



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

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Email: [kcharles@tendringdc.gov.uk](mailto:kcharles@tendringdc.gov.uk)  
Our ref: KC/000041/1

Friday 7<sup>th</sup> June 2024

Reference: Clacton Leisure Centre, Sauna Replacement

Dear Cllr Mick Barry and Cllr Mark Stephenson,

As you will be aware, Clacton Leisure Centre provides a state-of-the-art wellbeing zone, which consists of a sauna, steam room, salt inhalation room, wellbeing pool, and relaxation area. This area underwent a significant refurbishment in 2022. However, as the cabin was in a reasonable state of repair at the time, it was not replaced. The sauna has now started to show substantiable signs of wear and tear.

As part of the routine inspections carried out under contract with Sterling Hydro-Tech, they outlined that the sauna internal wall timber is starting to warp, deeming this area beyond repair. The sauna was closed subsequently, as when further discussions had been carried out with Sterling Hydrotech, they advised that the benches are worn, and the wood above the heater is darkening as such, this had become a fire risk. Additionally, the benches had become a cutting risk to the members if they were to sit on the bench. As a result of this, the recommended action was to close and replace the sauna cabin. To ensure TDC can continue to provide full service to their customers, a full sauna replacement is required.

Following a procurement carried out by the centre, please see below the quotes received to carry out a full sauna replacement, including flooring.

Contractor	Cost
Sterling Hydrotech	£35,390.00
Dale Sauna	£27,505.00

It is suggested to appoint Dale Sauna to complete the necessary work. The total cost of the work is £27,505, excluding VAT.

From the Cabinet Meeting held on 19<sup>th</sup> April 2024, a financial report was put forward: *Item-Report of the Portfolio Holder for Corporate Finance & Governance A.2-Financial Performance Report 2023/24- General Update, at the end of December 2023*. Within this cabinet report, it approves the proposed adjustments to the 2024–25 budget, as set out in Section 3 of Appendix H, which detailed the sauna refurbishments at £25,000.

As such, it is suggested to fund the balance of £2,505 from the Sport and Leisure reserved account.

If you agree to appoint Dale Sauna to complete these works, award them, and enter into a contract, then I would be grateful if you would sign and return the consent below.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA  
Sport and Leisure Operations Manager

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Dear Kieran

I refer to your letter dated 7<sup>th</sup> June 2024, requesting my approval to appoint Dale Sauna to complete these works, award, and enter into a contract. The total cost of these works is up to £27,505.00. £25,000 will be funded by the agreed cabinet budget adjustments to the 2024/25 budget, as set out in Section 3 of Appendix H, with the balance of £2,505 to be funded from the Sport and Leisure reserved account.

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

Cllr Mark Stephenson, Leader, and portfolio for Finance and Governance



.....

Dated

- Please delete as appropriate

Cllr Mick Barry, portfolio holder for Leisure and Public Realm

.....

Dated

- Please delete as appropriate

Additional comments (if not concurring)



### Record of Officer's Decision

#### The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Date of Decision:</b>	Friday 7 <sup>th</sup> June 2024
<b>Decision Maker (Officer):</b>	Kieran Charles – Sport & Leisure Operations Manager
<b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>	<p>Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).</p> <p>The Corporate Director, Lee Heley has delegated operational matters relating to the Leisure Centres, Sauna replacement at Clacton Leisure Centre to the Sport and Leisure Operations Manager.</p>
<b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>	Cllr Mick Barry Cllr Mark Stephenson
<b>Ward Member(s) consulted?</b>	N/A
<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	No
<b>Decision Made:</b>	<p>A) The Portfolio Holder for Leisure and Public Realm agrees to the appointment of Dale Sauna and awards the contract to Dale Sauna for the installation of a new sauna at Clacton Leisure Centre.</p> <p>B) The Portfolio Holder for Leisure and Public Realm agrees entering into contract with Dale Sauna for the installation of a new sauna at Clacton Leisure Centre at a value of £27,505.00.</p> <p>C) The Portfolio Holder for Corporate Finance and Governance and The Portfolio Holder for Leisure and Public Realm approves the associated use of up to £2,505 from the Sport and Leisure reserved account to top up the agreed budget via Cabinet report on 19th April 2024, allocating £25,000 towards the Sauna replacement. Therefore, providing the full fund required of £27,505.00.</p>

<p><b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b></p>	<p>As you will be aware, Clacton Leisure Centre provides a state-of-the-art wellbeing zone, which consists of a sauna, steam room, salt inhalation room, wellbeing pool, and relaxation area.</p> <p>This area underwent a significant refurbishment in 2022. However, as the cabin was in a reasonable state of repair at the time, it was not replaced.</p> <p>As part of the routine inspections carried out under contract with Sterling Hydro-Tech, they outlined that the sauna internal wall timber is starting to warp, deeming this area beyond repair. The sauna was closed subsequently, as when further discussions had been carried out with Sterling Hydrotech, they advised that the benches are worn, and the wood above the heater is darkening as such, this had become a fire risk. Additionally, the benches had become a cutting risk to the members if they were to sit on the bench. As a result of this, the recommended action was to close and replace the sauna cabin. To ensure TDC can continue to provide full service to their customers, a full sauna replacement is required.</p> <p>As such, this decision seeks agreement to appoint and enter into a contract with Dale Sauna to replace the sauna at Clacton Leisure Centre.</p>	
<p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p>	<p>A health and safety risk were identified; as such, the sauna was fully closed to the public, and a tender process commenced for a replacement as per the recommendation. There is a risk to reputation and revenue should the facility not be replaced accordingly, as this facility is included in the membership packages.</p>	
<p><b>Details of any Alternative Options Considered and rejected (together with reasons):</b></p>	<p>Not to replace the and continue with this space being redundant however the risk above could present themselves.</p>	
<p><b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</b></p> <p><b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b></p>	<p>N/A</p>	
<p><b>Reason Decision, or supporting Report, is not published:</b></p>	<p>✓</p>	<p>Not applicable – Decision to be published.</p>
<p>If Report is not to be published – tick one of the following boxes:</p>		

<p>Tick one or more of the specific exemptions,</p> <p><b>and</b></p> <p>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</p>		The report supporting the Decision contains confidential information
		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
		<ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul>
		<ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul>
		<ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul>
		<ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul>
		<ul style="list-style-type: none"> <li>• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment</li> </ul>
		<ul style="list-style-type: none"> <li>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>
<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons:</p>		

**Officers**


Signed: K. Charles

Title: Sport & Leisure Operations Manager

Signed:

Title:

**In consultation with:**

Signed: 

**Portfolio Holder for Corp. Finance and Governance**

Signed:

**Portfolio Holder for Leisure and Public Realm**

Signed:

**Section 151 Officer (if required)**

Signed:

**Monitoring Officer (if required)**

Signed:

**Dated:**