

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.

<b>Contractor</b>	<b>Cost</b>
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

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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)