

13th May 2022

Stephanie Tambling
Junkyard Skatepark
Unit 21f Brunel Road
Saltash
Cornwall
PL12 6LF



Dear Stephanie

Letter of Appointment for Commissioning of Professional Youth Work in Saltash 2022/23

Saltash Town Council will pay £17,483.00 (no VAT) for the provision of the services listed below in the period June 2022 to January 2023, subject to the following documentation being provided:

- Budgets
- Evidence of Match Funding
- Policies – Safeguarding, Policy and Guidelines, Health and Safety, Data Protection
- Insurance and Accounts – Professional Indemnity.

Services to be provided are:

- a) Detached/outreach youth work sessions 78 in total (this equates to 1.5 per week for the year which allows for 2 a week in the summer months and 1 in the winter)
- b) Participation in Saltash Team for Youth
- c) Recording and reporting of output/outcome data as required in the specification (copy attached).

Service provided must meet the following standards:

- a) Delivery to be led by a JNC qualified youth worker
- b) All youth staff and volunteers to receive professional supervision
- c) All youth staff and volunteers to be subject to enhanced DBS checks
- d) Junkyard Skatepark to have all relevant policies and procedures in place.



Junkyard Skatepark must also meet the following requirements:

- a) Implement mechanism for young people to guide service delivery
- b) Provide quarterly reports to Saltash Town Council.

Upon submission of the second and third invoices we will need a report on the previous spending and proof of match funding to date.

Payment

Saltash Town Council will pay Junkyard Skatepark in the following instalments:

June 2022	-	£4,827.66
September 2022	-	£4,827.67
January 2023	-	£4,827.67

Payment will be by BACS, so you will need to provide Saltash Town Council with the following details:

- a) Bank Account Name
- b) Sort Code
- c) Account Number

Payments will be made by Saltash Town Council on receipt of an invoice from Junkyard Skatepark.

In the event of Junkyard Skatepark failing to reasonably meet the terms of this contract, Saltash Town Council reserves the right to withhold or reclaim some or all of the payments.

Please may I take this opportunity to remind Junkyard Skatepark that all future tender submissions must comply with the Town Council specification to avoid tenders being dismissed or a lower funding amount allocated.

If you are happy to accept this contract, please sign and date the letter and return it to the Acting Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore St, Saltash PL12 6JX.



I am happy to accept the terms and conditions of this contract:

Name: _____

Signature: _____

Date: _____

Yours sincerely



Sinead Burrows
Acting Town Clerk
On behalf of Saltash Town Council

