

Grant Agreement

Date of Agreement: TBC

Between:

- (1) Bar 'n' Bus Trust, c/o The Hive, 6 Honeypot Lane, Basildon, Essex, SS14 2JZ
- (2) Rayleigh Town Council, The pavilion, King George Playing Field V, Bull Lane, Rayleigh, Essex, SS6 8JD

Project Description

Development of Youth Work provision in Rayleigh

Project Timescale

Initially April 2026 to March 2027, reviewed annually

Agreed activities
<p>Delivery by Bar 'n' Bus Trust:</p> <p>Bar 'n' Bus will employ a part time youth worker to be based in Rayleigh to assist and expand the current youth work provision in the town. It is expected that this work will include:</p> <ul style="list-style-type: none"> - Sustaining the current detached & mobile outreach at Rayleigh Skatepark and within the High Street - Sustaining and expanding connection with Sweyne Park and Fitzwimarc secondary schools - Exploring new opportunities for detached youth work in areas such as Wolsey Park and the Grange. <p>Timescales:</p> <p>April 2026 – Role Tendered</p> <p>June 2026 – Role Recruited & Inducted</p> <p>June-Aug 2026 – Induction of worker into existing projects and explorations for new projects started</p> <p>September 2026 – Worker taking on lead of projects, expected start date for new provisions</p> <p>December 2026 – Review of projects and progress</p> <p>February 2026 – Review of progress and projection of plans for following year</p> <p>Bar 'n' Bus will provide:</p> <ul style="list-style-type: none"> - Line Management Supervision for role - Employment, payroll, pension - Office base and required equipment (e.g. IT and Communications) - Ongoing training - Safeguarding oversight of all work, including appropriate vetting (e.g. DBS) - Employers Liability, Public Liability and any other necessary Insurance

Delivery by Rayleigh Town Council:

Rayleigh Town Council will provide:

- Costs of the Youth Worker @ £19,822.65 per annum
- Point of contact at Rayleigh Town Council to monitor progress and support
- Ongoing partnership to explore extension and expansion of provision as necessary and possible

Sustainability action plan:

Both partners to commit to regular (quarterly) meetings to discuss progress with the intention of monitoring value for money, impact and future planning.

Signatures

For Bar 'n' Bus Trust

Signature

Date

Name

Position

For Rayleigh Town Council:

Signature

Date

Name

Position

**Essex County Council
Youth Service Provision**

Memorandum of Agreement

THIS Memorandum of Agreement

BETWEEN

- (1) Essex County Council of County Hall, Market Road, Chelmsford, Essex CM1 1QH (the “**ECC**”) and
 - (2) Rayleigh Town Council, The Pavilion, King George V Playing Field, Bull Lane Rayleigh, Essex, SS6 8JD
- (together, the “**Parties**”)

BACKGROUND

- (A) ECC, through Essex Youth Service, deploys Youth Service staff to work with young people to help them make informed choices about their lives and to identify and discuss the barriers preventing them from moving forward. Some of these interventions are Establishment based, by arrangement with the Establishments in question.
- (B) The Establishment wishes to enter into an agreement with ECC for Youth Service staff to be available on the Establishment’s premises or at other locations at certain times during the year.
- (C) ECC and the Establishment agree to the making of such provision on the following terms and conditions.

AGREEMENT

1. Definitions and Interpretation

1.1 In this Agreement the following terms shall have the following meanings:

- | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “ Agreement ” | means this memorandum of understanding; |
| “ Business Day ” | means any day between Monday and Friday inclusive, other than a Bank Holiday or other public holiday; |
| “ Charges ” | means ECC’s charges for the Provision as set out in the Schedule; |
| “ Invoice ” | means the document, of whatever kind and howsoever described pursuant to any system of payment in use between the Parties, by which ECC invoices the Establishment for payment of sums due under this Agreement and “ Invoiced ” shall be read accordingly; |

“Location”	means [<i>address of the Establishment or of a particular site or building within the Establishment or other place where the Provision is delivered</i>];
“Provision”	means the activities that will be undertaken by Youth Service staff, as more particularly set out in the Specification;
“Specification”	means the description of the Provision set out in the Schedule;
“Term”	means the duration of this Agreement as set out in clause 2;
“Variation”	means a variation of this Agreement.

1.2 In this Agreement where the context requires:

1.2.1 the masculine gender includes the feminine and the neuter and the singular includes the plural and vice versa;

1.2.2 references to any statute, enactment, order, regulation or other legislative instrument include any amendment to the same by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment thereof;

1.2.3 a reference to a person shall include a reference to any individual, company, or other legal entity;

1.2.4 references to clauses and the Schedule are, unless otherwise stated, references to clauses of and the Schedule to this Agreement;

1.2.5 headings are provided for ease of reference only and shall not be taken into account in the interpretation or construction of this Agreement;

2. Term

This Agreement will begin and end on the following dates

Commencement Date:	1st April 2026
Expiry Date:	31st March 2027

unless terminated earlier in accordance with clause 5. The Term may be extended for such further period as the Parties may agree by Variation from time to time.

3. Provision

3.1 ECC will make two members of staff (a District Youth and Community Worker and a Youth Support Worker) available at the location for the number of hours, with the frequency and on such additional terms and conditions as may set out in the Schedule, or as the Parties may from time to time agree by way of Variation.

4. Charges & Payment

4.1 In return for the Provision, the Establishment shall pay the Charges as set out in this Agreement. Charges will be subject to annual review by ECC and where a change in Charges results and is agreed, the Parties will record such change by way of a Variation.

4.2 ECC will Invoice the Establishment for the number of hours of Provision supplied during that period of Provision

4.2 The Establishment will pay all undisputed sums, together with all VAT properly chargeable on those sums, due to ECC under this Agreement within thirty (30) calendar days of the date of the relevant Invoice.

4.3 Where the Establishment disputes any Invoiced sum, it shall notify ECC as soon as practicable, and in any event no later than ten (10) Business Days following receipt of the relevant Invoice, setting out its reasons. No dispute as to whether any particular sum is properly due under the Agreement shall entitle the Establishment to withhold any undisputed sum, whether or not on the same invoice.

5. Termination

5.1 This Agreement may be terminated by either Party for any reason upon the giving of 4 weeks' notice in writing to the other Party.

5.2 Either Party may terminate this Agreement immediately if the other Party is in material breach of this Agreement and, where the breach is remediable, has failed to remedy it within thirty (30) days of written notice from the other Party.

6. Confidentiality & Data Protection

6.1 Youth Service staff will deal with any safeguarding issues arising during the course of the Provision according to ECC's own policies and procedures. Where appropriate, this will be carried out in liaison with the Establishment. Information concerning a young person disclosed to or obtained by Youth Service staff during the course of Provision that might be of

benefit to the development of that young person will be discussed with the Establishment with the young person's knowledge.

- 6.2 ECC shall (and shall procure that any of its staff involved in connection with the activities under this Agreement shall) comply with any notification requirements under the Data Protection Act 2018 and both Parties will duly observe all their obligations under the Act, arising in connection with the Agreement.

7. Information

- 7.1 The Parties are each subject to the requirements of the Freedom of Information Act 2000 and they shall assist and co-operate with each other as necessary to comply with these requirements.
- 7.2 In responding to a request for information, including information in connection with the Provision, a Party will use reasonable endeavours to consult with the other Party. Notwithstanding this the Parties each acknowledge that they may be required to disclose information without consultation or following consultation with the other Party having taken its views into account.
- 7.3 The Parties shall ensure that all information produced in the course of the Provision or relating to this Agreement is retained for disclosure and shall provide all necessary assistance as reasonably requested to enable the other Party to respond to a request for information within the time for compliance and shall permit the other Party to inspect such records as requested from time to time.
- 7.4 Each Party acknowledges that any statutory and other constraints on the exchange of information will be fully respected, including the requirements of the Data Protection Act 2018 and the Human Rights Act 1998.

8. Liability

- 8.1 Nothing in this Agreement shall limit or exclude a Party's liability:
- 8.1.1 for death or personal injury caused by its negligence, or that of its employees, agents or sub-contractors;
 - 8.1.2 for fraud or fraudulent misrepresentation;
 - 8.1.3 for breach of any obligation as to title or quiet possession implied by statute; or
 - 8.1.4 for any other act, omission, or liability which may not be limited or excluded by law.
- 8.2 Neither Party shall have any liability to the other Party, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss

of profit, or for any indirect or consequential loss arising under or in connection with this Agreement.

9. Communication

For the purposes of this Agreement, the names and contact details for the lead contacts, together with those of the Tier 1 and Tier 2 Escalation Contacts, of each of the Parties are those set out in the Schedule.

10. Variation and Waiver

- 10.1 Any Variation shall be in writing and signed by or on behalf of each of the Parties.
- 10.2 No delay by a Party in exercising any provision of this Agreement shall constitute a waiver of such provision or shall prevent any future exercise in whole or in part.

11. Dispute Resolution

- 11.1 The Parties shall work together to ensure that in so far as possible any disagreements arising under or in connection with this Agreement will be resolved amicably at working level. In the event of failure to reach agreement on any matter in dispute, however, then such dispute shall be handled in the following manner:
 - 11.1.1 The dispute shall in the first instance be referred to the Parties' respective Tier 1 Escalation Contacts for resolution at a meeting to be arranged as soon as practicable after the failure to reach consensus arises, but in any event within ten (10) Business Days;
 - 11.1.2 If the dispute cannot be resolved in accordance with 11.1.1 above within ten (10) Business Days after such referral, or within any other period agreed between the Parties then the dispute shall be referred to the respective Parties' Tier 2 Escalation Contacts for resolution at a meeting to be arranged as soon as practicable after such referral, but in any event within ten (10) Business Days;
 - 11.1.3 If the dispute has not been resolved following a referral in accordance with 11.1.2 the Parties shall settle the dispute by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the Parties, the mediator will be nominated by CEDR.

Without prejudice to the requirements of clause 10, all disputes or claims arising out of or in connection with this Agreement shall be governed by and construed in accordance with the law of England and the Parties irrevocably submit to the exclusive jurisdiction of the courts of England & Wales.

13. Contracts (Rights of Third Parties) Act 1999

The Parties do not intend that any term of this Agreement shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a party to it.

SIGNED for and on behalf of each of the Parties.

Essex County Council

Signed: 

Name: Pippa Meades

Position: Senior Youth & Community
Commissioner

Rayleigh Town Council

Signed:

Name:

Position:

The Schedule

1. Specification

The role of the Youth Service is to build positive relationships with young people that engender an atmosphere of trust and safety, allowing issues to be explored and resolved. A variety of techniques are applied in order to encourage young people to achieve the best possible outcome for themselves and to that end the activities of the Youth Services team may include any or all of the following:

- helping young people develop the knowledge skills and resilience to overcome personal challenges, access and participate in universal services including education and learning being offered by the provision;
- delivering quality interventions that are negotiated with the young person or groups of young people, which are planned/unplanned, actioned and evaluated;
- working with referred young people to establish their needs and offer information, support and guidance in an informal education environment;
- working with community-based agencies as appropriate to ensure holistic and coherent support is in place;
- acting as personal advocate and intermediary where the young person is prevented from accessing or progressing to universal services;
- where appropriate, working with parents, carers, families and other services to support the young person;
- where appropriate, linking with specialist agencies and working with them to ensure the young person's immediate and future access to the service/s they require;
- ensuring compliance with the ESCB SET child protection procedures.

2. Availability of Provision
Location: Rayleigh The Pavilion, King George V Playing Field
Delivery

Proposed: WC 1st April 2026 – 19th December 2026	1 x District Youth & Community Worker 1 x Youth Support Worker 2 x hours every Thursday (3pm-5pm)	The Youth Workers will continue to engage with young people in King George V Playing Fields, build relationships with new young people, deliver curriculum based, diversionary activities based on young people's needs and provide advice support and guidance with issues the young people present with to enable them to make more informed decisions. Summer Fun during the summer holidays to deliver activities the young people choose.
Christmas break		
WC 5th January 2027 – 31st March 2027	1 x District Youth & Community Worker 1 x Youth Support Worker 2 x hours (3pm – 5pm)	Re-engage with young people, deliver curriculum based, diversionary activities based on young people's needs and provide advice support and guidance with issues the young people present with to enable them to make more informed decisions.

Costings

Resource	Costings	Total
1X District Youth & Community Worker	£25 per hour X 2hrs per session X45 weeks	£2,250
1X Youth Support Worker	£15 per hour X 2 hours per session X45 weeks	£1,350
Admin and Planning	1 Hour per week X45 weeks	£1,125

Resources & Mileage	£15 per session X45 weeks	£675
	Total Cost	£5,400

3. Communication

	ECC
Lead Contact Name:	Natalie West
Job Title:	District Youth & Community Worker
Email:	natalie.west@essex.gov.uk
Tier 1 Escalation Name:	Pippa Meades
Job Title:	Senior Youth & Community Worker
Email:	Pippa.meades@essex.gov.uk
Tier 2 Escalation Name:	Glenn Crickmore
Job Title	Youth Servicer Lead
Email:	Glenn.crickmore@essex.gov.uk

Rayleigh Town: Community lottery

Draft resolution

The Council is asked to consider approving the establishment of a Rayleigh Town Community Lottery in partnership with [Gatherwell Ltd](#) as the External Lottery Manager (ELM).

Executive summary

The Rayleigh Town Community Lottery aims to provide a new fundraising stream, generating additional income for our community good causes. This initiative seeks the board's approval to partner with Gatherwell Ltd, a proven ELM, to manage the lottery, ensuring compliance and operational efficiency.

Background

A Rayleigh Town Community Lottery is a viable way to support our community financially. External advice from Gatherwell Ltd, the UK's largest provider of community lotteries, has confirmed their suitability as a partner due to their expertise and successful track record.

Lotteries have helped Local Authorities and CVS Organisations bridge the gap between available funding and the ever-growing number of worthy causes within the community and more than 120 local authorities and third sector bodies raise millions each year with Gatherwell lotteries.

Lotteries are a great way to empower the community, even at a time when so many are struggling to make ends meet. Gatherwell lotteries are a low-cost way for the community to contribute to causes they care about while also having the chance to win exciting prizes.

Recommendation

The simplest way for an organisation to run a lottery is to engage an External Lottery Manager (ELM). The ELM handles website management, ticket sales administration, payments, prize management, and marketing. ELMs enable LGAs, charities, foundations, unions, and other societies to raise funds for non-commercial purposes.

It is recommended to approve the establishment of the Rayleigh Town Community Lottery, using Gatherwell Ltd services for effective and compliant lottery management. This recommendation is based on their success in similar projects and the anticipated financial benefits for our good causes.

ELM provider

Gatherwell Ltd is the largest provider of community lotteries, operating over 140 community lotteries and more than 100 lotteries run by local authorities in the UK.

Gatherwell's unique model allows good causes to join under an umbrella, providing customer support, cause onboarding, banking, and automated fund distribution. Gatherwell has a proven track record of working with LGAs to deliver lotteries. We propose working with Gatherwell Ltd to establish the Rayleigh Town Community Lottery.

Advertising and marketing

Advertising and marketing will be a joint effort between Gatherwell and Rayleigh Town Council, with good causes featuring direct links to the lottery on their webpages. Gatherwell will provide tailored marketing materials and ongoing support, customised to Rayleigh Town Councils specifications.

Ticket purchase

Tickets, costing £1 each, can be purchased online or by phone via direct debit or payment card. Gatherwell will manage the dedicated site for Rayleigh Town Council.

The proceeds of each £1 ticket sale are distributed as follows:

- £0.50 to the cause
- £0.10 to Rayleigh Town Council.
- £0.18.2 for prizes
- £0.18.2 to Gatherwell
- £0.036 VAT.

Individual lottery players have two options for how the 60% of their ticket purchase is distributed:

- The entire 60% can go to Rayleigh Town Council.
- 50% can go to a specified club chosen by the player, with the remaining 10% allocated to Rayleigh Town Council.

For comparison, the percentage of each ticket sale that goes to good causes in other lotteries is as follows:

- National Lottery: 28%
- Postcode Lottery: 33%
- Health Lottery: 20%

Prizes

Players select a line of six numbers (0-9). Prizes are awarded based on the number of matched numbers:

- 6 matched numbers: £25,000
- 5 matched numbers: £1,000
- 4 matched numbers: £250
- 3 matched numbers: £25
- 2 matched numbers: 3 free tickets.

The odds of winning the jackpot are approximately 1,000,000 to 1, with the odds of winning any prize at 50 to 1.

Impact

The lottery is expected to provide significant financial benefits, supporting good causes in covering running costs, purchasing equipment and funding events. Socially, it will enhance club activities and community engagement, while economically, it will boost financial stability and sustainability within our network. Based on other lotteries who work with Gatherwell, the expected annual revenue for Rayleigh Town Council and the community could range from £9828 to £19656.

Considerations

Strategic

The lottery aligns with our mission to support and strengthen our community, enhancing their ability to finance their good causes. It supports our strategic goal of financial resilience and reinforces our commitment to sustainable community development.

Financial

The estimated start-up cost for a Rayleigh Town Community Lottery is £6060 + VAT, including:

- Gatherwell Ltd set-up fees: £5,000 plus VAT
- Licence fees: £400 (plus £250 application fee)
- Lotteries Council membership (optional): £385 (plus £25 application fee)
- Discretionary marketing spends for the lottery launch

Ongoing costs will be covered by ticket sales, with £785.00 required annually for licence fees and continued Lotteries Council membership. Some continued marketing will be necessary, particularly in the early years.

Resourcing

Gatherwell will manage all lottery aspects, including:

- A bespoke, secure website with a 99% uptime guarantee
- Dedicated local telephone number and email support
- Professional marketing materials
- Payment management and winner communications
- Safe handling of supporter funds through a client deposit account.

Rayleigh Town Council will need to:

- Apply for a licence from the Gambling Commission.

- Define and assess good cause eligibility criteria
- Promote the central fund
- Promote the lottery to good causes
- Authorise payments to good causes and complete the *Lottery Return* form.

External stakeholders

Key stakeholders include the chosen ELM, community good causes and their supporters, who will benefit directly from the funds raised. Additional stakeholders include the Gambling Commission for regulatory compliance.

Risks

Risk analysis

Identified risk	Untreated risk level	Risk treatments	Treated risk level	Strategy to manage risk
Community causes not engaging	Medium	Comprehensive marketing and support plans	Low	Joint marketing efforts with Gatherwell
Lottery not generating expected income	Low	Regular monitoring and adaptive strategies	Very Low	Adjust marketing efforts and incentives
Problem gambling	Low	Not offering immediate prizes, max 20 ticket purchases per supporter, no cash transactions	Very low	Strict purchase limits and non-cash transactions
Compliance with regulations	High	Regular legal reviews and compliance checks	Low	Work closely with Gatherwell and ensure all activities comply with the Gambling Act 2005 and other relevant regulations
Reputational damage	Low	Transparent operations and effective communication	Very low	Regularly communicate with stakeholders about the lottery's purpose, progress, and benefits
Technical issues with the lottery platform	Medium	Secure IT infrastructure with a reliable ELM	Very low	Partner with Gatherwell Ltd for their proven, robust platform and support services
Insufficient prize pool	Low	Careful financial planning and prize management	Very low	Partner with Gatherwell to use their prize pool structure

Corporate governance and regulatory compliance

The Gambling Act 2005 regulates lotteries within the UK, allowing non-commercial societies to apply for a lottery operating licence. This includes organisations supporting good causes. A society with a lottery operating licence is responsible for promoting its lottery, with proceeds used for the society's purposes.

A Rayleigh Town Community Lottery must initially operate under a licence from the Gambling Commission. Gatherwell will also need to obtain consent and an operating licence from the Gambling Commission. However, Rayleigh Town Council will remain responsible for lawful lottery operations.

RE: CCTV Quote - Rayleigh Town Council

From Gavin <gavin@prestigesecurity.co.uk>

Date Fri 20/02/2026 1:59 PM

To Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>; Debbie Roberts <Debbie@prestigesecurity.co.uk>; Info <info@prestigesecurity.co.uk>

Cc Louis <Louis@prestigesecurity.co.uk>

Shaun.

Please see below

High-Definition CCTV system -

CCTV Upgrade –

Cameras & Locations.

1. Ground Floor internal staircase lobby
2. Main entrance external elevation above door
3. Outside Public Toilet Male W/C viewing back towards entry doors
4. Front LHS corner Viewing Main Entry gate
5. Front LHS corner High Level Viewing General toilet entrance area
6. Changing rooms entry gate
7. Outside changing rooms LHS
8. Outside changing rooms RHS
9. Outside Bowles club Above Pedestrian entry gate
10. Far end of building – Bowles club entry to clubhouse
11. Far end of building – Bowles club entry to carpark
12. Main Bowling green General view – located on the end of the main building
13. Groundsman Shed – Viewing Bowles entry gate
14. Groundsman Shed – Viewing outside roller shutters
15. Groundsman Shed – Viewing towards entry road and general car park/Skate Park
16. Groundsman Shed – Viewing Car park general view

Note –

- All cameras to have new cabling
- All cameras to be Hikvision 4mp High definition – Vandal proof. 2.8mm Darkfighter Acu-sense cameras.



Control equipment – located in existing secure cabinet in office

- 1 x Hikvision 16 x channel 8TB K-series CCTV NVR 8TB 30 days recording
- 1 x 22inch Hikvision CCTV monitor
- 1 x Wireless USB Mouse
- 1 x Tipo Link wireless Sender & Receiver tenable the remote Groundsman team building to have wireless cameras
- 1 x 8 port POE switch
- 1 x 4 port POE switch
- 1 x Cat5e Cable connection to internet router to allow for remote viewing via smart phones
- 10 x CCTV compliance & warning signs locate around the buildings
- 1 x SSAIB Certificate of compliance
- 2 x year parts & labour warranty

Total cost - £11,280 plus vat



HIKVISION

**DS-7616NXI-K2/16P
AcuSense NVR**

Key Feature

- Up to 16-ch IP camera inputs, plug & play with 16 power-over-Ethernet (PoE) interfaces
- H.265+/H.265/H.264+/H.264 video formats
- Up to 2-ch@12 MP or 3-ch@8 MP or 6-ch@4 MP or 12-ch@1080p decoding capacity
- Up to 160 Mbps incoming bandwidth
- Adopt Hikvision Acusense technology to minimize manual effort and security costs



Gavin Wolstenholme

Director

Phone: 01474 874929

Email: gavin@prestigesecurity.co.uk

Address: Unit 2c Beechcroft Ind Est, Chapel Wood Road
Ash, Sevenoaks, Kent, TN15 7HX

Web: www.prestigesecuritysystems.co.uk



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PRESTIGE
SECURITY SYSTEMS



From: Gavin

Sent: 20 February 2026 11:25

To: Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>; Debbie Roberts <Debbie@prestigesecurity.co.uk>; Info <info@prestigesecurity.co.uk>

Cc: Louis <Louis@prestigesecurity.co.uk>

Subject: RE: CCTV Quote - Rayleigh Town Council

Morning Shaun.

Sorry for the delay here.

Are available for a quick chat on the phone regarding the New CCTV proposal?

Gavin Wolstenholme



*The right security advice for
you... from our 30 years'
experience.*



**Raising Standards
Safety Assured**



Tel. 01268 741880
Email. clerk@rayleightowncouncil.gov.uk

Date 11/03/2026
Quote ref: Q12039qt

**FAO Shaun Fishenden
Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
Rayleigh
Essex
SS6 8JD**

Quotation CCTV

Dear Shaun

Further to your recent request, we have studied your requirements and have pleasure in offering our price for supplying and installing the following replacement CCTV system, to include new cabling.

Site location
As above

System requirements and description.

The CCTV system is offered to provide monitoring and recording covering both internal and external views and entry points. Its purpose is to deter crime and assist with crime investigation should an incident occur.

To supply and install a colour sixteen camera high-definition CCTV system. Views are described looking with respect to the front of the premises and include the following:

Camera 1 Lobby & Door

An internal fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located inside the lobby area covering the lobby and door. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 2 Snack Bar (Inside)

An internal fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located inside the snack bar covering inside the snack bar. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day

GET IT FOR FREE....YOUR TWO YEAR PEAK GUARANTEE

tel: 01268 777232 email: info@peak-security.co.uk www.peak-security.co.uk

Peak Security Systems Ltd

Philpot House, Station Road, Rayleigh. Essex. SS6 7HH

VAT 766698557. Reg. No: 4038316, Chadsan Accountants, Unit 8, 327 Southchurch Road, Southend on Sea, Essex SS1 2PE



The right security advice for you... from our 30 years' experience.



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the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 3 Pavilion Office Door & Rear Walkway

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the rear left-hand side of the Pavilion covering the Pavilion office door and rear walkway. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 4 Side Gate to Pavilion

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the rear left-hand side of the Pavilion covering the side gate to the Pavilion. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 5 Top of Park / Picnic Benches

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the front left-hand side of the Pavilion covering the top of the park and picnic benches near the Pavilion. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 6 Front of Pavilion

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the front left-hand side of the Pavilion covering the front of the Pavilion. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 7 Front of Pavilion / Flagpole

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the front right-hand side of the Pavilion covering the front of the Pavilion and flagpole. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 8 Bowls Club Gate

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the rear right-hand side of the Pavilion covering the bowls club gate. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

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tel: 01268 777232 email: info@peak-security.co.uk www.peak-security.co.uk

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**Raising Standards
Safety Assured**



Camera 9 Bowls Club Building

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the right-hand side of the Pavilion covering the bowls club building. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 10 Park

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the left-hand side front fence of the bowling green covering a general view of the park. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 11 Park

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the right-hand side front fence of the bowling green covering a general view of the park. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 12 Groundsman's Container

An external fixed IP vandal resistant dome style white camera, which provides colour images. The camera is to be located on the groundsman's hut covering the container. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 13 Driveway / Parking & Skate Park

An external fixed IP vandal resistant dome style white camera, which provides colour images. The camera is to be located on the groundsman's hut covering a general view of the driveway, parking area and skate park. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 14 Shutter

An external fixed IP vandal resistant dome style white camera, which provides colour images. The camera is to be located on the groundsman's hut covering the shutter. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 15 Side Gate

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the left-hand side of the Pavilion covering the side gate. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance.

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tel: 01268 777232 email: info@peak-security.co.uk www.peak-security.co.uk

Peak Security Systems Ltd

Philpot House, Station Road, Rayleigh. Essex. SS6 7HH

VAT 766698557. Reg. No: 4038316, Chadsan Accountants, Unit 8, 327 Southchurch Road, Southend on Sea, Essex SS1 2PE



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During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Camera 16 Bowling Green

An external fixed high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the right-hand side of the Pavilion covering the bowling green. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

A high-definition Digital Video Recorder (DVR) will be located in the Pavilion office and connected to a monitor in the Pavilion office for viewing live and playback images. The images record to a hard-drive contained within the Digital Recorder and overwrites the oldest images automatically when full, eliminating the need for daily supervision. The DVR contains a USB port for evidence copying.

Cabling will be run from the existing internet router in the Pavilion office to the DVR.

Two wireless links will be fitted to wirelessly connect the cameras at the groundsman's Hut (cameras 12, 13 and 14) to the DVR without the need for cabling from the DVR to each camera. Wireless links will be located as follows:

- WL1 On the right-hand side of the Pavilion at high level
- WL2 On the groundsman's hut

We will require a mains fused spur to be provided by others locally for the wireless link / POE switch located in Groundsman's hut and Pavilion. Please note, the wireless links require unobstructed line of sight between each antenna – any tree / foliage obstructing the view will need to be periodically pruned by others to prevent camera images being affected.

New cabling will be run for all cameras, with Steel Wired Armoured Cabling used for Cameras 10 and 11.

Equipment.

- 13 x High-definition fixed vandal resistant white dome day/night cameras 5MP
- 3 x IP fixed vandal resistant white dome day/night cameras 4MP
- 1 x High-definition Digital Video Recorder 16 channel 12 Tbyte hard drive, with USB
- 1 x 22" HDMI Monitor
- 26 x Baluns
- 1 x 4 port POE switch
- 1 x 8 port POE switch
- 2 x CCTV Power Supply Units
- 1 x Wireless link kit
- 4 x A4 CCTV signs

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Four CCTV signs will be fitted to the property for data protection purposes.

Price Including parts & labour £8,322.00 including VAT (£6,935.00 plus VAT)

Options

Remote Viewing

The system offers remote viewing, which is connected from the broadband router for Internet connection. Remote viewing of the images can be seen using the internet browser on a viewing PC or linked to an i-phone/i-pad, smart phone.

This quote is on the basis of the router being compatible with the DVR. An additional charge will apply if any further visits are required, or we cannot proceed due to an issue with the existing equipment.

We will require the phone / device to be available whilst we are on site. If viewing on a PC and it is not on site there will be an additional set up charge according to the location.

Price Including parts & labour £114.00 including VAT (£95.00 plus VAT)

Additional Camera – Teen Shelter

We offer the option for an additional camera as follows:

Camera 17 Teen Shelter

An external varifocal high-definition vandal resistant dome style white camera, which provides colour images. The camera is to be located on the left-hand side of the Pavilion covering the teen shelter. It is fitted with built-in infrared illumination for night-time vision over an area of 25m distance. During the day the camera provides colour images, at night the infrared lighting provides monochrome (black & white) images.

Our quote is on the basis of works being completed together with the main CCTV works quoted above. If works are completed at a later date the price will differ.

Equipment.

- 1 x High-definition varifocal vandal resistant white dome day/night camera 5MP
- 2 x Baluns

Price Including parts & labour £300.00 including VAT (£250.00 plus VAT)

General comments

- Mains sockets are required close to the recorder, monitor and POE switches. **By others**
- To improve the image quality on the external cameras, we recommend movement sensor security lights to provide illumination at night at suitable positions.

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- The offer does not include provision of the internet connection, including associated router and assumes this is already in place.
- The remote viewing requires a compatible operating system with a minimum line speed of 5 Mb/s. The router must be compatible with a spare port and port forwarding capability. If viewing via a PC, the Hik Vision IVMS software will need to be downloaded. The price quoted allows for setting up remote viewing on one local desktop PC or tablet and/or one mobile phone (excluding mobiles on a Blackberry / Nokia / Windows app store) which must be available during installation. Any additional devices or return visits will be at an additional cost.
- The offer provides for all necessary wiring to be run neatly and hidden where possible. If practicable, best use will be made of existing ducts, service channels and consult with you the best alternatives.
- Cabling will be clipped to the outside of the building(s).
- We request reasonable conditions that allow our staff to operate safely on-site. Also requested is free and reasonable access to the site for the duration of the project.
- We will be happy to offer a maintenance agreement.

Terms & Conditions

Peak Security Systems Ltd retains the rights of possession until payment is made in full. A copy of our full terms is available on request. In the event that the order is cancelled, we reserve the right to charge a cancellation fee.

Maintenance & Warranty

For new Installations you benefit from our 2 year free warranty. Our warranty is from the date of installation and includes parts, callout charges and labour. It covers the repair/replacement of faulty equipment that fails under normal wear and tear conditions. The system is not covered by tampering, vandalism, extreme weather conditions and damage etc and will be subject to a call-out charge. Items not covered are software, 3rd party changes, bulbs, batteries openers, closers, routers / internet and password details. We also offer a planned maintenance agreement. The price is dependent on the amount of cameras and the locations. The warranty may be invalidated should other contractors work on the system.

Remote Viewing

If the remote viewing is set up for your CCTV system we may, when required, log in remotely to check on the system and to investigate if any faults are reported. If you would prefer us not to do so, please advise us before the installation is completed however we are unable to offer remote diagnosis, reset of lost password(s) etc. and a call out charge will apply if we cannot assist remotely.

Availability

To accommodate you in our programme of works we typically require 3-4 weeks following order to proceed, with duration on-site of approximately 5 days. All work is carried out from Monday to Friday. For weekend work the price will vary accordingly.

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Payment Terms.

A 40% deposit is payable on acceptance with the balance required on completion of works.
Methods of payment are cheque or bank transfer.

Validity

This offer will remain open for acceptance for 2 months from date of quotation.

Prices

Prices shown are net, and are inclusive of VAT.

We will give you a call in the next few days to ask if you have any questions and would like to discuss any details.

Regards

Louise Hodson
For Peak Security Systems Ltd



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Blake Fire & Security Systems

Fire & Intruder Alarms, CCTV & Access Control Specialist
Emergency Lighting, Fire Extinguishers, PAT Testing
Building Services & Property Maintenance
Electrical Engineers and Contractors
Part of Blake Contractors Ltd

Head Office
403 Sutton Road
Southend on Sea
Essex
SS2 5PQ

Tel: (01702) 613641
Email: info@blakefire-security.co.uk

Your Ref:

Our Ref: SB/LM/Q40924

Date: 23 March 2026

VAT Reg No: 328 5359 38

Rayleigh Town Council

The pavilion
King George playing field V
Bull Lane
Rayleigh
SS6 8JD
clerk@rayleightowncouncil.gov.uk

QUOTATION

Dear Shaun,

VSS - Video Surveillance System Installation (Formerly Known As CCTV) **Rayleigh Town Council, The Pavilion, King George playing field V, Bull Lane, Rayleigh, SS6 8JD**

Further to your recent request, we have pleasure in providing you with our quotation for installing a new HD CCTV System at the above premises.

BLAKE FIRE & SECURITY SYSTEMS QUALIFICATIONS

Blake Fire & Security Systems have been assessed by and satisfy the requirements of the National Security Inspectorate (NSI) & NACOSS Gold Scheme with respect to the following scope: The Design, Installation and Maintenance of Electronic Security Systems including Access Control, CCTV Systems and Intruder Alarms in accordance with the requirements of: BSEN ISO 9001:2015, NSI Quality Schedule SSQS 101. Further information regarding (NSI) NACOSS Gold Scheme can be found on www.nsi.org.uk.

Description of works to be carried out

- 1x 4-Megapixel IP turret cameras will be installed to provide coverage of the ground floor Lobby.
- 2x 4-Megapixel IP colorvu (24/7 Colour) 2.8-12mm motorised bullet cameras will be wall moun To provide coverage as per the surveyed layout drawing.
- 10x 4-Megapixel IP colorvu (24/7 Colour) turret cameras will be wall mounted externally to pro of the main building exterior, bowls club & the groundmen hut carpark as per the surveyed layout drawing.
- The cameras will be run in External Grade Cat 5e surface clipped externally back to the recorder.
- 1x 4-Channel POE switch will be housed within an IP rated Plastic junction box & wall mounted In the bowls Club outbuilding to power cameras 8 & 9
 - 1x SWA Cat 5e cable link will be installed to connect the above POE switch to the CCTV System in the main building.



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME
Accredited Contractor
www.chas.gov.uk





- 1x 4-Channel NVR will be installed in the groundmen hut to power cameras 10-13.
 - 1x Pair of Wireless bridge units will be installed to connect the above recorder to the CCTV system in the main building.
 - 1x Free electrical socket is to be provided by the customer in the groundmen hut to power the system.
- 1x 16-Channel NVR will be rack mounted within the 1st floor office server cabinet.
 - 2U Rackspace will be required to mount the recorder.
 - 1x Rackspace will be required to mount the 4-Port POE switch.
 - 2x Electrical sockets are to be provided by the customer to power the above recorder & switch.
- 1x 32-Inch Monitor will be wall mounted in the 1st floor office to provide local viewing of the system.
- The CCTV system may also be setup for remote viewing, provided there is suitable broadband Onsite on the day of our attendance - **See Disclaimer Section.**
- Test on completion.

Please carefully read the disclaimers below.

Quotation Summary

Design, Supply, Install & Commission:
£ 10,441.50 + V.A.T.

Extra: Maintenance

The 1st year's maintenance is included in the above quotation (1 annual service 12 months from the commissioning date). During this period if any parts fail due to equipment failure, they will be replaced free of charge. If we are called out due to user error, or environmental issues, we will charge for the call out as per our current schedule of rates.

Annual Maintenance Cost:
£ 170.00 + V.A.T.

Please let us know before the 1st year is over if you do not wish for us to continue maintaining the system.

Our quotation is fixed for a period of 60 days and includes for all works to be carried out within normal working hours.







We trust you find this quotation acceptable and if we can be of any further assistance, please do not hesitate to contact the undersigned at simon@blakecontractors.co.uk

Yours faithfully,

Mr Simon Blake
CCTV Manager
Blake Fire & Security Systems

Schedule of Equipment

CCTV Recording Equipment - NVR		
	Hikvision– 4 Channel Network Video Recorder (NVR)	1
	Hikvision– 16 Channel Network Video Recorder (NVR)	1
Accessories / Add-Ons		
	4TB Seagate Skyhawk CCTV Hard Drive	3
	A4 CCTV Warning Sign	6
	Wireless Bridge	2
	Wireless Mouse Unit	1
	IP56 Plastic Junction Box 380x300x120	1
Hikvision CCTV Cameras – IP		
	4-Megapixel IP Turret 2.8mm	1
	IP 4-Megapixel IP ColorVu Turret 2.8mm - (24/7 Colour)	10
	4-Megapixel Colorvu Bullet 2.8mm-12mm Motorised (24/7 Colour)	2

CCTV Viewing Equipment		
	32" ViewSonic Monitor	1
	10M HDMI Lead	1
CCTV POE & Gigabit Switches		
	4 Port switch POE	2
Containment, Cabling & Sundries		
	PVC MMT4 White Trunking (per m)	10
	Cat5e External (Black)	13
	Cat5e SWA	1

Design & System Classification

This system has been designed to the image category – **Observe/recognise**, Infrared / Supplemental white light low-level lighting.

The CCTV system will record **Video only** and the method of recording will be Continuous **24/7**.

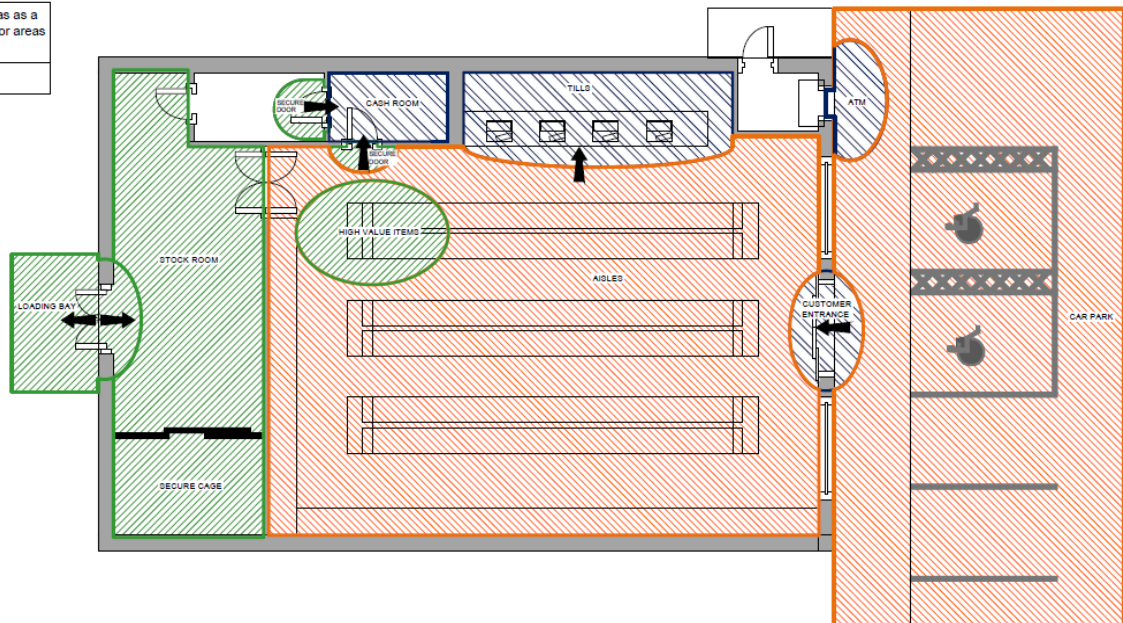
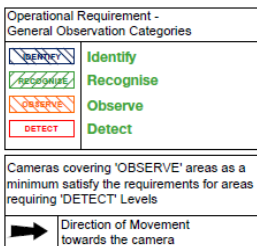
The recorder will store playback for a minimum of **30 days** – after which old footage is automatically recycled to provide space for new footage.

Category	Identify	Recognize	Observe	Detect
Purpose	Picture quality and detail should be sufficient to enable the identity of an individual to be established beyond reasonable doubt	At this level of detail, an observer should be able to say with a high degree of confidence whether an individual shown is the same as someone they have seen before	An observer should be able to see some characteristic details of the individual, such as distinctive clothing, whilst the view remains sufficiently wide enough to allow activity surrounding an incident to be monitored	When alerted, an observer should be able to search the display screens and ascertain whether a person is present or not
This is a least:	4 mm per pixel or 250 pixels per metre	8 mm per pixel or 125 pixels per metre	16 mm per pixel or 62.5 pixels per metre	40 mm per pixel or 25 pixels per metre

There is a 5th Category not shown in the table above - Monitor, which has Half the image size as Detect and is used to monitor the number, direction, and speed of movement of people across a wide area.

These categories are part of the industry standards which are set out in BS EN 62726-4 2015.

Our Systems are designed to comply with **BS EN 62676-4: 2015, NCP 104: (Issue 3)** and are typically classified Depending on the Specific site Requirements. Please Note, a CCTV system may use aspects from all categories. Please see Example below:



(Surveillance Camera Commissioner Buyers Toolkit: Stage 2)



The below details give an indication of the expected views for the cameras we have specified:

Fixed 2.8mm Camera

Resolution: 4-5 Megapixel

Sensor size: 1/3 inch

Framerate: 8-12 FPS

Bitrate: 3072 Kbps

Lens focal length: 2.8mm

Mounting Height: 2.5-3M

Distance from the camera to a typical height person (1.8M):

DORI: Static

0 – 2.5M Identify

2.5 – 5.6M Recognise

5.6 – 46.5M Observation

46.5 – 95M Monitoring - Detection

Motorised 2.8-12mm Camera

Resolution: 4 Megapixel

Sensor size: 1/3 inch

Framerate: 8-12 FPS

Bitrate: 3072 Kbps

Lens focal length: 2.8-12mm

Mounting Height: 2.5-10M

DORI: Tele (Full Zoom)

0 – 19M Identify

19 – 38M Recognise

38 – 75.4M Observation

75.4 – 190M Monitoring - Detection

The above figures are a guide and can vary depending on the equipment, mounting heights etc.

Design Limitation Note:

- Our design is based on the drawings and specification provided but due the fact there may be other view obstructions/changes in heights of ceilings, we may have to alter our quotation following a full site survey.
- If this quotation is accepted, a full detailed site survey will be carried out, and if any changes are identified they will be brought to the attention of the client immediately, who will then have the choice to continue with the adjustments or cancel the order.

Design Stage Variations

- No Variations (this may change during the Installation and the client will be made aware of any possible variations during the installation, so confirmation and acceptance can be given)

System 1st Fix (Wiring & Containment)

- An IP CCTV system will be installed throughout the building installing new cables as required.
- All internal cables are to be Cat 5e, clipped with metal fire rated fixings in corridors, escape route & over doorways (even when contained in P.V.C. trunking) or be laid in cable tray or basket (when inverted held by stainless steel tie wraps).
- All external cables are to be external Black Cat 5e / SWA Cat 5e, clipped with metal fixings in corridors, escape route & over doorways (even when contained in P.V.C. trunking) or be laid in cable tray or basket (when inverted held by stainless steel tie wraps)
- Blake Fire & Security will attempt to install all cables discreetly but where surface fixing is required, we will use MMT4 Mini Trunking to conform to the aesthetics of the building.



Commissioning and Documentation

- Carry out Commissioning of the CCTV System to BS EN 62676 Part 4.7:2015
- Test all Devices for correct operation and test Download.
- Provide the follow Documentation to the Site:
 - **Completion Certificate** – *via email*
 - **How to Guide** -system Operation – *Via email*
 - **How to Guide** -Playback and export of footage – *Via email*
 - **CCTV Recorder quick user guide**
 - **Device Datasheets** – *via email*
 - **Log Book**
- Provide training for responsible person(s) on site for system operation, playback & downloading of footage
- Install & setup mobile device applications
- Leave system fully operational
- Certificates will be issued for the following modules: **Design, Installation, Commissioning, Acceptance**

Items NOT Included / Disclaimers

- Asbestos R&D Survey – *This is to be undertaken by the client prior to our commencement of works (if deemed necessary), in no way will Blake Fire & Security be responsible for Asbestos surveys or removal.*
- Chasing of walls for conduits and flush cabling – *we will install surface trunking/conduit*
- Installation of flush conduits and containment – *we will install surface trunking/conduit where required*
- Containment above ceilings - *these can be shared with data wiring if kept separated*
- Site accommodation and storage (minimal required) – *most equipment will be stored on the engineer's van*
- Temporary power and lighting within the work area
- It is highly recommended that the CCTV system be implemented with a Backup Power Supply to prevent system damage in the event of power loss. Consideration to the ups protection duration will be dependent on the size of the CCTV system and the risks highlighted specific to the site. These may be supplied & installed at additional cost.
- Please assume all cameras included within this quotation are white in colour unless stated otherwise.
- Initial CCTV Remote Connection Setup is subject to there being;
 - A) A live network point/ router near the CCTV Recorder
 - B) A live Broadband Connection on site, on the day of install, with assistance provided from your IT support staff to make necessary network / VLAN changes.Any Subsequent Parts/Faults/Labour/return visits will incur additional cost.
- Repeated remote Connection Set Up - After the initial installation changing your broadband provider, router or even defaulting your router will mean a chargeable visit to set this up again.
- Please be advised, we will initially setup the CCTV remote viewing app on any mobile devices as part of the installation, however any issues/recalls relating to dropouts of the remote app on your devices will not be covered under warranty. Any remote viewing app faults caused by (but not limited to) issues with the sites broadband / mobile devices / PCs will not be covered under warranty and any return visits/callouts will be chargeable.
- No monitor has been specified at the groundman hut – if this is required please let us know so that the quote can be revised.
- We will require clear access to the main building, Bowls Club & ground Groundsman hut & carpark to carry out this installation – failing this and delays/return visits/labour will incur additional cost.
- Please note that the wireless bridge connection cannot be 100% guaranteed as the signal of which may be affected by factors beyond our control such as Radio Saturation/Frequency interference from nearby devices.
 - For this reason; a 4-Channel NVR will be installed within the groundmen hut to provide continuous Recording capability, should the Wireless bridge drop out.



Guarantee Period

Our typical warranty guarantee period for the goods we install is typically 12 months from the date of the installation. Usually, a replacement or loan working unit will be installed in place of the faulty equipment, typically this will be of the same/similar specification but in some cases i.e. if it is a specialised piece of equipment we will use the nearest specification available to us.

Faulty goods will be returned to the manufacturer to be assessed/repaired/replaced.

Misuse or tampering with the equipment will invalidate the warranty and charges will be applicable.

If the manufacturer offers an extended warranty longer than a year this will normally be honoured but any costs incurred by Blakes to facilitate the repair or replacement of the equipment will be chargeable.

Data Protection Act

Under the 'Data Protection Act' you may have to register your CCTV system with the information commissioner office (ICO). See <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/> to check if you need to register your system, please be advised this is a legal obligation.

We always recommend that CCTV warning signs are used even if the system may not require them to comply with the Data Protection Act and GDPR. The size location and frequency of the signs will depend on where the cameras are positioned and their field of view.

We will install signage as part of the installation, if you don't have signage installed then it may mean you don't comply with the DPA and GDPR.

The below links give more information that may be useful:

<https://ico.org.uk/for-the-public/domestic-cctv-systems/>

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/guidance-on-video-surveillance-including-cctv/>

<https://ico.org.uk/for-organisations/sme-web-hub/checklists/data-protection-self-assessment/cctv-checklist/>

System Equipment

Blake Fire & Security use only OPEN-PROTOCOL products which are available to all competent CCTV Contractors. We believe using products which are closed or managed protocol, will only cause issues further along the life of the system and when looking for competitive maintenance packages.

Below are the systems and protocols we usually specify:



Our aim is to ensure you are comfortable that the equipment you are receiving is of the highest quality, most reliable and the most available maintainable equipment possible.

Mobile Devices & Remote Connection Setup

Blake Fire & Security will setup your newly installed CCTV system with any mobile devices you have. These include but are not limited to:

- Android Phones
- Apple Devices
- Tablets
- PCs

Unlike other cloud-based CCTV systems and company-monitored security systems -the remote access apps we use are not subscription based -they are free to download & install from the Play/Apple store or Hikvision website.

All that is required is for us to install the CCTV system and you monitor the system yourself. This enables customers to enjoy unlimited access to their surveillance footage free of charges such as monthly fees.

Whether you are on your home Wi-Fi network or using data from across the globe -this remote viewing option will ensure peace of mind for any client or business owner.





Blake Fire & Security - Blake Electrical - Blake Contractors

SCHEDULE OF RATES 2026

Normal Working Hours - Monday to Friday 08.00 - 16.30 hours

Minimum charge, includes first hour*	£ 130.00
Rate per hour (thereafter)*	£ 65.00

Outside Normal Working Hours

Minimum charge, includes first hour*	£ 230.00
Rate per hour (thereafter)*	£ 130.00

LONDON RATES

Normal Working Hours - Monday to Friday 08.00 - 16.30 hours

Minimum charge, includes first hour*	£ 210.00
Rate per hour (thereafter)*	£ 84.00

Outside Normal Working Hours

Minimum charge, includes first hour*	£ 315.00
Rate per hour (thereafter)*	£ 168.00

Guaranteed Response Time for Call-Outs is 4 hours

NB

***Time charged includes travel and time onsite**

Plant, materials and expenses charged at Cost Plus 20%

The above costs are subject to V.A.T.

Rayleigh Town Council Festive Lighting Proposal

Additions to the main scheme, to extend the Festive lighting scheme across the Town



RAYLEIGH TOWN COUNCIL

&



Delivering Festive Lighting to Rayleigh Town Centre
Bringing the Community Together for the Festive Celebration






Bellingham Way - 3D Ground Mounted Feature, Christmas Present



MERRY CHRISTMAS
FROM RAYLERIGH





Our Ref: QUO7075
23rd March 2026

Mr Shaun Fishenden
Town Clerk & Responsible Financial Officer
Rayleigh Town Council
The Pavilion
King Georges V Playing Field
Bull Lane, Rayleigh. Essex
SS6 8JD

Festive Lighting
Electrical & Mechanical
Installations & Maintenance

Unit 3A
Lion Business Park
Dering Way, Gravesend
Kent. DA12 2DN

Tel 01622 763972

Email: louise.bullman@metcor.co.uk

Dear Shaun,

Re: Festive Lighting - Rayleigh Town Council – Installation and Removal of Christmas Lighting Scheme – 2025 to 2027.

We are delighted to present a range of elements to enhance the overall festive lighting project in Rayleigh Town Centre.

These suggestions have been carefully developed to enhance the town's festive lights while remaining within an achievable budget.

This quotation includes ideas for:

Merry Christmas Display – Rayleigh High Street

Bellingham Way Festive Lights

- Lamp Column Dressing
- Beacon Dressing

High Street – Living Tree Dressing

We look forward to the opportunity to discuss this with you in greater detail.

Yours sincerely

L.L. Bullman

Rayleigh Town Council, Festive Lighting Scheme

Main Scheme:

Lamp column displays

- 30 No. 2.5m x 0.73m Christmas stars. Dressed in static warm white LED's and outlined in cool white rope light. **Loaned displays**

Please note there are no dressing on lamp columns with CCTV

Temporary lamp columns and festoon

- Install and remove 11 No Temporary 8m tall columns
- Festoon lighting (between temporary columns) and mini LED light wrapped shields

Christmas tree (Living Tree)

- Test lights already installed on the Christmas tree dressed in 2024

Living tree dressing

BTMK Area

- **Tree 1 & Tree 2** – Install and remove festoon lighting
- **Tree 3** – Test mini lights (already installed)

Betfred Area

- **Tree 4** – Install and remove festoon lighting

Rayleigh Lanes

- **Tree 5 & Tree 6** – Install and remove festoon lighting

Old Crown Pub

- **Tree 7** – Install and remove festoon lighting

Factory Central

- **Tree 8** – Install and remove festoon lighting

Vision Express

- **Tree 9** – Install and remove festoon lighting

Church Street/High Street Junction

- **Tree 10** – Test mini lights (already installed)

Festoon – Baptist Church

- Install & remove festoon Lights Rayleigh Baptist Church



Ground mounted flood lights

- Install and remove uplighters to both flower beds on either side of KGP –

Please note: installation can only proceed if the planting in these areas is cut back sufficiently to allow for the safe and secure placement of the flood lights.

Clock tower dressing

- Install and remove warm white mini lights on the clock tower

Switch-On Kit & Christmas Lights Switch-On Event

- Install and remove remote transmitters for the remote switch-on
- Supply a team to attend and support the switch-on event

For the sum of £17,900.00 + VAT

Schedule of Invoicing

2026

- 75% invoiced on 1st November 2026
- 25% invoiced on 1st December 2026

2027

- 75% invoiced on 1st November 2027
- 25% invoiced on 1st December 2027



Merry Christmas Display – Rayleigh High Street

This bespoke, elegant, and eye-catching **MERRY CHRISTMAS FROM RAYLEIGH** display has been carefully designed for Rayleigh's festive lights to enhance the town's Christmas spirit and reintroduce a warm, traditional festive message for the whole community to enjoy.

This decorative feature will be suspended across the street between Rayleigh Library and Old Town Traditional Turkish Barbers, creating a warm and welcoming seasonal atmosphere.

Specifications:

- **Dimensions:** 5.00m (length) × 1.10m (height)
- **Design:** Single-sided (visible and readable from one direction only)
- **Lettering:** Outlined in static warm white rope lighting for a classic festive look
- **Stars:** Customizable finish in either:
 - Part-twinkle red rope light, or
 - Warm white rope light to match the lettering

Structural Assessment Report

A comprehensive structural report will be required before this element is to be confirmed. To confirm the suitability of the current points and to ensure the safe installation and long-term stability of the overhead display in accordance with relevant safety standards.

Scope of Works

The package will comprise structural engineering services relating to the proposed catenary lighting installation, including:

- Site visit to discuss on site proposed fixing locations and requirements and inspect and review the proposed fixing locations
- Review of the proposed support arrangement for the Christmas light installation
- Wind load assessment acting on the stated 1.1 m x 5.0 m lighting installation
- Assessment of the catenary line forces arising from the proposed arrangement
- Specification of a minimum sag requirement for the catenary system in order to limit tension forces at the anchor positions
- Design of the proposed anchor fixings, including:
 - Anchor plate size and thickness
 - number of anchors & anchor spacing
 - anchor size
 - anchor embedment requirements.
- The fixings appear to be made into cavity masonry walls of unknown strength, we will therefore provide a specification for appropriate preliminary and proof testing values for the proposed anchors in accordance with BS 8539:2012+A1:2021 appendix B
- Issue of structural calculations and associated design recommendations for the above



Assumptions and Exclusions

This quotation is based upon the information currently provided and is subject to the following assumptions and exclusions:

- The support arrangement relates only to the catenary lighting installation described above
- We shall rely on dimensions, access information, and any third party details made available at the time of our inspection
- Any hidden construction, defects, deterioration, or previously altered structural elements not visible at the time of inspection are excluded
- Any requirements for specialist access equipment, road closures, traffic management, permits, or local authority approvals that may be required are excluded unless specifically agreed otherwise
- The suitability of the host structure and substrate will need to be verified on site
- Any pull-out testing, installer method statements, contractor temporary works, and installation supervision are excluded unless agreed separately
- We presume any Party Wall Surveyor requirements, if applicable, are by others
- CDM and Building Safety Act Principal Designer roles are excluded unless appointed in writing, and such appointment may attract an additional fee
- Any redesign arising from changes to the proposed lighting size, layout, fixing locations, or support configuration may be subject to an additional fee

Price Summary for the MERRY CHRISTMAS FROM RAYLEIGH Display

At present, we can only provide pricing for the display itself and for an external company to carry out a structural report assessing the feasibility of reinstating the crossing.

Initial Cost Breakdown:

- **Structural Engineer's Report (one-off fee): £2,860.00**
- **Purchase of "MERRY CHRISTMAS FROM RAYLEIGH" Display: £2,370.00**

Should you wish to proceed with this cross-street feature, the first step would be to commission a structural engineer's report. This assessment will provide the necessary information to confirm whether the existing eyebolt plates are sound and to determine the specification of the catenary wires required to suspend the display safely.

Once this stage is complete, we will be able to provide a revised quote, which will include the following:

- The required catenary wires
- A team to load-test the current fixings to ensure they are suitable for this style and weight of display
- A team to prepare the wires and install them
- A team to install and subsequently remove the display

Please note that additional costs will be incurred on top of the prices listed above.



Bellingham Way Festive Lights

Lamp column Dressing

Our initial idea for incorporating this area into Rayleigh's Christmas lights is to dress the lamp columns around the green space, creating a festive and charming atmosphere to Bellingham Way.

Each lamp column will need to be adapted to house the necessary electrical infrastructure to power its respective display.

We have provided you with this option to install these beautiful trio of star displays. Offered to complement and tie in with the wider festive scheme throughout Rayleigh High Street town centre.

The trio of star displays are 1.5 m in height and 0.55 m in width.

Price includes:

- An electrical team to install the required electrical infrastructure
- 5 No. trio of star displays (for 2026 & 2027)
- A team to install and remove the displays

For the sum of £4,572.50 + VAT

Beacon Dressing

To enhance the festive atmosphere in this area, we recommend dressing the Beacon structure by lacing it with twinkling warm white LEDs.

This treatment would complement the existing clock tower dressing, creating a cohesive and visually appealing festive display.

The power for the Beacon display would need to be sourced from the lamp column nearest the green. This column will require the installation of the necessary electrical infrastructure, which has been included in the pricing detailed above.

Should this element be confirmed, we would need to carry out a site visit with our installation team to ensure that the electrical power cable can be safely routed through the living trees from the lamp column to the Beacon.

For the sum of £3,028.15 + VAT price includes purchase of product and installation services.

3D Festive Present

To further enhance the festive atmosphere in this area, we propose the addition of a 3D festive present, positioned towards the rear of the green space to create a strong visual focal point.

This feature is available in several colour options, including:

- Warm white with a red bow
- Warm white with a green bow
- Warm white with a white bow

Dimensions: Height: 3.00m Width: 2.15m × 2.15m

This striking installation will add depth and visual interest to the overall scheme, encouraging engagement and creating a perfect photo opportunity for visitors.

For the sum of £5,255.00 + VAT price includes purchase of product and installation services.



High Street – Living Tree Dressing

To vary the current dressing of the living trees, we suggest moving from festoon lighting to lacing the trees with twinkling LED lights. Offering a more even coverage throughout the trees.

We recommend dressing one tree outside Rayleigh Lanes and the opposite tree outside Vision Express to create a balanced and visually appealing display, alternating between festoon and string lights in the tree in this area.

Please note that the string lights will remain permanently installed in the trees.

We suggest a minimum of 50 sets of lights in each of these trees, offering 5000 LED's per tree.

Tree 1 – outside Rayleigh Lanes
Tree 2 – outside Vision Express

For the sum of £4,087.50 + VAT
For the sum of £4,087.50 + VAT



Call Outs

In the event of any failure of the scheme, an engineer will attend site within 24 hours of the issue being reported. Additionally, we will have two engineers on stand-by throughout the festive period, equipped with high-access equipment, in the event of a major incident or emergency.

Call-out charges will apply for issues resulting from:

- Vandalism
- Faulty electrical infrastructure not supplied by us
- Weather-related damage or other circumstances beyond our control

Call-Out Rates:

- The rates for callouts will be notified to the Town Council each year no later than 31st October

Services

This proposal includes the following services as part of the festive lighting scheme:

1. Supply, Installation & Removal

- Provision, installation, and connection of all lighting displays to existing electrical supplies within a 5-metre range.
- Full removal of the scheme and transportation to Aylesford Electrical Contractors' secure storage facility.

2. Provision of Equipment & Access Plant

- Supply of all necessary plant and equipment required for installation and removal, including high-access platforms.

3. Product & Workmanship Guarantee

- All new products and associated workmanship are fully guaranteed for the duration of the contract.

4. Insurance Cover

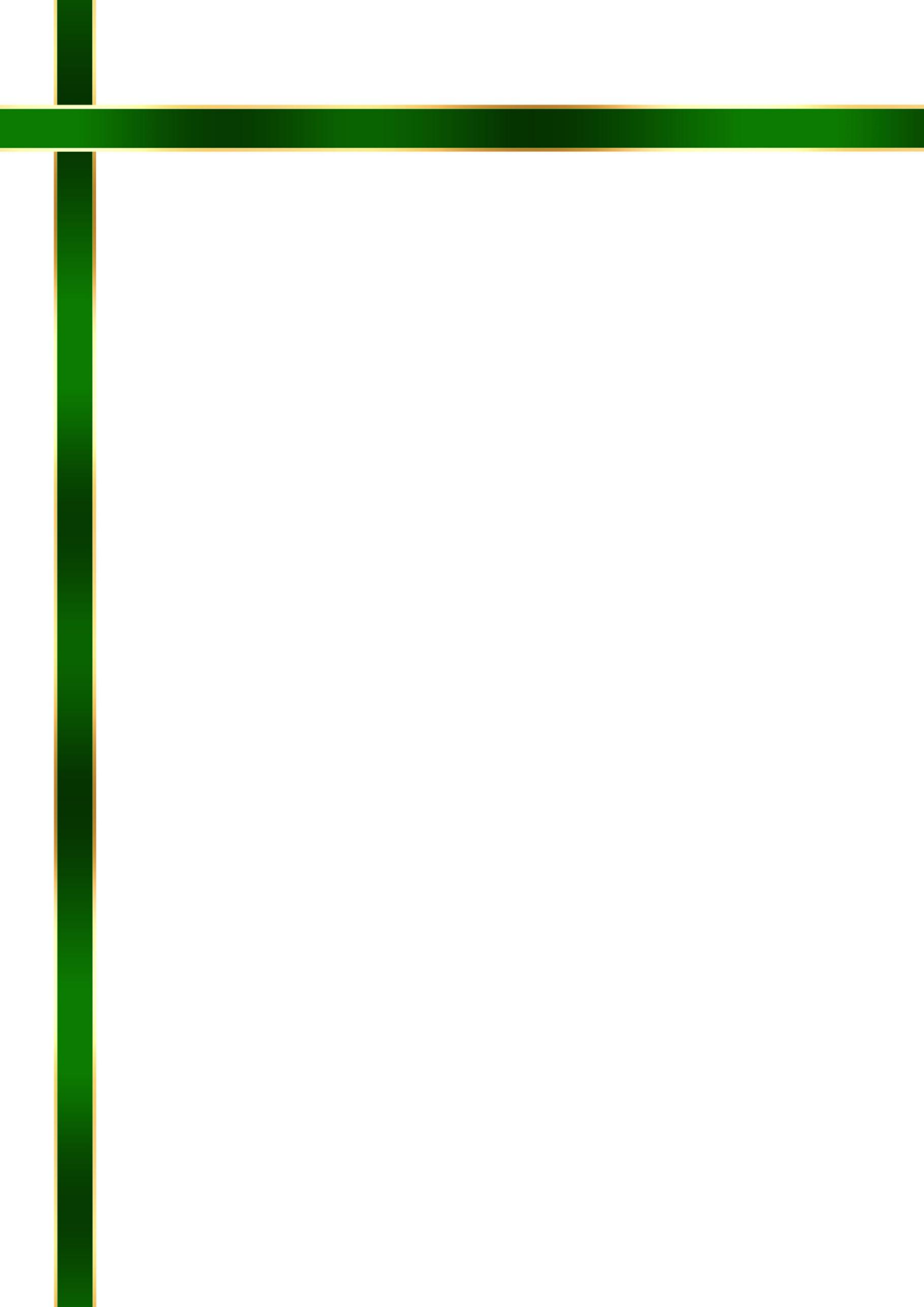
- Aylesford Electrical Contractors hold Public Liability Insurance cover of £10 million for the protection of both client and public.



The proposal is based on the following assumptions:

1. The existing infrastructure is compliant with *BS7671:2008 Requirements for Electrical Installations* and the *County Surveyors' Code of Practice for the Installation and Operation of Seasonal Decorations*.
2. All fixing points are mechanically sound.
3. Clear and safe access is permitted at all times, with a maximum working timeframe of up to 7 hours onsite per day.
4. The client is responsible for obtaining any necessary wayleaves and licences for access to premises.
5. Aylesford Electrical Contractors cannot be held responsible for damage resulting from vandalism or acts of God.
6. Any charges levied by local authorities, such as road closure fees, are excluded from this proposal.
7. The client is responsible for all electricity usage and related costs.





RAYLEIGH TOWN COUNCIL



SCHEME OF GRANTING FINANCIAL ASSISTANCE TO LOCAL COMMUNITY BASED NON PROFIT MAKING ORGANISATIONS

APPLICATION FORM

Please complete the form in black ink in capital letters

DETAILS OF YOUR ORGANISATION	
Name of organisation	South Essex Youth Symphony Orchestra
Name of person making grant application	Stephanie Dalby
Address for correspondence Charities registered address: Millview Lower Road Hockley SS5 5LE	Proposers address: 13 Gunners Rise Southend on Sea Essex SS3 9FD
Telephone No.	Day 07478334011 Evening
E mail Address	stephdalby1984@gmail.com

GENERAL INFORMATION ABOUT THE ORGANISATION	
Summary of aims and objectives SEYSO is a cross-school organisation set up to give aspiring young musicians all manner of orchestral training. They are given an experience that they may not be able to do within a school environment, such as performing in a full symphony orchestra. SEYSO is a charity organisation that the professionally trained tutors volunteer for, to allow young musicians to thrive within a safe, friendly environment. The organisation incorporates SEYTO, a training orchestra, which meets concurrently. The aim is to have 8 workshops in the Rayleigh area and at least 2 performances also within the Rayleigh area, each academic year	
Age groups specifically catered for, if any	Young people from approx age of 7 - 18
Do you have a fund raiser in your organisation and, if so, is the position paid or unpaid?	There are 9 charity trustees who are all volunteers and in unpaid positions
Is the organisation a Registered Charity? (if so, please give registration number)	Yes, charity No. 1057748

If not a Registered Charity, what is the structure of your management committee?	N/A
What is the catchment area of your organisation?	South Essex, with Rayleigh as the epicentre for the workshops and performances
Number of Rayleigh residents who will benefit from this grant application?	The concerts are open to all in the Rayleigh area, enhancing the cultural capital of the town
Is there a charge to use your service/is there a membership fee?	Yes, there is a subscription fee of £115 per year for SEYSO and £75 per year for SEYTO
How will you acknowledge the Town Council's support in your publicity?	Social media posts, acknowledgements on the programmes for the concerts and on the website

DETAILS OF GRANT APPLIED FOR

Purpose for which the grant is required. Please give full details, including how your organisation/Rayleigh residents will benefit (continue on a separate sheet if necessary).

See separate sheet

Total cost of project Provide at least one quote for any capital expenditure	£911 = ((8 x £76)+ (3 x £101))
Amount of grant requested, maximum is £850	£850
Funds available from organisation's own resources	£61
Funds granted from other bodies (please give details)	N/A
Is there a shortfall in these figures, how do you propose to fund the deficiency?	N/A
If application is successful please provide the bank accounts details payment should be sent to	Bank Account Name: South Essex Youth Symphony Orchestra Account Number: 13666312 Sort Code: 52 10 30

See back page for further details of the Scheme for Granting Financial Assistance

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years

None

ACCOUNTS

Please attach a copy of your most recent accounts and balance sheet to this application. Failure to do so will result in the application not being considered. If you are a new organisation without past accounts, please attach a copy of your budget for the year

DECLARATION

I declare that the details provided on this application form are accurate. I confirm that I am making this application on behalf of the organisation named. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

I agree for the details provided on this form to be processed by Rayleigh Town Council in accordance with the General Data Protection Regulations and for Rayleigh Town Council to communicate with me in relation to this application.

Signed



Date

05/05/2026

Name (please print)

Stephanie Dalby

Capacity in which signed

Charity Trustee

Please return the application form with supporting information by **31st October 2025**

E-mail to: clerk@rayleightowncouncil.gov.uk

Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
Rayleigh
Essex
SS6 8JD

SCHEME FOR GRANTING FINANCIAL ASSISTANCE TO LOCAL COMMUNITY BASED NON PROFIT MAKING ORGANISATIONS

1. Grants to successful applicants will be made in the financial year. (The financial year is from 1st April to 31st March)
2. Grants will be restricted to a maximum of £850 per application unless there are exceptional circumstances, which should be explained on the application.
3. Applicants are required to complete the Council's form to apply for financial assistance and to provide all the information requested with at least one quote for any capital expenditure. Applications without the full information being provided will not be considered.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Rayleigh, other bodies to which applications for financial assistance have been made and any other supporting information. The history of previous applications will be considered in the decision-making process.
5. Where a grant is offered for a project still in the planning stages, the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period. The project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse
6. The Town Council Grants Sub-Committee/Working Group will examine all applications and will determine its recommendations based on applied criteria. Recommendations will be made to the Policy and Finance Committee. Applicants will be informed of the outcome after a decision by the Full Council, usually in January each year.
7. Successful applicants will be required to provide evidence of how the grant has been spent on capital items by the production of receipts or invoices.

SEYSO Accounts Academic Year 2024/25
 (Previous year in brackets)

Expenditure			Income		
	Tutors/adults	Venues			
Workshops	3360	600	Subscriptions	2780	(2603)
Courses/concerts	4075	690	Takings & donations	2601	(1908)
		<u>8725</u>	Music on Sea (SBC)	0	(3000)
		(7778)	Carolling	2316	(2292)
Making Music affiliation and insurance		193	SHSB eqpmt rental	0	(750)
		(186)			
Music		90			
		(320)			
IT		95			
		(314)			
Consumables, printing and sundry		203			
		(1756)			
		<u>9306</u>		<u>7697</u>	<u>(10553)</u>
		(10354)			