

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 07 March 2024 13:36
To: 'councillors@melbournparishcouncil.gov.uk'; RFO Gov
Subject: RE: RESPONSE REQUIRED: Email decision - Approval of costs for repair to Hub stairlift

Thank you to all that responded to the email, eight councillors replied in support, two abstained, please note the resolution below:

It was RESOLVED to approve the payment of £315.90 to Stannah for the completion of works to return the stairlift to working order.

Many thanks for your consideration.

Abi

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 06 March 2024 09:42
To: 'councillors@melbournparishcouncil.gov.uk' <councillors@melbournparishcouncil.gov.uk>; parishclerk <parishclerk@melbournparishcouncil.gov.uk>; RFO Gov <RFO@melbournparishcouncil.gov.uk>
Subject: RESPONSE REQUIRED: Email decision - Approval of costs for repair to Hub stairlift
Importance: High

Dear Councillors,

Hub Stairlift – repair costs

The stairlift in The Hub has been out of action for a considerable period of time – during a recent maintenance inspection the issue was discovered to be the arm actuator switch.

In order to proceed with the work in a timely manner and return the stairlift to working order could I ask for you to vote on this approval via email.

Related information:

- Quote from supplier £315.90 to carry out the works attached.

Please respond with your vote:

To consider the payment of £315.90 to Stannah for the completion of works to return the stairlift to working order.

Many thanks

Abi & Alex

Abi Williams & Alex Coxall
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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Melbourn Community Hub Management Group Ltd
30 High Street
Melbourn
SG8 6DZ

27 February 2024

Our Ref: 576065-1

Stannah

Dear Melbourn Community Hub Management Group Ltd

Re: Product code AS335031, Melbourn Community Hub, Melbourn, SG8 6DZ

Following a recent report on the above product, our engineer has advised work is required to maintain the safe and efficient operation. Therefore, please find our proposal, containing:

- Scope of works
- Quotation
- Supporting photographs (if applicable)
- Acceptance page, contact details and terms and conditions

Stannah Lift Services are ISO 9001, ISO 14001 and OHSAS 45001 accredited, ensuring quality, environmental and health and safety requirements are adhered to.

We trust our quotation for these works meet with your approval, however, should you require any additional information or have any other queries, please contact me Monday to Thursday 09:00 to 17:00 and Friday 09:00 to 16:30.

Yours sincerely,

Mr K Upton
Technical Sales Consultant (minors)
Email: Keith.Upton@Stannah.co.uk

Scope of works

Further to your recent planned maintenance visit the engineer has reported the following.

Left hand arm not lowering, tested the actuator OK, traced fault to a defective arm switch, a new switch must be fitted and set up.

Quotation

Supply and fit arm actuator switch	£315.90
Total (Excl. VAT)	£315.90

This quote is valid for 30 days from the date of this letter. All prices given are exclusive of VAT which will be charged at the current rate. Please ensure the quotation reference is on any correspondence.

Should you wish to proceed, then please follow the [quotation acceptance instructions.](#)

Supporting Photos



Quotation Acceptance

To accept this quotation, please email to brackley.quotes@stannah.co.uk or post this acceptance to Brackley Service Branch Stannah Lift Services Ltd, 4 Boundary Road, Buckingham Road Industrial Estate, Brackley, NN13 7ES

Quote Ref: KU/576065-1
Lift No: AS335031
Address: Melbourn Community Hub, Melbourn, SG8 6DZ
Location: No customer location

Please accept this email as confirmation to proceed with the works quoted on quotation reference KU/576065-1 dated 27 February 2024.

Name:
Signature:
Position:
Order number (if required):

Terms and Conditions

- This quotation does not include any additional materials or labour that may be incurred due to unforeseen circumstances; you will be notified immediately of any problems that present themselves.
- All prices are subject to the works being carried out during normal working hours. Mon-Fri 08:00-17:00 unless otherwise stated.
- All works to be carried out in a continuous single phase unless otherwise stated.
- Price is per product unless otherwise stated.
- Should you only wish to have elements of the work completed this may be subject to a revised quotation.
- All works subject to site survey and correct dimensions achievable.
- Should works accepted be prevented from completion, aborted or delayed by any party other than by Stannah Lift Services Ltd or its agents, you may be charged.
- All costs are NETT excluding VAT and subject to LEIA Conditions of contract L1, a copy of which is available upon request.
- Please note there is an 8-10 week lead time on all works currently.
- We have not included costs associated with asbestos works.
- For full terms and conditions please see: <http://terms.stannah.co.uk/LEIA-L1-Conditions-of-Contract-2014.pdf>