



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor David Henderson, Resources Portfolio Holder and Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder	9 March 2023

### YMCA Bowl – Procurement of a new waxing machine

#### 1. Purpose of report

- 1.1 To note the procurement of a new waxing machine for YMCA Bowl at Thornton Leisure Centre, funded from the Leisure Management Reserve and to seek approval for an exemption from the contract procedure rules.

#### 2. Outcomes

- 2.1 Investment in our asset at Thornton Leisure Centre and the protection of our capital investment in the bowling lanes.
- 2.2 To enable the regular cleaning and re-waxing of the ten pin bowling lanes after the breakdown of the old waxing machine.
- 2.3 A continued positive bowling experience that will both attract and retain new and existing customers by improving the quality of the customer experience and customer satisfaction.

#### 3. Recommendations

- 3.1 That the cost of a new waxing machine for YMCA Bowl be funded from the Leisure Management Reserve costing £13,825.
- 3.2 That approval is given by the Resources Portfolio Holder to allow the procurement under exemptions to contract procedures, contained within the Financial Regulations and Financial Procedure Rules on the grounds that: “the goods, works or services are of a specialised nature carried out

by only one or a limited number of firms with no reasonably satisfactory alternatives available.”

#### **4. Background**

- 4.1** The council is working closely with Fylde Coast YMCA with the aim of reducing the operational subsidy. It is vital that we are able to support Fylde Coast YMCA to maintain their operations in order to maximise usage and income.
- 4.2** The current waxing machine has come to the end of its useful life. Repairs are no longer financially viable and a replacement machine is needed. Lanes need regular cleaning and re-waxing in order to protect them from wear and maintain the quality of the bowling experience.

#### **5. Key issues and proposals**

- 5.1** YMCA Bowl is an important revenue generator for Thornton Leisure Centre and the ten pin bowling remains a popular and profit making activity for the centre.
- 5.2** A quality clean and the application of an even wax finish is required on the lanes in order for a quality bowling experience and to protect the lanes from wear.
- 5.3** The existing machine is now beyond repair and a replacement is needed.
- 5.4** There are a very limited number of waxing machines on the market that do not require a dedicated expert technician to operate them. The usual Fylde Coast YMCA procurement process is to contact three suppliers to secure best value. In this case the YMCA require a machine that can be operated by their general site staff and one that doesn't require expensive cleaning cloths. Their research has found just one machine on the market that meets their requirements.

#### **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following Executive Function delegated to the Leisure, Health and Community Engagement Portfolio Holder (as set out in Part 3.03 of the Council's Constitution): "To consider matters relating to sport and recreation including sports facilities (apart from playing fields), swimming centres, riverside and marine facilities for leisure pursuits and other leisure and cultural services."
- 6.2** They also come under the following Executive Function delegated to the Resources Portfolio Holder (as set out in Part 3.03 of the Council's Constitution): "To consider departures from the Rules relating to financial and contractual matters if appropriate".

<b>Financial and legal implications</b>	
Finance	The cost of the waxing machine is estimated at £13,825 (excluding VAT) and can be met from the Leisure Management Reserve. The 2022/23 Revised Estimates will be amended to reflect the purchase on 3083/40100.  The ongoing maintenance of the machine will be contained within operational budgets.
Legal	The procurement complies with the Council's Financial Regulations and Financial Procedure Rules on Contract Procedures.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

<b>risks/implications</b>	<b>✓ / x</b>
asset management	✓
climate change	x
ICT	x
data protection	x

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

None