

Councillor A Porter
C/o Leadership Support Team
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

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Essex
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Email : Kcharles@tendringdc.gov.uk
Our ref : KC/000004/4

6th September 2021

Dear Cllr. Porter,

TDC Leisure Sites – Extension Lease of Walton Fitness Equipment

Walton on the Naze Lifestyles current lease and warranty for fitness equipment has expired in April of this year. The current lease and warranty are with Pulse Fitness.

The proposal is to extend this lease and warranty until February 2022. The extension would fall in line with Clacton Leisure Centre's lease and warranty expiry date with Pulse Fitness, allowing a corporate approach to a complete Procurement and Tender process between late 2021 and early 2022. This would enable us to review the market and our gym equipment across our three main sites – Clacton, Walton and Dovercourt.

To note, Dovercourt owns their equipment allowing this to be reviewed and included in any tender process alongside the two leases ending at Walton and Clacton.

The extended rental agreement is £850 PCM. This would include rental of the equipment and a service package. As mentioned, this would be backdated to April until the end of February 2022, with a total cost of £9,350.

Taking into account the above, we would request an agreement from you to undertake a complete tender process at the end of this year/ early part of next year to support leases and warranty ending in February 2022 at Clacton Leisure Centre and Walton on the Naze Lifestyles with this extension approval.

To support the above request, the following points have been made below:

1. Undergoing a complete tender process at the end of this year/ early next year would ensure the best price and quality is achieved for fitness equipment within our leisure centres for the next five years.
2. Pulse Fitness would still have the opportunity to be involved in the tender process as our current provider.
3. Approval from s151 officer Richard Barrett has been agreed. Richard highlighted the importance of considering value for money. Additionally, we are not aware of any market conditions changing with the costs associated with this extension.

The extension would continue to provide value for money. If we were to proceed with a tender process at this stage, the market would prove to be more expensive with up-to-date/latest equipment available rather than the basic models we have in place currently.

4. Internal Audit Manager Craig Clawson was in approval of our proposal alongside the s151 officer.

In summary, the proposal to extend the lease and warranty of fitness equipment at Walton on the Naze Lifestyles is to bring this in line with Clacton Leisure Centre's expiry date of February 2022. This will demonstrate continued value for money and allow for a full tender process to be undertaken, which will provide customers with up to date fitness equipment.

If you agree with the extension of this lease and warranty, I would be grateful if you could sign and return the concurrence below.

Yours sincerely

Kieran Charles, BA Hons, MCIMSPA
Head of Sport and Leisure

Dear Kieran

I refer to your letter dated 6th September 2021 requesting my approval to support the extension of lease and warranty of fitness equipment at Walton on the Naze Lifestyles.

- I concur/do not concur with the use of these funds for the purpose described above.

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Councillor Alex Porter
Portfolio Holder for Leisure and Tourism

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Dated

- Please delete as appropriate

Additional comments (if not concurring)
