

# BAM BULLETIN

## Christmas Carols

This year our traditional Christmas Carols event will take place on **Sunday 20<sup>th</sup> December at 5.00 p.m.** in the central gardens, on the lower lawn. We will prepare a song sheet, and mulled wine, soft drinks and mince pies will be provided. **Please remember to bring torches / lanterns** to be able to read the song sheet!



## Holiday Office Hours

The Estate Office will be closed on Christmas Day, Boxing Day, Bank Holiday Monday, and New Year's Day. On Christmas Eve, and the week days between, the office will be open in the mornings only.

## Holiday Arrangements

Would you please note the refuse collections over Christmas and New Year are as follows:-

Thursday	24 <sup>th</sup>	- Normal Collection
<b>Friday</b>	<b>25<sup>th</sup></b>	<b>- NO refuse collection</b>
Saturday	26 <sup>th</sup>	- Normal collection
Sunday	27 <sup>th</sup>	<b>- NO refuse collection</b>
<b>Monday</b>	<b>28<sup>th</sup></b>	<b>- NO refuse collection</b>
Tuesday	29 <sup>th</sup>	- Normal Collection
Wednesday	30 <sup>th</sup>	- Normal Collection
Thursday	31 <sup>st</sup>	- Normal Collection
<b>Friday</b>	<b>1<sup>st</sup> January</b>	<b>- NO collection</b>
Saturday	2 <sup>nd</sup>	- Normal Collection

## Security During the Holidays

If you are going away on holiday –

- ❖ **Inform the Estate Office** of when you are going. Leave a telephone number where you can be contacted and/or the telephone numbers of people with whom you have left keys to your flat. Ensure your keyholders know how to turn off your Intruder Alarm System (IAS)
- ❖ **Intruder Alarm System (IAS)** If you have an IAS ensure it is set when you depart. If your IAS is monitored by an Alarm Receiving Centre, check that your key holders list is up to date. If your IAS is "Bells Only" leave a set of Keys with the Estate Office and a code number, that will set /unset your alarm.
- ❖ **Security Window Locks.** Ensure these are fitted to all windows and that they are in the locked position before you depart.
- ❖ **Door Locks.** The front door to your flat should be fitted with two approved security Locks. Remember to lock both of them when you leave your flat.
- ❖ **Newspapers and Post.** Cancel paper deliveries and ask a neighbour to take in any mail or parcels that may be left outside your flat.
- ❖ **Answerphone.** Do not leave a message advising callers that you are away on Holiday.
- ❖ **Cars.** If you are leaving your car parked in the street let the Estate Office know its make and registration number and the contact details of who has a set of your car keys.
- ❖ **General Security.** We remind residents to re-bolt any communal doors – exits/entrances to common areas after deliveries / contractors have finished. If you will be in your flat during the Holidays do not open the Entrance doors to your block to unknown visitors. **IF IN DOUBT KEEP THEM OUT**
- ❖ Should you observe any suspicious activity contact the Police by dialing 999.

**THE DIRECTORS AND STAFF SEND SEASONS GREETINGS AND BEST WISHES FOR THE NEW YEAR TO ALL ON THE BAM ESTATE.**