

Service Unit	Operational Function / Stakeholder name	Address 1	Address 2	Town	County	Postcode	Collection: Frequency	Collection: Average amount £	Petty Cash Delivery: Frequency	Petty Cash Delivery: Average amount £	Constraint: Acceptable days	Constraint: Not before time	Closed for lunch (Y/N)	Constraint: Not after time	Principle contact 1: Responsible Officer's Name	Principle contact 1: Responsible Officer's Phone	Principle contact 1: Responsible Officer's Email	Principle contact 2: Responsible Officer's Name	Principle contact 2: Responsible Officer's Phone	Principle contact 2: Responsible Officer's Email	Principle contact 3: Responsible Officer's Name	Principle contact 3: Responsible Officer's Phone	Principle contact 3: Responsible Officer's Email
Adult social care and culture and community learning	Upton Country Park: Upton House	Upton Country Park		Poole	Dorset	BH17 7SL	not applicable - ad-hoc	not applicable	not applicable	not applicable	N/A	N/A	N/A	N/A	Roger Brewer	01202 261295	R.Brewer@poole.gov.uk	Simon Elsworth	01202 261295	s.elsworth@poole.gov.uk			
	Upton Country Park: Tea Rooms	Tea Rooms, Upton Country Park		Poole	Dorset	BH17 7SL	Monday, Wednesday & Friday, reducing to Monday & Friday between January and	£4,000.00	not applicable	not applicable	Mon-Fri	09:00	N	10:00	Roger Brewer	01202 261295	R.Brewer@poole.gov.uk	Simon Elsworth	01202 261295	s.elsworth@poole.gov.uk			
Culture & Community Learning	Beach operations	Sandbanks Beach Office	Beach Road	Poole	Dorset	BH13 7QZ	July and August twice weekly, June - September weekly	£4,000.00	not applicable	not applicable	July & August: Mon & Fri, September - June: Fri	July & August 14:30, Sept - June 14:00	N	July & August 17:30, Sept-June 16:30	Takery Moore	01202 261371	t.moore@poole.gov.uk						
Culture & Community Learning	Broadstone Library	Broadstone Library	221-229 Aunley Road	Poole	Dorset	BH14 9BY	Monthly	£800.00	not applicable	not applicable	Last Friday	10:00	N	17:45	Meeli Barnett	01202 262469 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Broadstone Library	Broadstone Library	35 Story Lane	Broadstone	Dorset	BH18 8BQ	Fortnightly	£300.00	not applicable	not applicable	Thursday	09:30	N	16:45	Meeli Barnett	01202 262469 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Carlton Cliffs Library	Carlton Cliffs Library	Western Road, Carlton Cliffs	Poole	Dorset	BH13 7BN	Monthly	£300.00	not applicable	not applicable	Last Tuesday	10:00	13:00 to 14:00	16:45	Meeli Barnett	01202 262473 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Carlton Heath Library	Carlton Heath Library	Michael Road	Poole	Dorset	BH17 8UE	Monthly	£300.00	not applicable	not applicable	Last Friday	10:00	N	16:45	Meeli Barnett	01202 262463 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Clevedon Library	Clevedon Library	34 Northmead Drive	Poole	Dorset	BH17 7JZ	Monthly	£300.00	not applicable	not applicable	Last Friday	10:00	N	16:15	Meeli Barnett	01202 262469 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Hemworthy Library	Hemworthy Library	Blundford Road	Poole	Dorset	BH13 4BS	Weekly	£200.00	not applicable	not applicable	Tuesday	09:30	N	16:45	Meeli Barnett	01202 262469 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Oakdale Library	Oakdale Library	Wimbome Road	Poole	Dorset	BH13 3EP	Monthly	£250.00	not applicable	not applicable	Last Friday	10:00	13:00 to 14:00	16:45	Meeli Barnett	01202 262467 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Paidstone Library	Paidstone Library	Wimbome Road	Poole	Dorset	BH14 8AZ	Monthly	£300.00	not applicable	not applicable	Last Tuesday	10:00	13:00 to 14:00	16:45	Meeli Barnett	01202 262454 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Poole Central Library	Poole Central Library	Dolphin Centre	Poole	Dorset	BH15 1QR	Weekly	£800.00	not applicable	not applicable	Tuesday	09:00	N	17:45	Meeli Barnett	01202 262465 / 07985299658	meeli.barnett@poole.gov.uk						
Culture & Community Learning	Poole Museum	Poole Museum Service	4 High St	Poole	Dorset	BH15 1BR	weekly	£5,000.00	not applicable	not applicable	Tuesday	14:30	N	16:30	Michael Spender	01202 262606	M.Spender@poole.gov.uk						
Culture & Community Learning	Rossmore Library	Rossmore Library	Heddon Avenue	Poole	Dorset	BH12 4JH	Weekly	£300.00	not applicable	not applicable	Tuesday	10:00	N	17:45	Meeli Barnett	01202 262465 / 07985299658	meeli.barnett@poole.gov.uk						
Environmental & Consumer Protection Services	Household Waste Recycling Centre (HWRC)	Nuffield Household Waste Recycling Centre	32-38 Nuffield Road	Poole	Dorset	BH17 0RS	weekly	£1,000.00	not applicable	not applicable	Friday	08:00	N	11:00	Judy Ennen	01202 261776	j.ennen@poole.gov.uk						
Environmental & Consumer Protection Services	Licensing and waste payments, skip hire, disposal of assets, donations, bulky, post contract, skip hire	Environmental and Consumer Protection	Unit 1, Newfields Business Park	Poole	Dorset	BH17 0NP	twice per week	£5,000.00	not applicable	not applicable	Tue & Fri	08:00	N	11:00	Judy Ennen	01202 261776	j.ennen@poole.gov.uk						
Environmental & Consumer Protection Services	Milham Community Recycling	Environmental and Consumer Protection	off Ringwood Road,	Bournemouth	Dorset	BH11 9LQ	weekly	£1,000.00	not applicable	not applicable	Friday	08:00	N	11:00	Judy Ennen	01202 261776	j.ennen@poole.gov.uk						
Legal & Democratic Services	Crematorium	Poole Crematorium	Green Hill, Broadstone	Poole	Dorset	BH17 8BQ	ad hoc	£5,000.00	not applicable	not applicable	Mon-Fri	09:15	N	16:45	Liz Hall	01202 261381	l.hall@poole.gov.uk						
Legal & Democratic Services	Register	The Register Office: The Guildhall	Market Street	Poole	Dorset	BH15 1NP	twice per week	£5,000.00	not applicable	not applicable	Mon & Thur	11:00	N	15:30	Christine Staddon	01202 433320	c.staddon@poole.gov.uk						
Stour Valley and Poole Partnership (SVPP)	Cash Office(s) - to receive payments	Cash Office	Civic Centre	Poole	Dorset	BH15 2BU	Daily	£30,000.00	Weekly	£	Mon-Fri (excluding public holidays)	16:00	N	Mon-Thur 17:15, Fri 16:45	Erica Crockett	01202 433167	e.crockett@poole.gov.uk	Lynsey Sparrow-Johns MEd	01202 433111/01202 433023	l.sparrowjohns@poole.gov.uk			
Transportation	Car parks	Please see separate requirements spreadsheet													Robert Pickemall	01202 262131	r.pickemall@poole.gov.uk						
Bournemouth Borough Council Environment	Car parks	Please see separate requirements spreadsheet													Deane Smith	01202 451364	d.smith@bournemouth.gov.uk						