

Local Government Transparency Code 2015

Procurement Over the Value of £5,000 for the 2021/22 Financial Year

Revenue Budget Expenditure

Revenue Budget	Description of Works, Goods or Services	Approximate Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Sports Complex Gas	Gas supply to the Oak Leaf Sports Complex, Depot and Golf Complex.	£13,300	Corona Energy	Market testing undertaken via Durham County Council Procurement Department. Contract set up with <u>Durham County Council's gas supplier: Corona Energy.</u>	01/04/2021	31/03/2022	2022
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£25,250	EDF	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; EDF.	01/04/2021	31/03/2022	2022
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£7,500	Wave	Market testing carried out via Durham County Council procurement department during 2020. No current change to supplier.	Ongoing	Ongoing	During 2022
IT Support Contract	Support contract for all of the Council's servers and computer equipment including on-site visits.	£14,600	Technology Services Group	Long term support arrangement which runs year to year. The market has not been tested to date as the current arrangement is working well, the provider has in depth knowledge of the Council's information technology infrastructure, and there would be risks involved with moving support to an alternative service provider without that specialist knowledge.	01/04/07	Ongoing	No current plans to review.
Vehicle Fuel	Fuel card account for the supply of petrol and diesel for the Council's fleet of works vehicles and the civic car.	£16,950	FuelGenie	The market was last tested in 2021, when an account was set up with the most competitive provider of fuel cards; Fuel Genie which enables to Council to use the local Tesco Filling Station which usually has the lowest prices on the town. A key consideration in setting up this account was the Council's requirement to use petrol stations within Great Aycliffe.	01/03/20	Ongoing	No current plans to review.
Agricultural Diesel	The supply of agricultural diesel for the Council's tractors, mowers and machines.	£7,400	Speedy Fuels and Lubricants / Certas Energy	The Council orders a supply of 3,000 to 4,000 litres of agricultural diesel three to four times a year for storage at its depot site. The fuel is currently sourced from either Speedy Fuels or Certas Energy depending upon which is offering the best price at the time of purchase. Works Department officers 'test the market', to ensure value for money is being achieved.	Ongoing	Ongoing	No current plans to review.
Vehicle Insurance	Insurance for the Council's fleet of works vehicles and the civic car.	£8,100	Equity Redstar	The Council uses the town and parish council insurance broker; James Hallam (previously WPS Insurance) to arrange its insurance contracts, and they test the market every year and source the most cost effective vehicle insurance policy on behalf of the Council. Equity Redstar have held the contract since June 2012. The current Agreement with James Hallam Insurance is due to end in June 2023.	25/06/19	24/06/22	April 2023
Elections	Cost of the Town Council Elections	£24,200	Durham County Council	Durham County Council are the Statutory Elections Authority and are responsible for organising and administering all Elections and By Elections.	Ongoing	Ongoing	N/a
Main Insurance	The Council's main insurance policy including public liability, employers liability and buildings and contents cover.	£46,950	WPS Insurance	The Council uses the town and parish council insurance broker; James Hallam (previously WPS Insurance) to arrange its insurance contracts, and they test the market every three to five years and source the most cost effective insurance policy on behalf of the town and parish council sector. The contract is currently with Aviva. The Council has taken up the option of a three-year stability agreement in order to minimise increases in premiums.	25/06/22	24/06/25	April 2025
Works Tools and Equipment and Equipment Maintenance	The supply of small machines, works equipment and tools, protective clothing and the maintenance of that machinery and equipment.	£24,100	Various Suppliers	The Council uses various local suppliers for its works tools, equipment and machinery requirements including Greenhams, Carrs Billington, Ripon Farm Services, Lloyds, Spaldings, Screwfix, Phil Hedley Tyres, Sterling Safety, Gardners Yard, Upex and Peter Janes. There are no formal contracts in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Works Protective Clothing	The purchase of works uniforms and protective clothing and PPE.	£5,650	Various Suppliers	The Council uses various local suppliers for its works protective clothing and equipment requirements including Sterling Safety, Landscape Supply Company, Carrs Billington and Screwfix. There are no formal contracts in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Bedding Plants	The supply of bedding plants for the Council's annual spring, summer and autumn floral displays.	£10,650	Darlington Borough Council	Darlington Borough Council have been used for a number of years now due to the range and quality of plants available, the fact that locally grown plants are better acclimatised to local conditions.	Ongoing	31/03/22	Under Review
Alarm Monitoring and Maintenance	The supply of alarm monitoring and maintenance services including call outs to faults and repairs across all Council sites.	£8,500	ADT	This is a long term support contract which runs year to year. The market has not been tested in recent years as the current arrangement is working well, the provider has in depth knowledge of the Council's alarm set up, and there would be risks involved with moving support to an alternative service provider without that specialist knowledge.	Ongoing	Ongoing	No current plans to review.
Printing and Photocopying	The provision of photocopiers and the associated charges for printing at all Council sites.	£3,350	Konica Minolta	This is a long standing contract which runs year to year with the Council accessing preferential pricing under a nationally negotiated public sector procurement arrangement.	Ongoing	Ongoing	No current plans to review.
Council Newsletter and Advertising	The printing and distribution of four Council newsletters, and advertising of Council meetings, job vacancies, events and services.	£7,050	Newton Press	The Council makes use of the local printing firm and publishers of the community newspaper; The Newton News to print and then distribute its newsletter with that newspaper. The Newton News is also used, alongside other forms of marketing for advertising council meetings, jobs, events and services.	Ongoing	Ongoing	No current plans to review.
Fireworks Display	The provision supply, set up and provision of the annual fireworks display.	£8,200	Reaction Fireworks	This supplier has successfully provided the service for a number of years. They know the layout of the site and the risks associated with the site and have worked with other contractors at the site. They have always provided a professional, efficient and safe service to the Council in previous years. Quotes have not therefore been sought from any alternative suppliers and the contract for the service has been awarded to Reaction Fireworks for a further year.	Ongoing	Ongoing	No current plans to review.

Revenue Budget	Description of Works, Goods or Services	Approximate Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£75,550	Matthew Clark	This contract was subject to a full tender process during 2017 in accordance with the Public Contracts Regulations. The tender was won by Matthew Clark and the new contract will run for an initial two years with an option for three further extension periods of one year. The first of these three further extension periods was taken up in July 2020, following negotiations that resulted in prices on key products being reduced to 2017 rates and a new sponsorship package being agreed.	July 2019	July 2022	2022
Sky Television Package	The provision of a Sky Television package for the Oak Leaf Sports Complex, including Sky Sports and music channels.	£7,450	Sky Television	Sky Television are the only providers of the package required by the Council i.e. the broadcasting of live sports, including premier league football.	Ongoing	Ongoing	N/a
Catering Supplies	The supply of various catering supplies to the Oak Leaf Sports Complex including meat, vegetables, frozen foods, ingredients, dry packaged foods etc.	£16,850	Various Suppliers	The Council uses various local suppliers to supply its catering stocks including George Bolam, Bid Food, Walkers Butchers and Bakers, Tyneside Foodservice, Total Produce Food Services, Olleco, and local supermarkets. There is no formal contract in place and sports complex staff are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Golf Course and Driving Range Maintenance	The supply of golf course maintenance materials such as fertiliser, grass seed and sand, as well as the maintenance of golf course and driving range machinery and equipment.	£15,500	Various Suppliers	The Council uses various local suppliers for golf course materials and the maintenance of golf course and driving range machinery including East Riding Horticulture, Turf Technical, Lloyds, Rickerby, Garfitts, Aycliffe Fabrications, Peter Janes, Aycliffe Auto Electrics, Westwood Timber, MSH Contractors, Badcock and Todds. There are no formal contracts in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Vending Supplies	The purchase of bottled drinks and confectionery for sale to customers at the Council's sports complex and golf complex.	£6,150	M&M Value Limited	The Council currently uses M&M Value Limited to supply its bottled drinks and confectionery stocks. However, there is no formal contract in place and sports and golf complex staff are free to shop around for the best prices, and have in the past used other suppliers including P&H Direct Van Sales.	Ongoing	Ongoing	N/a
Golf Shop Stocks	The supply of various golf shop stocks including balls, tees, shoes, clubs and clothing to the Oak Leaf Golf Complex.	£44,400	Various Suppliers	The Council uses various local suppliers for golf shops stocks including Srixon, Northern Golf, Ping, Sketchers, Masters, M & M Value, Motocaddy, Taylor Made, and Ralph Givens. There is no formal contract in place and the Golf Administrator is free to shop around for the best prices.	Ongoing	Ongoing	N/a
Play Equipment Maintenance	The supply of various play equipment spares and maintenance materials.	£5,850	Various Suppliers	The Council uses various local suppliers for its play equipment spares depending upon who supplied the original play equipment. Suppliers include Kompan, HAGS, Proludic, Rhino Ramps, and GB Sport and Leisure. There is no formal contract in place and the Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Waste Disposal Charges	The disposal of waste produced at the Council's various sites including allotments, cemeteries, parks etc.	£6,950	Stonegrave Aggregates	The Council uses the local waste disposal company.	Ongoing	Ongoing	N/a

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Capital Programme Budget Expenditure

Capital Budget	Description of Works, Goods or Services	Actual Spend £	Supplier / Contractor	Procurement Process Followed	Start Date	End Date	Review Date
Allotments	Pallisade Fencing - St Oswald's Allotments	£13,700	Rennycro Ltd	Quotes were requested from three companies for the replacement of the North boundary Fence and the extension of the South, two were received. A report was taken to the Environment and Recreation Meeting 13th October 2021. It was agreed that the work should be undertaken by Rennycro and financed from the Capital Budget.	N/a	N/a	N/a
Environment	Footpath Repairs	£39,750	AWG Civil Engineering	Four contractors were contacted to submit quotes from standardised specification for works at School Aycliffe, West Cemetery, West Park, woodham burn and St Oswalds Park. Three quotes were received. A report was taken to the Policy and Resources Committee Meeting of 21st July 2021. It was recommended and approved that the work was undertaken by AWG Civil Engineering, who submitted the cheapest quote.	N/a	N/a	N/a
Playgrounds	MUGA - Woodham Infant Play Area	£44,500	Hags SMP	Four companies were approached for quotes, three quotes were received. A report detailing the three quotes was taken to the Recreation Committee on 7th April 2021. The Hags Design was agreed	N/a	N/a	N/a
Environment	Expansion of tree coverage and creation of wildlife corridor and community orchard on the margins of Horndale Playing fields	£9,036	Barcham- the Tree Specialist	A report was taken to the Environment Committee on 1st September 2021 where the second and third stages of the project were agreed, external funding was sought for the project and trees were from sourced Barcham Trees who are a specialist supplier.	N/a	N/a	N/a
Computer Hardware	Replacement of five computers and five laptops including set up and installation	£7,560	TSG	A quotation was sought from the Council's retained information technology support provider; TSG, and a Standing Order Exemption was approved, removing the need to seek further quotes, on the basis of the exercise of professional knowledge, as a result of TSG's knowledge of the Council's computer systems and networks and to ensure ongoing support of the devices.	N/a	N/a	N/a
St Oswald's Pre-school	Extension	£39,000	McCarrick Construction	Quotations were received from three suppliers. An extra ordinary Council Meeting was held on 3rd March 2021 and it was agreed that the contract be awarded to McCarrick construction, who provided the lowest quote.	N/a	N/a	N/a

Revenue Budget	Description of Works, Goods or Services	Approximate Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Works	Purchase of Bobcat Walk behind rotary mower	£7,380	Rickerby	Quotations were sought from five suppliers for nine types of machine including two ex-demo machines. A report was taken to the Policy and Resources meeting on 8th September 2021, the recommendations of the report were agreed and the Bobcat FS481V mower was purchased.	N/a	N/a	N/a
Works	Purchase of Fairway Mower	£48,500	Lloyds	Quotations were sought from four separate suppliers for six different types of mower. A report was taken to the Policy and Resources Meeting on 8th September 2021. From the recommendations which identified two types of mower it was agreed that the ex-demonstration Toto-5010-D Hybrid mower be purchased from Lloyds.	N/a	N/a	N/a
Sports Complex	Roofing Works	£9,250	Duffel Roofing	Quotations were sought from two separate contractors for roofing works for the Sports Complex kitchen. A report was taken to the Recreation Committee on 24th November 2021 and Duffell roofing were authorised to undertake the work as they provided the lowest quote.	N/a	N/a	N/a
Works	Purchase of Kubota RTV	£16,500	Lloyds	Five separate suppliers were approached, all of which provided quotes for machines which were suitable. Twelve different machines were identified. A report was taken to the Policy and Resources Committee on Wednesday 3rd March where it was agreed to purchase the Kubota RTV-114 and register it for road use.	N/a	N/a	N/a