Apologies for absence.**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

#### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

#### **3. Minutes**

To approve the minutes of the committee meeting held on 22<sup>nd</sup> May 2023.

#### **4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

#### **5. Committee Action Plan**

To note the Committee Action plan

**6. Sports Awards**

To receive an update on the upcoming Sports Awards to be held on Friday 14th July 2023.

**7. Town Hall**

- a. To receive a report from the Facilities and Events Officer.
- b. To receive and consider a draft Event and Venue Hire Policy

**8. Play Areas**

To receive an update.

**9. Benches**

To receive a verbal report regarding the bench at Millennium Garden and agree a budget.

**10.Events**

To receive a report from the Facilities and Events Officer.

**11.Keep Chippy Beautiful**

To receive a verbal update.

**12.Date of the next meeting – Monday 11<sup>th</sup> September 2023**



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Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Community Committee Meeting held on the 22<sup>nd</sup> May 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Alex Keyser, Athos Ritsperis, Ben Bibby, Jo Graves, Mike Cahill, Natasha Whitmill, Sandra Coleman, Steve Akers.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Tania Kirby, Facilities and Events Officer

|            |   |
|------------|---|
| <b>CC1</b> | <b>Election of Chair</b><br>Nominations were received for the position of Chair of Community Committee for the municipal year 2023/24.<br>Cllr Akers nominated, Cllr Coleman. Seconded by Cllr Whitmill. No other nominations received. All in favour Motion carried.<br><br><b>RESOLVED:</b> That Cllr Coleman is elected Chair of Community Committee for the municipal year 2023/24.     |
| <b>CC2</b> | <b>Election of Vice-Chair</b><br>Nominations were received for the position of Vice-Chair of Community Committee for the municipal year 2023/24.<br>Cllr Coleman nominated Cllr Akers, Cllr Whitmill seconded. No other nominations received. All in favour, motion carried.<br><br><b>RESOLVED:</b> That Cllr is elected Vice-Chair of Community Committee for the municipal year 2023/24. |
| <b>CC3</b> | <b>Apologies for absence</b><br>Apologies were received from Cllr Andrews.  |
| <b>CC4</b> | <b>Declaration of interests</b><br>None received.   |
| <b>CC5</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the Minutes of the committee meeting held on the 15 <sup>th</sup> March 2023 were approved and signed by the Chair as an accurate record of the meeting.  |
| <b>CC6</b> | <b>Public Participation</b><br>Rizvana Poole came to speak about a proposal for a Chippy Larder Twilight Café (CC8). Rizvana talked about setting up a café for young people who sit on the Town Hall steps. Rizvana suggested that the Town Council supports this via using the Town Hall on these evenings. This will be mainly funded in terms of food and                               |

|            |   |
|------------|---|
|            | <p>refreshments from The Chippy Larder. Volunteers and/or staff would help to serve refreshments (discounted rate for young people) on the Town Hall steps. Cllr Poole will also be speaking with the youth workers and schools about this potential project.</p> <p>Members warmly supported this and shared additional thoughts and ideas. Discussions were had about DBS checks and safeguarding, and the possibility of it as a pilot scheme.</p> <p>John Terry from The Chipping Norton Theatre spoke to members about the proposal on the agenda (CC13) for partnership working between the Theatre and Chipping Norton Town Hall as a venue, as well as the Theatre Box Office being used as a Tourist Information Centre.</p> <p>Members shared support for the partnership proposal in principle, and discussed the loss of the visitor information centre to the town.</p>  |
| <b>CC7</b> | <p><b>Committee Action Plan</b></p> <p>Members received a copy and reviewed the committee's ongoing action plan.</p>  |
| <b>CC8</b> | <p><b>Correspondence</b></p> <p>Members received correspondence from the Chipping Norton Fire Station Manager regarding the retirement of long serving firefighter Russell Pratt.</p> <p><b>RESOLVED:</b> That a delegation of Councillors accompany the Mayor to the retirement event, and that a thank you letter is taken along.</p> <p>Members also noted that Chipping Norton Fire Station has been awarded Fire Station of The Year due to the numerous community events and activities that are undertaken.</p> <p>Cllr Akers proposed that a framed certificate, signed by the Mayor and Deputy Mayor is presented to Chipping Norton Fire Service to acknowledge the extraordinary achievements. Cllr Coleman proposed that a flag is flown on an appropriate day to be discussed with the Station Manager.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a certificate of achievement is drawn up to be presented to the Fire Station and discussion are had about which day may be most appropriate to fly a flag from the flagpole at the Millennium Garden.</p> |
| <b>CC8</b> | <p><b>Town Hall</b></p> <p>a. Members received and noted a report from the Facilities and Events Officer.</p> <p>Members noted a proposal regarding Barclays Bank setting up a mobile banking hub in the Lower Hall which would provide a another face to face bank for residents following the closure of another bank in town. They noted it would likely lead to needing a new member of staff to be on site to help mange these longer hours but that the income provided would more than cover this.</p> <p>Cllr Akers proposed, Cllr Graves seconded. All in favour. Motion carried.</p>  |

|             |   |
|-------------|---|
|             | <p><b>RESOLVED:</b> That the decision to hire a new member of staff for the Barclays mobile banking hub is to be taken to the Staffing Sub-Committee.</p> <p>The Chair thanked the officer for their work and time in putting together the report and the work behind it.</p> <p>b. Members received and considered a request regarding holding a “Chippy Larder Twilight Café” in the Town Hall.</p> <p>Cllr Akers proposed that the idea is supported in principle, Cllr Bibby seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Chippy Larder scope the idea out with other organisations and youth groups, and come up with a 3 month pilot plan.</p>                   |
| <b>CC9</b>  | <p><b>Play Areas</b></p> <p>Members received and noted an update from the Town Clerk. More health and safety works have been completed. Installation of the new equipment at Cotswold Crescent play area will be complete by end of July 2023.</p>  |
| <b>CC10</b> | <p><b>Events</b></p> <p>Members received and noted a report from the Facilities and Events Officer. Upcoming events in Chipping Norton include:</p> <ul style="list-style-type: none"> <li>- Chipping Norton Pride event with Got2B: 1<sup>st</sup> July 2023</li> <li>- Sports Awards: 14<sup>th</sup> July 2023</li> </ul> <p>Cllrs Akers and Keyser noted thanks to the staff team and everyone involved for the success of the Picnic in The Park for The Coronation.</p> <p>Cllr Akers proposed that this be a similar spring/summer event as part of the Council’s scheduled events. Members warmly support this and agreed that a schedule of town events should come back to committee.</p> |
| <b>CC11</b> | <p><b>Smoke-Free Oxfordshire</b></p> <p>Members received a report from the Town Clerk and considered next steps.</p> <p><b>RESOLVED:</b> That the sign design process should be a community engagement process, and that St Mary’s and Holy Trinity School, as well as cubs and brownies. That Cllrs Coleman, Bibby and Graves are on the selection panel to choose the winning design.</p>   |
| <b>CC12</b> | <p><b>Keep Chippy Beautiful</b></p> <p>Members received a report from the Town Clerk following the launch of this community action initiative and community outreach survey. Cllr Akers proposed that the recommendations on the report are accepted. All in favour, motion carried.</p> <p><b>RESOLVED:</b><br/>That the opportunity to participate in a community meeting is re-shared to build on numbers and ensure those who would like to take part are aware and;</p>  |

|             |  |
|-------------|--|
|             | <p>that people who have offered to help organise a Big Clean-Up event are contacted to set up a planning meeting and;</p> <p>that those who are happy to volunteer are contacted once a date has been agreed and that the opportunity to volunteer is promoted to all residents and;</p> <p>that a "Keep Chippy Beautiful" poster is sent to those who are happy to promote the initiative and;</p> <p>that those who are happy to organise their own litter picks are given information about where to source equipment and are supported by the Town Council.</p> <p>Cllr Ritsperis proposed that the volunteers have some branding so it is clear that people are undertaking tasks as part of the initiative. Cllr Bibby proposed that £500 budget supports this project. Cllr Akers seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Keep Chippy Beautiful initiative is supported by a £500 budget to provide branding and equipment.</p> |
| <b>CC13</b> | <p><b>Partnership working with Chipping Norton Theatre</b><br/> Members received and considered a proposal from Chipping Norton Theatre regarding partnership working. The Chair proposed that a working party of Councillors, along with the Events and Facilities Manager meet with The Theatre to finalise the details and report back.. Cllr Whitmill seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllrs Keyser, Coleman and Bibby meet with the Facilities and Events Officer and the Chipping Norton Theatre and an agreed proposal is brought back to a future committee meeting.</p>  |
| <b>CC14</b> | <p><b>Confidential Session</b><br/> <b>RESOLVED:</b> That pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, that members move to Confidential Session to discuss Separate Business. The public and press left the meeting during consideration of item 16.</p>   |
| <b>CC15</b> | <p><b>Skate Park</b><br/> Members received a confidential report from the Town Clerk following initial feasibility discussions with Skateboard GB and other skate park and wheeled sports companies. Members discussed the report and next steps.<br/> <b>RESOLVED:</b> That a meeting is held regarding the potential site.</p>   |
| <b>CC16</b> | <p><b>Date of the next meeting</b><br/> Monday 3<sup>rd</sup> July 2023</p>  |

The Chair closed the meeting at 8:30pm.

Signed as an accurate record.....

Date.....

## Community Committee strategic plan

| Action  | Whose involved?                               | Budget                        | Commencement | Completion | Notes/Comment  |
|---|---|-------------------------------|--------------|------------|--|
| Modernise and improve Chipping Norton Town Hall<br>Large project  | CNTC Staff/approved consultants/working party | EMR<br>£277,486               | Jun-22       | Dec-24     | <p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete.</p> <p>Awaiting roof report to assess costs and agree next phase of works.</p> <p>CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.</p> |
| Supporting young people in Chipping Norton.   | Youth work providers/CNTC/clubs               |                               | Nov 21       | Ongoing    | <p>The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town This funding has now been allocated.</p> <p>Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer. Chippy Pride event to be held on 1<sup>st</sup> July 2023.</p> <p>Family event for the Coronation a huge success.</p>            |
| Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan<br>Large Project | CNTC  | 22/23 £5000<br>EMR<br>£60,000 | Jul 22       | Nov 24     | <p>New park signs have been installed.</p> <p>Approved H&amp;S works have now been carried out. RoSPA inspection booked for July 2023.</p> <p>New equipment at Cotswold Crescent installation underway.</p>  |
| Pesticide free Chipping Norton  | CNTC/Contractors/landowners/clubs             | N/A                           | May 22       | May 25     | <p>Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June.</p>   |
| Sport awards Ceremony   | CNTC/Volunteers/Clubs/Schools                 | £500                          |              |            | <p>The Sports Awards Ceremony will be held on 14<sup>th</sup> July 2023.</p>   |
| Christmas lights scheme   | CNTC  | £19,500 per year              | October 22   | Feb 25     | <p>Christmas lights 2022 were a success. Little trees have not been brought in house and will be delivered by the Council's contractors. New infrastructure has been installed.</p>  |
| Compliance and safety   | CNTC/Approved consultants/contractors         | Multiple budgets              | Ongoing      | Ongoing    | <p>Memorial safety survey – complete. First phase works complete. Second section to be carried out during 23-24. Tree Survey complete - priority works complete. Medium term priority works underway.</p>  |

|   |                   |  |          |          |   |
|---|-------------------|--|----------|----------|---|
|   |                   |  |          |          | Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company<br>Town Hall FRA complete<br>Town Hall Fixed Wire test and actions complete<br>Alarms system survey currently being undertaken. |
| Chippy Pride  | CNTC/Got2b        |  | July 23  |          | Event in The Town Hall with Got2B 1 <sup>st</sup> July 23.  |
| Skatepark feasibility project                           | CNTC/Consultants  | EMR £35,000                                  | April 23 |          | Discussions re potential site underway.<br>Community Petition launched<br>Pop-up skatepark held at picnic in the park event.  |
| Keep Chippy Beautiful Initiative                        | CNTC              | £500   | April 23 |          | Webpage launched. Volunteers have been contacted.<br>People who have signed up to organise a clean up day have been put in touch with one another. Posters designed.<br>Branded resources to be ordered.                            |
| Smokefree Oxfordshire initiative                        | CNTC/OCC          | £750 funding from Oxfordshire County Council | April 23 | May 24   | Sign design competition underway with primary schools and scouts. Submission deadline end of July.  |
| Develop a Communication Strategy                        | CNTC              | N/A  | July 22  |          | Approved July 2022  |
| Scoping out partnership working Chipping Norton Theatre | CNTC/CN Theatre   |  | May 23   |          | Task and finish group to meet with CN Theatre to review proposal and present back   |
| Feasibility for a “rock school” for Chipping Norton     | CNTC/partners     |  |          |          | Scope out ideas   |
| Collaboration/dialogue with The Branch Community Hub    | CNTC/The Branch   |  |          |          | Scope out ideas   |
| Chippy Phone Box  | CNTC staff/CNarts |  | Jul-21   | Ongoing  | CNTC are managing the rota.   |
| Summer event – picnic in the park                       | CNTC              | £3000  | May 23   | Annually | Using the Picnic in The Park model to provide an annual open air event.   |

Reviewed by Community Committee: 22<sup>nd</sup> May 2023



## Agenda item 7 – The Town Hall

### Bookings

#### 1) **Current Bookings Updates:**

- a. Current Capacity for next three months
  - i. July = 27.99% (increase of 11% from the May update)
  - ii. August = 15.77%  
(Lower Hall and Upper Hall is very low during Summer Holidays and some work to be done to improve daytime bookings and summer events)
  - iii. September = 27.94%

#### 2) **Current Capacity for 2023 – and where we can improve:**

- a. 01 Jan – 31 Dec 2023: 21.32%
- b. The above is an improvement of 5.14% on the figures from May report.

#### Recommendation

Begin a project to source prospective daytime bookings for the 2024 summer season from external organisations to include possible summer schools and fairs.

To begin to implement regular Town Hall events in the evenings and weekends in the Summer of 2023 to begin with:

Open Mic Night once a month on Friday evenings in Lower Hall  
7pm – 8:30pm for age 18 and under  
8:30pm – 10pm for age 18 and over  
Town Hall to sell drinks and refreshments to cover costs of the event:  
Host Payment £100  
Performers receive one free drink.  
Lower Hall Charity Rate costs £36

Recommendation: To begin the event on Friday 21<sup>st</sup> July, as the host has availability to start on this date and would like councillors' involvement in setting the event up in the initial stages. Facilities and Events officer has approached Councillors Alex Keyser and Tom Nesta in this regard.

To Trial Summer Ibiza Party Night for Saturdays during Summer:  
8pm – 00:00 pm Upper Hall  
Up to 180 people to remove need for security staff.  
Town Hall to sell tickets to cover the costs of the event, and Bar Sales to add value and profit:  
DJ Payment £350  
Town Hall Commercial Rate £180  
Staff for Bar £TBC Estimated at 2 staff at 5.5 hours (Approx £15 hr agency) each £82.50 per person.  
Front of House person / Door person £15 hour £82.50  
(Aiming to cover staffing at £300)  
Total costs to not exceed £850  
Tickets to be sold at £5.00 low rate to encourage people in through the doors.

Recommendation: To host the event on, August 5<sup>th</sup>, August 26<sup>th</sup>, and September 30<sup>th</sup> as available dates for both Town Hall and the DJ

### 3) **Ongoing Community Groups updates:**

- a. Community Church
- b. Little Footsteps (Also booking for a summer session)
- c. Cookery Class organised by the Community Church (Currently suspended due to work in Town Hall)
- d. Chipping Norton Choral Society
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Chipping Norton Theatre x 2 Youth Theatre Groups
- h. Amnesty Chipping Norton
- i. U3A

This report is to note

### 4) **Planned Roof and Damp Works**

All work has now been completed in Phase 1 of the upgrade to the building in the Lower Hall.

Resulting issues:

1. During the re-decorating of Council Chambers pictures and Mayor photos were moved to the Upper Hall for storage. Unfortunately, the bottom of the box containing the mayors' historical photographs collapsed when bringing back downstairs and the frames have been damaged. All the photos are still in perfect condition and can be re-framed.
2. All pictures from Lower Hall have been kept off the walls, as we re-address the look and feel of the Lower Hall and Facilities and events officer will look to work with Sharon Wheatley to re-arrange the pictures in the Town Hall in more appropriate spaces, with the intention of creating enough wall space in Lower Hall to display the work of Local artists.
3. Facilities and Events Officer would like to give the historic mayors photo's a better presence in Town Hall for the public to see and view by hanging them into a more public space than council chambers, e.g. the Staircase.
4. During the work on site, it was noted by various contractors, that our emergency lighting and fire systems are not up-to-standard. Facilities and Events Officer was aware of some issues that were being worked on by our current contractors and in conjunction with the electrical contractors, however, had been concerned that some of the reporting on emergency lighting did not fit with the expectations from their own experience in previous roles. As such, a full assessment of the system has been carried out by a different external supplier, as recommended by the on-site contractors. The report and letter of recommendations is attached to this report.
5. There appears to be a larger lip at the opening of the door into the ladies toilets. I have myself nearly slipped on this and will be looking for a solution to the issue.

This report is to note

### 5) **Other Maintenance**

- a. Still awaiting a report from Warburtons regarding the broken boiler and getting that fixed. The main contact has been on annual leave and am expecting the report imminently.
- a. A new cleaner is being trialled on 30<sup>th</sup> June and will do a thorough deep clean of the building and to be able to work out the price for regular 2 weekly cleans instead of the current monthly clean, as well as a Post Party clean up that can be passed on to Hirers and used by Town Council when required.
- b. The window cleaner will be able to clean our internal areas at height and will be getting booked in to do that in the coming 2 weeks. To include the stage side windows and ceiling area as well as the light fittings and edging in Upper Hall.

This report is to note

**EIS Midlands Ltd**

Unit 7 Duddage Business Park,  
 Bockeridge Road, Twyning  
 Gloucestershire,  
 GL20 6BY  
 Tel: 01684 291275  
 www.eismidlands.co.uk  
 Email – sales@eismidlands.co.uk



**FIRE DETECTION AND FIRE ALARM INSPECTION & SERVICING CHECKLIST**

|                            |   |
|----------------------------|---|
| JOB / CHECKLIST REFERENCE: | AS RECOMMENDED IN BAFE SP203-1 CLAUSE 9.10 & BS 5839-1:2017 CLAUSE 45 |
|----------------------------|---|

|  |   |
|--|---|
| CLIENT NAME: <b>CHIPPING &amp; NORTON TOWN HALL</b>                          | SITE NAME: <b>CHIPPING &amp; NORTON TOWN HALL</b>                       |
| DETAILS OF CLIENT: <b>HIGH STREET<br/>CHIPPING &amp; NORTON<br/>OX7 5AB.</b> | SITE ADDRESS: <b>HIGH STREET<br/>CHIPPING &amp; NORTON<br/>OX7 5AB.</b> |

**TYPE OF INSPECTION & SERVICE**

QUARTERLY INSPECTION OF VENTED BATTERIES  PERIODIC  ANNUAL

Frequency of inspection & service visits applicable to this system: QUARTERLY  SIX MONTHLY  OTHER **TAKE OVER**

**DEVICE TESTING SUMMARY**

% of the total amount of detection devices tested during this service visit: **100%**

Brief description of devices tested during this Inspection & Servicing visit that will assist the Maintenance Engineer on subsequent visit(s) to identify which devices remain outstanding for testing over the 12-month period:

**SYSTEM TECHNOLOGY**

Addressable  Non Addressable  Wireless

CIE Manufacturer **CTEC** Device Protocol \_\_\_\_\_ Number of Zones **2** Number of Loops \_\_\_\_\_

**STANDARDS / CODES OF PRACTICE**

I the appointed Maintenance Engineer have been duly informed that the system has been designed and therefore will be maintained in accordance with the following standard(s) and system category, or

I the appointed Maintenance Engineer have not been provided with details of the standard or category to which the system has been designed and therefore will maintain the system against the standard(s) and category detailed below as it is my opinion that this most closely matches the installed equipment and its siting.

|                   |                          |          |                             |                              |  |                              |                              |                              |                             |                             |
|-------------------|--------------------------|----------|-----------------------------|------------------------------|--|------------------------------|------------------------------|------------------------------|-----------------------------|-----------------------------|
| BS 5839-1         | <input type="checkbox"/> | Category | M <input type="checkbox"/>  | L1 <input type="checkbox"/>  | L2 <input checked="" type="checkbox"/> | L3 <input type="checkbox"/>  | L4 <input type="checkbox"/>  | L5 <input type="checkbox"/>  | P1 <input type="checkbox"/> | P2 <input type="checkbox"/> |
| BS 5839-6 Grade A | <input type="checkbox"/> | Category | M <input type="checkbox"/>  | LD1 <input type="checkbox"/> | LD2 <input type="checkbox"/>           | LD3 <input type="checkbox"/> | PD1 <input type="checkbox"/> | PD2 <input type="checkbox"/> |                             |                             |
| BS 6266           | <input type="checkbox"/> | Low Risk | <input type="checkbox"/>    | Medium Risk                  | <input type="checkbox"/>               | High Risk                    | <input type="checkbox"/>     | Critical Risk                | <input type="checkbox"/>    |                             |
| BS 7273-1         | <input type="checkbox"/> | Category | P1 <input type="checkbox"/> | P2 <input type="checkbox"/>  | L5 <input type="checkbox"/>            |                              |                              |                              |                             |                             |
| BS 7273-4         | <input type="checkbox"/> | Category | A <input type="checkbox"/>  | B <input type="checkbox"/>   | C <input type="checkbox"/>             |                              |                              |                              |                             |                             |
| HTM 05-03 Part B  | <input type="checkbox"/> | SHTM     | 81, 82, 83, 85              | <input type="checkbox"/>     |  |                              |                              |                              |                             |                             |

**MAINTENANCE VISIT DETAILS**

Date of service date **27/6/23** Date of previous visit \_\_\_\_\_ Date of next service visit \_\_\_\_\_

**BAFE CERTIFICATE OF COMPLIANCE**

Is there an existing BAFE SP203-1 Certificate of Compliance present? No  Yes  If yes, please add ref no: \_\_\_\_\_

| SECTION<br>1 | EXCHANGE OF INFORMATION   | INSPECTION<br>& TEST TYPE | PLEASE TICK<br>APPROPRIATE BOX      |                                     |                          |
|--------------|---|---------------------------|-------------------------------------|-------------------------------------|--------------------------|
|              |   |                           | YES                                 | NO                                  | N/A                      |
| 1.1          | <p>There is an agreement for emergency call out to deal with any fault or damage that occurs to the system. 46.3a</p> <p><i>NOTE The agreement should be that on a 24-hour basis a technician of the maintenance organisation can normally attend the premises within 8 hours of a call from the user. It is accepted that this might not be possible in very remote areas and certain offshore islands, in which case this ought to be regarded as a variation from the recommendations of BS 5639 which is recorded in the system logbook.</i></p>  |                           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| SECTION<br>2 | MANUAL CALL POINTS  | INSPECTION<br>& TEST TYPE | PLEASE TICK<br>APPROPRIATE BOX      |                                     |                          |
| 2.1          | All manual call points have been checked to ensure that they are unobstructed and conspicuous? 45.3b1   | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2.2          | All exits that lead to a place of ultimate safety have been checked to ensure that they have the provision of a manual call point? 45.3b2   | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2.3          | <p>The switch mechanism of every manual call point has been tested? 45.4a</p> <p><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i></p>  | ANNUAL                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2.4          | The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional manual call points to be installed? 45.3b7   | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| SECTION<br>3 | AUTOMATIC FIRE DETECTION  | INSPECTION<br>& TEST TYPE | PLEASE TICK<br>APPROPRIATE BOX      |                                     |                          |
| 3.1          | The building has been checked to ensure that there are not any new or relocated partitions, which are erected within 500mm horizontally of any automatic fire detector? 45.3b3  | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3.2          | <p>The building has been checked to ensure that there is not any storage, which encroaches within 300mm of ceilings? 45.3b4</p> <p><i>NOTE Where a storage rack contains high value or high-risk materials or where the height of the rack exceeds 8 meters, the Inspection &amp; Servicing Certificate shall be written to include a recommendation for consideration of use of in-rack detection. For more information, see the FIA Code of Practice for the Design, Installation, Commissioning and Maintenance of Aspirating Smoke Detection Systems. 22.3j</i></p>   | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3.3          | Each automatic fire detector has been checked to ensure there is a clear space of 500mm being maintained below it, and has been checked to ensure it has the ability to receive the stimulus that it has been designed to detect? 45.3b5  | PERIODIC                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.4          | The building has been checked to ensure that there have not been any changes to the occupancy of an area, which results in the existing types of automatic detection being unsuitable for detection of fire or prone to false alarms? 45.3b6  | PERIODIC                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3.5          | All automatic fire detectors and remote indicators have been examined to ensure that they are not damaged, painted or otherwise adversely affected? 45.4b   | ANNUAL                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3.6          | <p>All automatic fire detectors have been functionally tested to prove that they are connected to the system, are operational and capable of responding to the phenomena that they are designed to detect? 45.4b</p> <p><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i></p>   | ANNUAL                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3.7          | All analogue values have been confirmed that they are within the range specified by the manufacturer? 45.4i   | ANNUAL                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3.8          | <p>All multi-sensors have been functionally tested, by a method as recommended by the manufacturer, that confirms that products of combustion in the vicinity of the detector can reach the sensors and that a fire signal can be produced as appropriate? 45.4j</p> <p><i>NOTE Where the detector or system design allows each sensor on which a fire detection decision depends (eg. smoke, heat, CO) to be physically tested individually, then each sensor should be physically tested individually.</i></p> <p><i>Alternatively, individual sensors may be physically tested together if the detection system design allows simultaneous stimuli and individual sensor responses to be verified either individually or collectively.</i></p> <p><i>Where a system includes a time dependent configuration of detection, care needs to be taken to ensure that a sensor is not excluded from being tested as a result of the time dependent mode.</i></p> | ANNUAL                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

|                  |   |                                   |                                     |                                     |                                     |
|------------------|---|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 3.9              | All aspirating fire detection have been inspected and serviced in accordance with the Aspirating Smoke Detection Systems Maintenance Checklist, which has been enclosed with this report? 45.4f<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.10             | All carbon monoxide fire detectors have been functionally tested using apparatus that generates carbon monoxide or a gas that has similar effect on the electro-chemical cell as carbon monoxide? 45.4g<br><i>WARNING Carbon monoxide is a highly toxic gas and suitable precautions should be taken in its use.</i><br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>   | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.11             | All flame detectors have been functionally tested by a method as recommended by the manufacturer that confirms that the detector will respond to a suitable frequency of radiation and produce a fire alarm signal? 45.4h<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.12             | All optical beam smoke detectors have been functionally tested by introducing signal attenuation between the transmitter and receiver, either by use of an optical filter or any similar method of simulating obstruction by smoke or simulated smoke? 45.4e<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>   | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.13             | All video fire detectors have been tested in accordance with manufacturers guidelines? 45.4s<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>   | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.14             | Any lighting provided specifically to aid the detection of flame or smoke shall be regarded as an integral part of the video fire detection system. As such, its correct operation has been confirmed both in the presence of any mains supply to the lighting circuit and the absence of such a supply? 45.4s  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3.15             | The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional automatic fire detection to be installed? 45.3b7   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>SECTION 4</b> | <b>REMOTE INDICATORS</b>  | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
| 4.1              | All remote indicators have been functionally tested to prove that they are connected to the system and are operational? 45.4b<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>  | ANNUAL                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SECTION 5</b> | <b>CAUSE &amp; EFFECT</b>   | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
| 5.1              | The cause and effect programme has been confirmed as being correct by activating at least one cause and observing the operation of the effects. 45.4o<br><i>NOTE Where there are different types of devices, eg. manual call points and automatic fire detectors, one cause and its effects shall be tested for each type of device.</i><br><i>NOTE Testing of a single cause is deemed acceptable and satisfies the recommendations of 45.3o. On a site with multiple cause and effect operations, if the user deems further causal testing is required, it is necessary for the user to have specified this to the maintenance provider. Where no agreement has been specified testing of one cause will satisfy this recommendation. (It is recommended that the Maintenance Engineer seeks clarification on what has been agreed between the Maintenance Organisation they are representing and the User)</i> | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>SECTION 6</b> | <b>AUDIBLE ALARMS</b>   | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
| 6.1              | The operation of audible alarm devices has been checked? 45.3h<br><i>NOTE This shall be done by the operation of at least 1 manual call point or fire detector.</i>   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                  |  |                                   |                                     |                                     |                                     |
|------------------|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 6.2              | All audible alarm devices have been checked for correct operation? 45.4k<br><i>NOTE This test is intended to ensure that every fire alarm device operates in response to a fire alarm signal. It is not intended that sound pressure level measurements are made.</i><br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>   | ANNUAL                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6.3              | The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional audible alarms to be installed? 45.3b7  | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>SECTION 7</b> | <b>VISUAL ALARMS</b>   | <b>INSPECTION &amp; TEST TYPE</b> | <b>PLEASE TICK APPROPRIATE BOX</b>  |                                     |                                     |
|                  |  |                                   | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>                          |
| 7.1              | The building has been checked to ensure that there have not been any alterations or extensions to the building, which introduce a requirement for additional visual alarms to be installed? 45.3b7   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7.2              | All visual alarm devices have been checked that they are not obstructed from view? 45.4k   | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7.3              | All visual alarm devices have been checked to ensure that their lenses are clean? 45.4k  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7.4              | The operation of the visual alarms devices has been checked? 45.3h<br><i>NOTE This shall be done by the operation of at least 1 manual call point or fire detector.</i>  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7.5              | All visual alarm devices have been checked for correct operation? 45.4k<br><i>NOTE This test can be carried out over the course of 2 or more service visits during each 12-month period.</i>   | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>SECTION 8</b> | <b>RADIO LINKED SYSTEMS</b>  | <b>INSPECTION &amp; TEST TYPE</b> | <b>PLEASE TICK APPROPRIATE BOX</b>  |                                     |                                     |
|                  |  |                                   | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>                          |
| 8.1              | All radio system equipment has been inspected and serviced in accordance with the recommendations of the manufacturer(s)? 45.3n  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8.2              | Radio signal strengths have been checked for adequacy and the results have been recorded? 45.4m  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>SECTION 9</b> | <b>STANDBY POWER SUPPLIES</b>  | <b>INSPECTION &amp; TEST TYPE</b> | <b>PLEASE TICK APPROPRIATE BOX</b>  |                                     |                                     |
|                  |  |                                   | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>                          |
| 9.1              | All vented batteries and their connections have been examined with electrolyte levels checked and topped up as necessary? 45.2<br><i>NOTE In many large premises and sites in-house maintenance personnel may be competent to carry out this task.</i>   | QUARTERLY                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9.2              | Vented batteries have been examined to ensure that the specific gravity of each cell is correct? 45.3f   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9.3              | Battery steady state charge voltage measurement. 45.3d<br><i>NOTE This measurement should be carried out whilst the mains power supply is switched on.</i>   | PERIODIC                          | <i>EM or other</i>                  |                                     |                                     |
| 9.4              | The steady state charge voltage has been checked to ensure it is within the manufacturers recommendations? 45.3d   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 9.5              | The standby battery has been disconnected and the alarms activated and the power supply output voltage checked to ensure that it is close to the nominal voltage? 45.3e<br><i>NOTE If applying the full alarm load is not practicable then the full load may be simulated.</i><br><i>NOTE It would be reasonable to expect the power supply voltage to achieve at least 95% of the nominal voltage.</i>  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 9.6              | Batteries and their connections have been examined and momentarily load tested with the mains supply switched off to ensure they are in a good serviceable condition and are not likely to fail before the next inspection and service visit? 45.3f<br><i>NOTE This does not apply for wireless systems namely batteries within radio linked system devices, eg. manual call points, detectors and fire alarm sounders of a radio linked system.</i> | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                   |   |                                   |                                     |                                     |                                     |
|-------------------|---|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 9.7               | All standby batteries have been verified as being suitably sized using the Standby Power Supply Capacity Verification Record? 45.4p   | ANNUAL                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SECTION 10</b> | <b>CONTROL &amp; INDICATING EQUIPMENT (CIE)</b>   | <b>INSPECTION &amp; TEST TYPE</b> | <b>PLEASE TICK APPROPRIATE BOX</b>  |                                     |                                     |
|                   |   |                                   | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>                          |
| 10.1              | There is a label that details the name and telephone number of the maintenance organisation that is prominently displayed at the mains CIE. 46.3b   |                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10.2              | At least one detector or one manual call point on each circuit has been operated to ensure that the CIE generates a fire alarm? 45.3g<br><i>NOTE An entry shall be made in the logbook indicating which initiating device was used for each circuit test.</i>             | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10.3              | All controls and visual indicators of the CIE been checked to ensure correct operation? 45.3i   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10.4              | All ancillary functions of the CIE have been tested? 45.3k  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10.5              | All printers have been tested for correct operation and that characters are legible? 45.3m  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10.6              | Printer consumables have been checked that they are of suitable condition and of sufficient quantity to ensure that the printer will operate until the next Inspection & Service visit? 45.3m   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10.7              | All unmonitored permanently illuminated filament lamp indicators have been replaced? 45.4i  | ANNUAL                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10.8              | Further checks and tests as recommended by the manufacturer of the CIE have been carried out? 45.3o   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SECTION 11</b> | <b>SYSTEM INTEGRITY &amp; FAULT MONITORING</b>  | <b>INSPECTION &amp; TEST TYPE</b> | <b>PLEASE TICK APPROPRIATE BOX</b>  |                                     |                                     |
|                   |   |                                   | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>                          |
| 11.1              | A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit to circuits serving fire detection and fire alarm devices? 12.2.1a1 + 12.2.1a3  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.2              | A test has been performed to ensure a fault indicator appears on removal of a manual call point, fire detector or an alarm device that is designed to be detachable? 12.2.1a2 + 12.2.1a10   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.3              | A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit of any wiring between any power supply that is in a separate enclosure and the equipment to which it supplies power? 12.2.1a4                           | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.4              | A test has been performed to ensure a fault indicator appears on introduction of an earth fault? 12.2.1a5   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11.5              | A test has been performed to ensure a fault indicator appears on removal of any fuse or operation of other protective device? 12.2.1a6  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.6              | A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between separate control and/or indicating equipment? 12.2.1a7  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.7              | A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between main and any repeat control and or indicating equipment such as a mimic diagram? 12.2.1a8   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11.8              | A test has been performed to ensure a fault indicator appears on introduction of a short circuit and open circuit on wiring between main and any control equipment and any separate enclosure of equipment used for the transmission of alarm signals to an ARC? 12.2.1a9 | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 11.9              | A test has been performed to ensure a fault indicator appears on introduction of a mains power failure? 12.2.1b1<br><i>NOTE The fault indication shall appear within 30 minutes of occurrence.</i>  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.10             | A test has been performed to ensure a fault indicator appears on introduction of a standby power failure? 12.2.1b2<br><i>NOTE The fault indication shall appear within 15 minutes of occurrence.</i>  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |



|                             |   |                                   |                                     |                                     |                                     |
|-----------------------------|---|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 11.11                       | A test has been performed to ensure a fault indicator appears on introduction of a battery charger failure? 12.2.1b3<br><i>NOTE The fault indication shall appear within 30 minutes of occurrence.</i>  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.12                       | A test has been performed to ensure a fault indicator appears on disconnection of 1 battery in instances where batteries are connected in parallel? 12.2.1d<br><i>NOTE The fault indication shall appear within 15 minutes of occurrence.</i>   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11.13                       | A test has been performed to ensure a fault indicator appears on introduction of short circuit, open circuit and disconnection of any communication link(s) to separate system(s) such as voice alarm or fire warning system for deaf people? 12.2.1e<br><i>NOTE The fault indication shall appear within 100 seconds of occurrence.</i>  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11.14                       | All connections to other fire protection systems or safety facilities have been simulated for fault to ensure compliance with BS 7273 or other applicable codes of practice? 12.2.1f  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11.15                       | All tactile alarm devices provided for people with impaired hearing have been simulated for fault to ensure compliance with BS 5839-1:2017 18.2.1b? 12.2.1g   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>SECTION 12</b>           | <b>REMOTE SIGNALLING</b>  | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                             |   |                                   | YES                                 | NO                                  | N/A                                 |
| 12.1                        | The operation of any facility for automatic transmission of all alarm and fault signals to the ARC has been checked with their signals confirmed? 45.3j   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>SECTION 13</b>           | <b>CABLE, WIRING &amp; CONNECTIONS</b>  | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                             |   |                                   | YES                                 | NO                                  | N/A                                 |
| 13.1                        | A visual inspection of the readily accessible cable fixings has been made to confirm they are secure and undamaged? 45.4n   | ANNUAL                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SECTION 14</b>           | <b>ZONE PLAN</b>  | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                             |   |                                   | YES                                 | NO                                  | N/A                                 |
| 14.1                        | It has been confirmed that there is a suitable zone plan, which is correctly orientated in the format of a diagrammatic representation of the building located and securely fixed adjacent to ALL CIE and repeat indicating equipment? 45.4q<br><i>NOTE Where repeat indicating equipment relates to only part of the premises, the adjacent zone plan need only relate to that part of the premises.</i> | ANNUAL                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>SECTION 15</b>           | <b>FALSE ALARM LIMITATION</b>   | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                             |   |                                   | YES                                 | NO                                  | N/A                                 |
| <b>FALSE ALARM ANALYSIS</b> |   |                                   |                                     |                                     |                                     |
| 15.1                        | Building occupants and any ARC to which fire alarm signals are transmitted have been notified prior to routine testing or maintenance work on the fire alarm system that might result in the occurrence of a fire alarm signal. 35.2.7.3d   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.2                        | False alarms are being properly recorded by the user in the system logbook.   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.3                        | When false alarms have been recorded by the user, the category of false alarm (if known) has been recorded. 31.2<br><i>NOTE When any doubt exists, the cause should be recorded as "UNKNOWN" (eg. it should not be assumed that in absence of other information a false alarm needs to have arisen from an equipment fault).</i>  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.4                        | Quantity of fire detectors present on the system. 30.2i1  | PERIODIC                          | Enter value<br>24                   |                                     |                                     |
| 15.5                        | Quantity of false alarms that have occurred within the previous 12 months. 30.2i1<br><i>NOTE Value to be obtained from the system logbook and/or ARC.</i><br><i>NOTE Value to be recorded as number of false alarms per 100 detectors per annum.</i>  | PERIODIC                          | Enter value<br>0.25                 |                                     |                                     |
| 15.6                        | The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of 1 (one) false alarm per 25 (twenty-five) detectors per annum? 30.2j1  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

|                   |  |                                   |                                     |                                     |                                     |
|-------------------|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 15.7              | The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of 11 (eleven) or more false alarms since the previous Inspection & Service visit? 30.2j2   | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.8              | The logbook has been referenced and the rate of false alarms has been checked to ensure it does not exceed the permissible value of 2 (two) or more false alarms emanating from a single manual call point or fire detector since the previous Inspection & Service visit? 30.2j3  | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15.9              | The logbook has been checked to ensure that there is not an identified persistent cause of false alarms? 30.2j4  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.10             | The ARC has been contacted and the rate of false alarm signals has been checked to ensure it does not exceed the permissible value of 2 (two) or more false alarm signals within the previous 12 (twelve) months? 30.2j5   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15.11             | In systems that incorporate less than 40 automatic fire detectors the user has instigated an in-depth investigation by suitable specialists if in any rolling period of 12 months 3 or more false alarms occur. 32.2b  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.12             | In systems that incorporate more than 40 automatic fire detectors the user has instigated an in-depth investigation by suitable specialists if in any rolling period of 12 months the average rate of false alarms exceeds 1 false alarm per 20 detectors per annum. 32.2a1  | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15.13             | In systems that incorporate more than 40 automatic fire detectors the user has instigated an in-depth investigation by suitable specialists if in any rolling period of 12 months 3 or more false alarms are initiated by any single manual call point or automatic fire detector (or detector location). 32.2a2   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15.14             | If the rate of false alarms is deemed as not acceptable, then a preliminary investigation has been carried out and the premises management have been provided with appropriate advice on how to reduce the false alarms or alternatively, the premises management have been advised of any need for further in-depth investigation? 30.2j  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15.15             | In existing systems in which there is a frequent unwanted operation of manual call points protective covers have been recommended and/or fitted. 35.2.2a   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15.16             | Suitable action has been taken by the user when false alarms occur. 47.2e  | PERIODIC                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>SECTION 16</b> | <b>VARIATIONS</b>  | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                   |  |                                   | YES                                 | NO                                  | N/A                                 |
| 16.1              | All variations have been recorded in a Schedule of Variations and listed in the relevant system certificate. 7.2d  | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16.2              | The logbook has the facility to make record of agreed variations. 7.2e   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16.3              | Major non-compliances that are agreed variations have been clearly recorded in the logbook so that they are readily available for future reference by maintenance companies and other interested parties. 7.2e   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>SECTION 17</b> | <b>DOCUMENTATION &amp; CERTIFICATION</b>   | <b>INSPECTION &amp; TEST TYPE</b> | PLEASE TICK APPROPRIATE BOX         |                                     |                                     |
|                   |  |                                   | YES                                 | NO                                  | N/A                                 |
| 17.1              | Standby Power Supply Verification records?   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.2              | Aspirating Detection System Maintenance Checklist?   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17.3              | Duct Detector Maintenance Checklist?   | PERIODIC                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17.4              | All outstanding defects have been recorded on the Inspection & Servicing Certificate and reported to the Premises Management? 45.3p  | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.5              | Certificate of Inspection & Servicing – BS5839-1:2017 Annex G.6?<br><br><i>NOTE On or as soon as practicable after completion of the inspection and servicing process, a certificate has been issued certifying compliance with the recommendations of BS 5839 in respect of the process or if variations exist clearly identifying these variations.</i><br><br><i>NOTE The certificate issued can vary in format than shown in Annex G but as a minimum the information and statements of compliance within model certificates ought to be provided.</i> | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.6              | Certificate of Maintenance – BAFE SP203-1?   | PERIODIC                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| LOGBOOK |  |          |                                     |                                     |                                     |
|---------|--|----------|-------------------------------------|-------------------------------------|-------------------------------------|
| 17.7    | The logbook has been checked to ensure that the details of the radio signal strength levels as recorded during the initial system commissioning are present and available for reference? 27.2k   | PERIODIC | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17.8    | The logbook has been checked to ensure that there is evidence of weekly testing by means of a different manual call point being tested in rotation with the identity of the manual call point used being recorded in the system logbook? 44.2d<br><i>NOTE Should it be identified that weekly tests are not being carried out and/or a different manual call point is not being tested in rotation with the identity of the manual call point being recorded within the system logbook, this shall be brought to the attention of the User and recorded on the Inspection &amp; Servicing Certificate.</i> | PERIODIC | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.9    | The logbook has been checked to ensure all faults which have been recorded have received appropriate attention? 45.3a  | PERIODIC | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.10   | The user is recording all faults or damage in a system logbook and making arrangements for repair to be carried out as soon as possible. 46.3c   | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.11   | The logbook makes record of brief details of maintenance arrangements. 48.2b   | PERIODIC | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.12   | The logbook makes record of dates and times of all fire alarm signals (regardless of whether the signal is a false or is initiated as the result of test, fire drill or genuine fire) if the fire alarm signal has resulted from the operation of a manual call point or fire detector, the device and its location has been recorded. 48.2c   | PERIODIC | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.13   | The logbook makes recorded of the name(s) of the member(s) of the premises management to whom responsibility for the Fire Detection & Fire Alarm System is delegated. 48.2a  | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.14   | The logbook makes record of causes, circumstances surrounding and category of all false alarms. 48.2d  | PERIODIC | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17.15   | The logbook makes record of dates, times and types of all tests. 48.2e   | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.16   | The logbook makes record of dates, times and types of all faults and defects. 48.3f  | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.17   | The logbook makes record of dates and types of all maintenance (eg. service visit or non-routine attention). 48.3g   | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.18   | An entry has been made within the system logbook to make record of the Inspection & Service visit? 45.3p   | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17.19   | An entry has been made within the system logbook to ensure that the details of the manual call point(s) and fire detectors used to carry out the circuit tests have been recorded? 45.3g   | PERIODIC | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**DEFECTS / WORK REQUIRING COMPLETION**

The following is a record of defects and/or work requiring completion highlighted during the Inspection & Servicing process which require rectification.

ELEC CUPBOARD OPT - 000  
 LADIES TOILET OPT - 000  
 GENTS TOILET OPT - 000  
 STORE RM TO BOILER RM OPT - 000  
 ENT LOBBY OPT - 000  
 SPUR NOT COMPLIANT  
 1ST FLR BAR - 000  
 MAIN HALL L - 000  
 MAIN HALL R - 000  
 ROOF VOID - 000  
 ROOF VOID - 000  
 UPPER SEATING - 000  
 UNDER STAGE - 000  
 NO INTERFACE FITTED FOR KITCHEN FIRE SHUTTER GRD FLOOR.  
 NO VISUAL INDICATORS IN 1ST + GRD FLR DIS W/C.  
 NO MCP'S ON STAIRCASE AT CHANGE OF LEVEL

(USE ADDITIONAL ENGINEERS REPORT SHEET(S) IF REQUIRED)

**COMMENTS**

Use this section to record any relevant information.

ELEC CUPBOARD OPT - NO 500MM CLEARANCE - VARIATION.  
 NO VOID DETECTION IN VOIDS ON GRD + 1ST FLR.  
 MICC CABLE USED NO EARTH MONITORING.  
 UNDER STAGE REQUIRES ADDITIONAL DETECTION DUE TO STEEL.  
 MCP ON 2ND ENT GRD FLR FRONT IS LOSE  
 NEW STORE ROOM IN LADIES TOILET NO DETECTION.  
 CABLES IN 2ND ENT RISER CUPBOARD NOT SUPPORTED.  
 NO ZONE DRAWING ONLY DEVICE LIST WITH MISSING DEVICE NOT LISTED.  
 NO ISSUE OF SERVICE CERTIFICATE FROM PREVIOUS COMPANY  
 NOT BEING SERVICED TO 355839.  
 NO SMOKE DETECTION ON LANDINGS.

(USE ADDITIONAL ENGINEERS REPORT SHEET(S) IF REQUIRED)

|                                |            |                                |                |
|--------------------------------|------------|--------------------------------|----------------|
| MAINTENANCE ENGINEER SIGNATURE | <i>Mh.</i> | QUALIFIED SUPERVISOR SIGNATURE | <i>S. Sney</i> |
| PRINT                          |            | PRINT                          |                |
| DATE                           | 27/06/23   | DATE                           | 27/6/23.       |





# EIS Midlands Ltd

DOMESTIC AND INDUSTRIAL ELECTRICAL AND MECHANICAL ENGINEERS



29<sup>th</sup> June 2023

Chipping Norton Town Hall  
4 High Street  
Chipping Norton  
West Oxfordshire  
OX7 5AB

Dear Tania

I hope this letter finds you well. As the Fire & Security Manager at EIS Midlands Ltd, I am writing to provide a comprehensive recommendation regarding the installation and compliance of fire alarm systems in your premise following our service visit on 27<sup>th</sup> June 2023.

Fire safety is of paramount importance for any Business or establishment and having an efficient and compliant fire alarm system is essential in ensuring the safety of occupants, protecting valuable assets and for insurance purposes. After conducting a thorough assessment of the premises, we have identified areas where improvements can be made to enhance fire safety and compliance with relevant regulations and standards.

Alongside our engineers Report that I have already forwarded to you, we recommend the following measures are carried out on your fire alarm system and ensure compliance:

1. **System Upgrade:** We suggest upgrading the existing fire alarm system to a modern, open protocol addressable system that offers advanced features such as precise zone identification and improved monitoring capabilities. This will enable faster detection, accurate localization, and effective response to potential fire incidents.
2. **Comprehensive Coverage:** It is crucial to ensure that all areas of the premises are adequately covered by the fire alarm system. We recommend a detailed review of the building layout and occupancy to identify any areas that may require additional detectors or devices for complete coverage.
3. **Testing and Maintenance:** Regular testing and maintenance are essential to keep the fire alarm system in optimal working condition. We recommend implementing a comprehensive testing and maintenance schedule, adhering to the guidelines provided by the manufacturer and relevant regulatory authorities. This includes routine inspections, functional testing, and record-keeping of all maintenance activities.
4. **Audible and Visual Notification Devices:** To ensure prompt evacuation during a fire emergency, it is important to have audible and visual notification devices strategically placed throughout the premises. We recommend installing strobe lights, sounders, and clear signage to effectively alert occupants and assist individuals with hearing impairments.



# EIS Midlands Ltd

DOMESTIC AND INDUSTRIAL ELECTRICAL AND MECHANICAL ENGINEERS



Our team at EIS Midlands Ltd has extensive experience in designing, implementing, and maintaining fire alarm systems for various organisations. We are committed to assisting you in achieving compliance with all relevant regulations and ensuring the utmost safety for your premises and occupants.

If you would like to discuss the recommendations or require further information, please do not hesitate to contact me. We would be delighted to schedule a meeting at your convenience to discuss the implementation plan and address any questions or concerns you may have.

Thank you for your attention to this matter. We look forward to collaborating with you to enhance the fire safety measures at Chipping Norton Town Hall and provide a secure environment for all.

Should you require any further information, please do not hesitate to contact me.

Yours Sincerely

[Redacted contact information]



## **Chipping Norton Town Council – Responsible Event Booking and Venue Hire Policy**

Chipping Norton Town Council reserves the right in its absolute discretion not to hire the Town hall or any Council managed facility:

- To any organisation or individuals that do not conform to the values (Equality, Fairness and Inclusivity) of the Council, or that are banned or proscribed by law;
- Or, for political rallies, or for demonstrations which incite hatred or violence or any breach of criminal law and/or spread hatred and intolerance;

Furthermore, the Council reserves the right to refuse to grant, or cancel, Permission with immediate effect:

- If any or all parts of the event are considered by the Council, in its reasonable opinion, to be dangerous, offensive, noxious, illegal or which may become a nuisance to the Council or any other occupiers in the areas (or any neighbouring property) where the event is held;
- If the organisers are found to have falsely represented the event at the time of booking, but are subsequently found to breach the principles set out here.
- Or, if the Council is not satisfied that the safety of the buildings and the public can be ensured.

No individuals or groups will be denied the opportunity for access to local authority managed properties unless there is a justifiable reason to do so within the spirit of this policy.

The main legislation/guidance governing this issue is:

- Statutory guidance issued under s29 of the Counter-Terrorism and Security Act 2015 makes explicit reference to the 'Use of local authority resources' and outlines expectations of partnership working and that 'local authorities should ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views' through the establishment of a responsible booking policy for public venues.
- As a responsible authority under the Crime and Disorder Act 1998, NCC also has a statutory duty to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is a priority for the Local Authority and the Police, therefore when an event poses a risk to the general public, there are grounds to review and reconsider venue hire. Where the property is not under Local Authority control, they can provide advice to the property owners/occupiers.



- The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. In some limited situations, certain freedoms are qualified meaning that public authorities may interfere with them. This is only possible where the authority can show that its action has a proper basis in law, and is necessary and 'proportionate' in order to protect Public safety, Public order, Health or morals, the rights and freedoms of other people.
- The Equality Act 2010 requires public bodies to have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act as well as advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not. The latter relates to the need to tackle prejudice and promote understanding

DRAFT

## Play Areas

### Cotswold Crescent

Work began to install the new equipment on Cotswold Crescent on Tuesday 20<sup>th</sup> June. Michael from Sport and Play consulting has been overseeing the project and reporting back to the office on a regular basis. Works should be complete and the park open again by mid July.

There will be an Oxfordshire Play Day event held at the site on 21<sup>st</sup> August. Many local organisations, including Learn2Sustain and Chipping Norton Theatre are involved in this.

There are no updates regarding the other sites that the Council own or manage at present.

This report is to note.

## Agenda item 9 – Events

### 1. UPCOMING EVENTS

#### Chipping Norton Pride Event with Got2B – 1<sup>st</sup> July 2023

Developing a team of Volunteers that will hopefully take on Chippy Pride for Future Years as a Committee. Events and Facilities Officer is working with them all to help them to build a team and understand the event management from the 2023 event and the requirements going forward.

#### **STALL HOLDERS**

We have secured the following stalls for the event which comprise of a mix of Sales, Information and Marketing Stalls:

|                    |  |
|--------------------|--|
| Info and Support:  | Got2B Youth Group<br>Unison Oxon Health<br>Turning Point Banbury/Bicester<br>Inclusive Churches<br>Terence Higgins Trust<br>Oxford Pride<br>Witney CLP and Chippy Labour Party   |
| Creative Activity: | Chipping Norton Theatre<br>Ribberty Rabbit Creative  |
| Community Support: | Chipping Norton Fire Service<br>Thames Valley Police   |
| Fun Engagement:    | Mr Carstagram  |
| Sales/Marketing:   | Sids Ice Cream Van <b>Sponsor</b><br>Azets Accountancy <b>Sponsor</b><br>Lyn Hemphill Gay Book Store<br>Signs by Frea Artwork <b>Sponsor</b><br>Sophie Nicks Alternative Jewellery <b>Sponsor</b><br>Radnor Martin <b>Sponsor</b><br>Town Council, Oxbrew Rainbow Beer<br>Richie Knight Cakes and Doggy Treats |

#### **EVENT PERFORMERS & SPEAKERS**

Will and Luke on Piano and Drums  
Eight in a Bar Choir  
Lady B Drag Act and Compere  
Mayor OF Chipping Norton Sandra Coleman  
Deputy Mayor Steve Akers  
Got2B Youth Band  
Sharon Toroni  
Buttercross Ukelele Band  
Georgia Meadows

#### **DECORATING THE TOWN**

Information was delivered to businesses around Town asking them to decorate their shop fronts in support of Pride, and the response was exceptionally positive. At the time of writing the following shops have taken the opportunity to get involved and show their support to the Pride Event:

Sue Ryder  
The Blue Cross  
Jaffe and Neale  
Fibre Works  
Mr Simms Sweet Shop  
Mash  
Sainsburys  
The Fox Pub

With support from Witney Pride, we have placed over 15 Flags around the Town Hall as well as a large amount of bunting and Chippy Has Pride Banners.

The Town Nursery will be supplying the event with Bunting made from the children with signs accompanying them.

Holly May Crochet undertook the role of Yarm Bomber and had a great pre-pride event at Wychwood Library with lots of rainbows that have been hung in the trees at the crossing and the Chippy Phone Box.

### **SPORTS AWARDS – 14<sup>TH</sup> JULY 2023**

The Sports awards have been completed with 26 nominations across a variety of sports.

The awards have 2 sponsors this year, with Better Leisure supporting the renamed Better Legacy' Award and with the Chippy Larder sponsoring the remaining rewards.

The new community legend award has been well received with 8 nominations in the category.

The awards evening will be on 14<sup>th</sup> July, with support from the Chippy Larder in providing the refreshments for the evening.

Mr Graham Beacham to provide an update.