

## **Additional Resources Needed for Hamilton House**

There are several key items which we tend to take for granted but will be either essential or beneficial to have when we move into our new offices. The process I have used to work out our needs is an optimum list and varied the quantities to tie in with retail quantities if necessary. I researched various sites and found Nisbets to have the widest range and a price match guarantee. I did look for cheaper options online, however I came to the conclusion that it would probably give us more protection and better negotiation possibilities to use one supplier where possible. There are some exceptions to this which are detailed in the report.

In the suggestions listed, I have tried to look at cost, future replaceability, durability, quality, functionality and style. I have also tried to go with more classic styles as these will date less and likely to be still manufactured should we need replacements at a later stage. Practically it would probably be worth going with one make/style of crockery (at least cup, saucer and side plate) and one make of cutlery. In some instances, I have provided alternative options (originally, I provided a wider range of options to the working party).

These options are not definitive as individual items may need to be swapped out for a different item due to availability. I have shown images for 'public' items but not for the more mundane items although if committee members are interested I can provide images for those not shown in this document.

For the toaster and coffee pod machine I've gone with Dualit which is a good British make often used in catering kitchens. The toaster can be repaired as parts are available rather than having to replace it if it breaks.

The kitchen utensils include a can opener, bottle opener, 2 x wine bottle sealer, kitchen scissors, bread knife, 25.5cm chef's knife, 21.5cm chef's knife and 2 x 15cm chef's knife. There are three first aid kits a catering kit including burn treatment for the café area and one for the Council Chamber and a smaller one for the office. There are some tablecloths and paper napkins along with tea towels, packets of sugar and catering tea bags to start us off until we have a cash & carry card.

All of the above are included in a single order and should be enough to get us started and allow us to host events including the Twinning anniversary in July. There are also some items which we will need to purchase elsewhere and others that will be cheaper to purchase elsewhere.

Other items include mirrors for cubicles, an LED mirror for bathroom, a mirror for disabled toilet, toilet brushes & bins and other key items for the toilets. Along with plants & pots, cushions, kitchen bins, bins for council chamber and meeting rooms

This list is not exhaustive but it will provide us with the key items needed to set up Hamilton House. In time we may wish to look at things such as serving dishes/platters and/or buffet plates in a similar number to wine glasses.

There will also be items which it will be easier to purchase from a discount store, cash & carry or supermarket such as liquid soap, kitchen roll, coffee pods, filter coffee, milk, washing up supplies etc which we may want to set up a monthly or annual budget which could be delegated to the Clerk.

<b>Nisbets (<a href="https://www.nisbets.co.uk">https://www.nisbets.co.uk</a>)</b>			
<b>Option 1</b>			
Café (Charcoal or White Crockery) & Henley Cutlery			
Item Description	Quantity	Item cost £	Total Cost £
Mug 1	36	3.25	116.97
Cup 1	60	3.00	179.95
Saucer 1	60	2.67	159.95
Milk 1	6	2.00	11.99
Side 1	60	4.58	274.95
Dinner 1	6	7.50	44.99
Bowl 1	6	2.83	16.99
Coffee Airpot (Air1)	3	29.99	89.97
Hot Water Airpot (Air2)	3	34.99	104.97
Airpot Drip Tray (Air3)	6	6.99	41.94
Airpot Station (Air4)	3	14.99	44.97
Tea Caddy (Air5)	1	19.99	19.99
Water Glass 1	36	2.67	95.94
Water Jug 1	12	8.00	95.98
Wine Glasses 1	72	2.25	162.00
Cutlery (Set of 12 + 48 Teaspoons)	12 (60TS)	1.00	96.47
VacJug (VacJug1)	2	16.99	32.99
VacJug (VacJug2)	1	21.99	21.99
VacJug (VacJug3)	2	13.99	27.98
Trolley	1	70.99	70.99
First Aid Kits (3)	1	94.57	94.57
Consumables	1	117.75	117.75
Kitchen Utensils/Knives	1	74.72	74.72
Table Cloths(2 of Cloth1 and Cloth2)	4	11.99	47.96
Marco Filter Machine for Airpots	1	153.00	153.00
Coffee Pod Machine	1	94.99	94.99
Toaster	1	69.99	69.99
<b>Total</b>			<b>2364.95</b>

**Key Items**

			
Cafe Mugs	Cafe Cups	Cafe Saucer	Cafe Milk Jug
			
Cafe Side Plate	Cafe Dinner Plate	Fusion Soup Bowls	Polycarbonate Hi Ball
			
Polycarbonate Jug	Perception Wine Glass	Henley Table Knife	Henley Table Fork
			
Henley Teaspoon	Henley Soup Spoon	Airpot 'Coffee' 3L	Airpot 'Hot Water' 3L
			
Airpot Drip Tray	Airpot Service Station	Hevea Wood Tea Box	Vacuum Milk Jug
			
DECAF			Duolite

Vacuum Decaf Jug	Marco Coffee Maker	Dualit Toaster Black	Dualit Cafe Plus
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As mentioned previously there are additional items which we will need to purchase on top of the budget provided for the basic catering and safety items above. This includes:

- LED mirror for the toilet area
- Mirrors for each cubical and the disabled wet room
- Toilet roll holders for each cubical and the disabled wet room
- Paper towel holders for each cubical and the disabled wet room
- Waste bin for each cubical
- Liquid soap for each cubical and the disabled wet room (It might be worth looking at individual dispensers and buying bulk amounts of liquid soap)
- Two cushions for each sofa (6 in total)
- A selection of plants and plant pots (to ensure a good working environment)
- A set of storage cannisters for the kitchen
- Some sealable storage containers
- Waste bins for the kitchen
- Waste bins for the Council Chamber, the meeting rooms, members room and each member of staff

If we allow a total budget of **£3,000**, hopefully this would give us a margin of error however we would endeavour to get the best deals possible.

On top of this we will also need to look at signage. This would include something in the foyer and something on the landing before entering our office, signage on the doors, any safety signage and a large external sign similar to ECCH's. This later will probably be the most expensive and we have not investigated a price as yet as we have only just got the contact in order to get some details. Would the committee consider setting aside a budget of **£2,000** to explore this with the trust that we will again endeavour to get things locally and get the best deal possible for the council?

In total we would be recommending a maximum budget of **£5,000** but for the final set up costs but will endeavour to keep the costs as low as possible. This should be seen as a long term investment and the items selected should be able to be replaced if any are damaged so that we will not need to completely re-stock unless, in the future, Council should so decide.

We would also recommend that we should set a provisional monthly budget for refreshments, which could be reviewed after the initial three months, in order to allow purchases to be made without having to come to F&G for permission each time.