

Local Government Transparency Code 2015

Procurement Over the Value of £5,000 for the 2023/24 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.	£28,853	Corona Energy	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's gas supplier; Corona Energy.	01/04/2023	31/03/2024	2024
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£59,896	EDF	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; EDF.	01/04/2023	31/03/2024	2024
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£9,846	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.	£13,614	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.	£20,878	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 Aykcliffe.	01/03/20	Ongoing	No current plans to review.
Agricultural Diesel	The supply of agricultural diesel for the Golf Course ride-on mowers.	£5,005	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.	£10,738	Equity Redstar	The Council uses the town and parish council insurance broker, James Hallam (previously WPS Insurance) to arrange its insurance contracts. 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 2026.	25/06/23	24/06/26	June 2026
Elections	Cost of the Town Council Elections.	£23,538	Durham County Council	Durham County Council are the Statutory Elections Authority and are responsible for organising and administering all Elections and By-Elections. By-election held for West Ward, Byerley Park, Horndale and Cobblers Hall wards 4th May and St Mary's ward 12th October 2023.	Ongoing	Ongoing	N/a
Main Insurance	The Council's main insurance policy including public liability, employers liability and buildings and contents cover.	£44,681	James Hallam (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.	25/06/23	24/06/26	June 2026
Pre-School Supplies	The supply of various pre-school equipment and learning materials.	£6,923	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.	£22,289	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.	£6,713	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.	£12,728	Thinford & Windlestone Nurseries	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	Ongoing	N/a
Alarm Monitoring and Maintenance	The supply of alarm monitoring and maintenance services including call outs to faults and repairs across all Council sites.	£11,218	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.
CCTV Monitoring	Monitoring of CCTV at the Works Depot and the Oakleaf Sports Complex.	£5,694	Durham County Council	Monitoring of CCTV carried out by Durham County Council.	Ongoing	Ongoing	N/a

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Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£11,970	Weardale Travel	Coach hire for the Senior Citizens Excursions was subject to a tendering exercise. Three quotations were sought, with two companies responding. These quotations were reported to a meeting of the Events Sub Committee on 1st February 2023 for approval, Weardale Travel being the cheapest quote.	Ongoing	Ongoing	Annually
Fireworks Display	The provision supply, set up and provision of the annual fireworks display.	£8,340	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.
Fun in the Parks	The provision of inflatable rides for the Council's programme of Summer Fun in the Parks events.	£6,800	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.	£7,545	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 ran by Durham County Council.	2023	2023	2024
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£108,183	Molson Coors	In October 2022 a new contract was signed with Molson Coors for 2 years plus three further extensions of one year.	Oct 2022	Oct 2027	01/10/27
Sky Television Package	The provision of a Sky Television package for the Oak Leaf Sports Complex, including Sky Sports and music channels.	£5,842	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.	£40,435	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.	£17,887	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.	£7,891	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.	£51,624	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.	£20,037	Various Suppliers	The Council uses local waste disposal companies including John Wade Haulage, Stonegrave Aggregates and Durham County Council.	Ongoing	Ongoing	N/a
Audit Fees	Internal Audit Service for 2023/24	£10,500	Stephen Ragg	The provision of an Internal Audit function by the Council is a statutory requirement of the Accounts and Audit Regulations 2015. Following nationwide Auditor recruitment difficulties, it was agreed at a meeting of the Policy and Resources Committee held on 19th April 2023 that a self-employed Internal Auditor would carry out the annual Internal Audit.	N/A	N/A	N/A

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Local Government Transparency Code 2015

Procurement Over the Value of £5,000 for the 2023/24 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
Footpath Repairs	Repairs to various footpaths around the Town	£7,130	Lineside Civils	Quotes were sought from three contractors, two of which were received. A report was taken to the Policy & Resources Meeting held on 8th March 2023 and it was agreed that the contract be awarded to Lineside Civils, who provided the lowest price for the work to be undertaken.	N/a	N/a	N/a
Computer Hardware	Server Installation Project (I.T.)	£39,807	Technology Services Group	Server installation project for Council services. Hardware and consultancy costs. 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
Byerley Park Play Area	Installation of new play area equipment at Byerley Park play area	£71,345	Kompan Scotland Ltd	Four companies were asked to quote for the new play area and two did provide full quotes which were reported to the Recreation Committee meeting held on 13th July 2023. A Standing Orders exemption was requested and approved.	N/a	N/a	N/a
St Oswalds Play Area Resurfacing	Resurfacing at St Oswalds Play Area	£27,280	RTC Safety Surfacing Ltd	Three quotes were obtained and submitted to Policy and Resources Committee on 19th July 2023 and RTC Safety Surfacing Ltd were awarded the contract.	N/a	N/a	N/a
External decoration	Sports Complex External Decoration	£14,460	Braddec Ltd	Three quotes were obtained to complete external decoration at the Oak Leaf Sports Complex and brought to the Recreation Committee Meeting on 26th July 2023, where Braddec Ltd were awarded the contract.	N/a	N/a	N/a
Bar Refurbishment	Oak Leaf Sports Complex bar refurbishment	£13,234	Meridian Upholstery Ltd	A report was taken to the Recreation Committee Meeting on 29th November 2023 and it was agreed that Meridian Upholstery undertake the alcove seating refurbishment.	N/a	N/a	N/a
Bar Refurbishment	Oak Leaf Sports Complex bar refurbishment	£6,560	Newave Furniture Ltd	A report was taken to the Recreation Committee Meeting on 1st March 2023 and approval received for 8 tub chairs to be replaced by Newave Furniture and 18 wooden chairs purchased in line with the quote from Newave Furniture.	N/a	N/a	N/a
Golf Course Drainage	Drainage Works on the Oak Leaf Golf Course	£24,641	Ground Improvements Ltd	A report was taken to the Policy & Resources Committee Meeting on 19th July 2023 where drainage works was approved. An additional £11,000 was approved at the following meeting held on 13th September 2023, for further drainage replacements and improvement works on the 17th hole. Three quotes were sought, two of which were provided and Ground Improvements Ltd was the preferred supplier, providing the most comprehensive assessment and competitive price.	N/a	N/a	N/a