

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

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Station Road
Clacton on Sea
Essex
CO15 1SE

Email: kcharles@tendringdc.gov.uk
Our ref: KC/000050/1

12 December 2024

Reference: Clacton Leisure Centre, Award of Studio 3 Enhancements

Dear Cllr Mick Barry,

As you will be aware, Clacton Leisure Centre has displayed to be a large part within an ever growing and evolving environment. As such, the centre endeavours to find the best value for the services and products that we provide within our facilities and aim to increase the income year on year.

As part of the increasing membership base and to accommodate for the growing demands of classes and room hire across the centre, a previous treatment rooms space was converted back into an open studio (Studio 3). As such the Studio requires enhancements for a variety of exercise and activity sessions to occur.

Following the completion of a procurement exercise, the below provides the quotes received to carry out Studio 3 Enhancements.

Contractor	Cost
Inspace Fitness	£28,715.00
Lindsey Group	£38,409.08

It is suggested to appoint Inspace Fitness to complete the necessary work. The total cost of the work is £28,715, excluding VAT.

In order to fund these works, on 15th November 2024 as part of Cabinet meeting - Cabinet Members' Items - Report of the Corporate Finance & Governance Portfolio Holder. Cabinet provided approval for the proposed adjustments to the 2024/25 budget, as set out in Appendix 1H to the Portfolio Holder's report (A.2), the report approved the budget adjustments of £30,000 to be granted too Clacton Leisure Centre, to fund the Studio 3 Enhancement works.

If you agree to appoint Inspace Fitness to complete these works, to award a contract, and to enter a contract with Inspace Fitness, then I would be grateful if you would sign and return the concurrence below.

Yours sincerely,

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

Dear Kieran

I refer to your letter dated 12 December 2024, requesting my concurrence to appoint, award and enter in a contract with Inspace Fitness to proceed with the Studio 3 Enhancement works.

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

Cllr Mick Barry, Portfolio Holder for Leisure and Public Realm

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Dated

- Please delete as appropriate

Additional comments (if not concurring)

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