
To	Hythe Town Council
Date	9 October 2020
Status	Non Exempt
Responsible officer	Responsible Financial Officer
Subject	CLIMATE AND ECOLOGICAL EMERGENCY REPORT F&GP/19/20

SUMMARY: This report is a request for expenditure on inventory for the Town Hall to support the facilitation of the education of the climate and ecological emergency as recommended by F&GP on 29/08/2019 min no 136/19 and endorsed by Council on 19/09/19 min no 152/19 and asks the committee to review in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To receive and note the report F&GP/19/20
2. To authorise the RFO to purchase the equipment listed in the report for use at the Town hall.
3. To authorise the RFO to vire £2,600 from High Street Reserves to Equipment Purchases budget code 7702 to cover the costs.

INTRODUCTION

Hythe town Council declared a climate and ecological emergency at a meeting of full Council on 19/09/2019 min no. 152/19.

Due to indoor Covid restrictions to enable the commencement of the facilitation of the provision of information and education of the climate and ecological emergency it is envisaged that activities from outside the Town hall in the Town Hall's Undercroft can start with a view to moving the activities into the Town Hall once Government restrictions have been lifted.

To aid the set up and introduction of the project some additional furniture will be required so that Councillors and residents alike can remain Covid safe.

- **Room Divider 360 with Polycarbonate Plastic Panels**, featuring a lightweight, waterproof, impact resistant and translucent Polycarbonate

core with a durable aluminum frame. Perfect for any indoor or outdoor application, durable enough for factory use, 100% waterproof and cleanable. The fluted Polycarbonate panels are impact resistant, lightweight, durable and 100% waterproof.

Colours available; Clear, Blue, Opal, Green.

Size required H (6') 1.83m x L (8'6")

Price £1,000 (excluding vat) x 2 required



The link to the website is below:

<https://portablepartitionscompany.co.uk/shop/360-polycarbonate/>

- **Contour 25 Folding Tables**

Contour25 table, is a dynamic lightweight folding table that guarantees flexibility and durability in the toughest of environments. Designed for Schools, Churches, Village Halls, Function Rooms, Community and Leisure Centres this is our "go to" bestselling folding table and enables you to maximise seating capacity when designing and planning.

- Lightweight with an exceptionally strong aluminium frame
- Easy to clean plastic laminate surface in a choice of 17 colours
- Six heights to accommodate all age groups (915mm length not available in 760mm high)
- An unrivalled choice of lengths and widths to meet individual requirement
- Simple fail safe folding mechanism

- Folds to a depth of 85mm for ease of handling and storage
- Gopak designed trolleys available for transport and storage
- Weighs from 6.5kg to 12.35kg
- 500kg load bearing
- Conforms to BSEN 1729 Part 1 for Dimensional Fit
- Lifetime guarantee

Example of colours available; Beech, Maple, Oak, Teak.

Size required H (6') 1830mm x L (2'49") 760mm

Price £123.82 (excluding vat) x 4 required



The link to the website is below:

<https://www.gopak.co.uk/tables/folding-tables/contour25-folding-tables>

- **E Series Stacking Chair**

The E Series stacking chair has been used as the "go to" classroom chair for decades and is still a firm favourite with teachers and pupils alike. They also work equally well in any environment requiring a reliable chair that is comfortable and hard wearing.

- Good ergonomics
 - Available in 6 heights
 - Supplied with a black frame
 - Wide choice of colours
 - Conforms to BSEN1729 Parts 1 & 2
 - 10 Year Guarantee
 - Minimum order quantity 5 (£89.50 excluding vat)
- If less than 5 chairs than the minimum order quantity a £15.00 delivery charge will apply. Please call to order.



The link to the website is below:

<https://www.gopak.co.uk/chairs/stackable-chairs/e-series-stacking-chair>

SUMMARY

The request for additional furniture for outdoor/indoor use at the Town hall is for 2 x Room Dividers, 4 x 6ft x 2ft 6' Folding tables, and 5 x chairs (5 being minimum order requirement) total cost £2584.78 excluding vat.

These items will be added to the Town Council's asset register.

Users of the Town Hall will be able to use these items upon request and will have to ensure sanitisation after each use under each conditions of use contract.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk	Seriousness	Likelihood	Preventative Action
The Council does not provide adequate safety measures against Covid-19 for users of the Town hall and the virus is spread.	High	High	The Council provides equipment that can be sanitised and provides each hirer with a conditions of use form.

CONTACT OFFICER

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email RFO@hythe-tc.gov.uk prior to the meeting.