

## Local Government Transparency Code 2015

### Procurement Over the Value of £5,000 for the 2022/23 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.	£27,008	Corona Energy	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's gas supplier; Corona Energy.	01/04/2022	31/03/2023	2023
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£49,410	EDF	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; EDF.	01/04/2022	31/03/2023	2023
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£8,251	Wave	Market testing carried out via Durham County Council procurement department during 2020. No current change to supplier.	Ongoing	Ongoing	2026
IT Support Contract	Support contract for all of the Council's servers and computer equipment including on-site visits.	£12,231	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	2026
Vehicle Fuel	Fuel card account for the supply of petrol and diesel for the Council's fleet of works vehicles and the civic car.	£23,435	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.	£7,679	Speedy Fuels and Lubricants / Certas Energy	The Council orders a supply of 3,000 to 4,000 litres of agricultural diesel two to three 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.	£9,959	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 2025.	25/06/22	24/06/25	June 2025
Elections	Cost of the Town Council Elections.	£10,893	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.	£41,046	James Hallam	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	June 2025
Pre-School Supplies	The supply of various pre-school equipment and learning materials.	£6,098	Various Suppliers	The Council uses various local suppliers for its pre-school equipment and learning materials requirements including Yorkshire Purchasing Organisation, Cosy, TTS Group and IKEA. There are no formal contracts in place and the Pre-School Manager is free to shop around for the best prices.	Ongoing	Ongoing	N/a
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.	£20,936	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.	£5,221	Various Suppliers	The Council uses various local suppliers for its works protective clothing and equipment requirements including Workshop Supplies, 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.	£9,998	Ravensworth Nurseries Ltd	Local nurseries are used for all plants and suppliers are chosen based on price, choice and quality. Locally grown plants are better acclimatised to local conditions.	Ongoing	31/03/23	2023
Alarm Monitoring and Maintenance	The supply of alarm monitoring and maintenance services including call outs to faults and repairs across all Council sites.	£9,447	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.

Revenue Budget	Description of Works, Goods or Services	Approximate Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Council Newsletter and Advertising	The printing and distribution of four Council newsletters, and advertising of Council meetings, job vacancies, events and services.	£6,578	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.
Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£10,690	Weardale Travel Ltd	Coach hire for the Senior Citizens Excursions were subject to a tendering exercise. Three quotations were sought, with two companies responding. These quotations were reported to the Events Sub Committee 1st February 2023 for approval, Weardale Travel being the cheapest quote.	Ongoing	Ongoing	Annually
Senior Citizen's Trips Hotels	The booking of hotels for the provision of lunches for the Council's annual programme of senior citizen's excursions.	£21,034	Various Hotels	The Council selects hotels based on the chosen destinations for the Senior Citizens' Trips each year, undertaking visits to each location and selecting the hotels based on a number of factors including location, price, disabled access, quality of meals etc. In 2022 following the pandemic, Councillors increased the budget to allow for museum trips for the first time. Trips included visits to World of James Herriott, Leeds Armories, Black Sheep Brewery, Golden Fleece Hotel, Eden Camp, Hilton Hotel and Jorvik Museum.	Ongoing	Ongoing	Annually
Fireworks Display	The provision supply, set up and provision of the annual fireworks display.	£8,190	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.
Fireworks Display	The purchase of Crowd Control Barrier.	£7,657	First Fence	Three companies were approached for quotes to supply crowd control barriers for the fireworks display. The purchase of fencing was agreed to save ongoing revenue costs for hire. It was agreed at the Recreation Committee meeting on 24th November 2021 that the fencing be supplied by First Fence, who provided the cheapest quote.	N/a	N/a	N/a
Fun in the Parks	The provision of inflatable rides for the Council's programme of Summer Fun in the Parks events.	£9,550	Bounceabout Leisure	This supplier has successfully provided the service for a number of years. They know the layout of the sites and the risks associated with each site and have worked with other contractors at the sites. 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 Bounceabout Leisure for a further year.	Ongoing	Ongoing	No current plans to review.
Fun in the Parks	The provision of fairground rides for the Council's programme of Summer Fun in the Parks Events.	£5,700	P L Cooper	This supplier has successfully provided the service for a number of years. They know the layout of the sites and the risks associated with each site and have worked with other contractors at the sites. 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 P L Cooper for a further year.	Ongoing	Ongoing	No current plans to review.
Large Community Events	The provision of a brass band for the Party in the Park.	£6,000	Durham County Council	The Council required the specific attendance of the Big Brass Bash Festival performers as part of its special events programme. This is an event is organised and run by Durham County Council.	July 2019	Ongoing	N/a
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£109,660	Matthew Clark / Molson Coors	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. In October 2022 a new contract was signed with Molson Coors for 2 years plus three further extensions of one year.	Oct 2022	Oct 2024	Oct 2024
Sky Television Package	The provision of a Sky Television package for the Oak Leaf Sports Complex, including Sky Sports and music channels.	£8,450	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.	£38,954	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.	£14,013	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.	£8,513	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

Revenue Budget	Description of Works, Goods or Services	Approximate Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Golf Shop Stocks	The supply of various golf shop stocks including balls, tees, shoes, clubs and clothing to the Oak Leaf Golf Complex.	£59,320	Various Suppliers	The Council uses various local suppliers for golf shop 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
Waste Disposal Charges	The disposal of waste produced at the Council's various sites including allotments, cemeteries, parks etc.	£7,381	Various Suppliers	The Council uses local waste disposal companies including John Wade Haulage, Stonegrave Aggregates and Durham County Council.	Ongoing	Ongoing	N/a

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#### Procurement Over the Value of £5,000 for the 2022/23 Financial Year

#### 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
Council Offices Works	Flat Roof Replacement Council Offices.	£55,560	Lord Roofing	Quotes were initially received from 3 suppliers, it was then agreed at Policy & Resources Committee in March 2022 that further quotes should be sought and the specification was to include insulation. At the Policy & Resources Committee meeting on 26th September it was agreed that the contract be awarded to Lord Roofing.	N/a	N/a	N/a
CCTV Cameras	Rapid Deployment Mobile CCTV cameras.	£17,350	Wireless CCTV Ltd	It was agreed at the Policy & Resources Meeting on 2nd March that the Town Council would fund two rapid deployment CCTV cameras to be used in Newton Aycliffe by Durham constabulary for the purpose of reducing anti-social behaviour.	N/a	N/a	N/a
Footpath Repairs	Great Aycliffe Way re-surfacing and Access Ramp at Aycliffe.	£7,130	Lineside Civils Limited	Three quotes were sought and the 2 received were reported to a meeting of the Policy and Resources Committee on 8th March 2023. It was agreed to go with the cheapest option from Lineside Civils Limited.	N/a	N/a	N/a
Works and Machinery - Vehicles	The purchase of 2 Isuzu D-Max 4 x 4 vehicles.	£45,193	Tees Valley Mitsubishi	Quotes were obtained from five different suppliers for suitable replacement vehicles. At the Policy and Resources Meeting of 8th June it was agreed to purchase 2 Isuzu D-Max 4 x 4 from Tees Valley Mitsubishi.	N/a	N/a	N/a
Ash Dieback Disease Works	Ash Tree Dieback Works.	£7,275	ARBOR 82	Various individual tree works completed throughout the town, throughout the year, arising from the annual tree inspections to make trees safe. This supplier has provided the service for a number of years. They know the layout of the sites and the risks associated with each site. They have always provided a professional, efficient, safe and reliable service to the Council in previous years and always been responsive to Council needs and requirements.	N/a	N/a	N/a