

Local Government Transparency Code 2015

Procurement Over the Value of £5,000 for the 2024/25 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.	£30,950	Corona Energy	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's gas supplier; Corona Energy.	01/04/2024	31/03/2025	Annually via DCC
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£54,996	EDF	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; EDF.	01/04/2024	31/03/2025	Annually via DCC
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£10,999	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.	£13,613	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.	£16,646	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 Golf Course ride-on mowers.	£4,573	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.	£10,160	Equity Redstar	The Council uses the town and parish council insurance broker; James Hallam to arrange its insurance contracts, and they test the market regularly to 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 2027.	25/06/23	24/06/27	June 2027
Elections	Cost of the Town Council Elections	£19,288	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.	£45,693	James Hallam (WPS Insurance)	The Council uses the town and parish council insurance broker; James Hallam 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. Agreed in minutes of a Full Council meeting on 12th June 2024 to extend the current three-year rate stability agreement on the Commercial Combined Policy to the five-year agreement.	25/06/24	24/06/27	June 2027
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.	£14,731	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.	£6,708	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.	£13,833	Thinford 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	
Alarm Monitoring and Maintenance	The supply of alarm monitoring and maintenance services including call outs to faults and repairs across all Council sites.	£10,967	ADT	This is a long term support contract which runs year to year. 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. A review of the ADT contracts is underway.	Ongoing	Ongoing	Under Review
CCTV Monitoring	Monitoring of CCTV at the Works Depot and the Oakleaf Sports complex	£5,996	Durham County Council	Monitoring of CCTV Carried out by Durham County Council	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
Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£13,770	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 the Events Sub Committee 27th March 2024 for approval, with Weardale Travel being the cheapest quote.	Ongoing	Ongoing	Annually
Fireworks Display	The provision supply, set up and provision of the annual fireworks display.	£9,300	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 children's rides for the Council's programme of Summer Fun in the Parks events.	£7,925	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	£7,400	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.	£6,500	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.	£75,550	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.	£5,206	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.	£19,246	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.	£14,000	Various Suppliers	The Council currently uses various supplier to supply its bottled drinks and confectionery stocks. However, there is no formal contract in place and staff are free to shop around for the best prices.	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.	£45,148	Various Suppliers	The Council uses various local suppliers for golf shops stocks including Srixon, Taylor Made, Ping, Northern Golf, Sketchers, Masters, M & M Value, Motocaddy 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.	£5,933	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.	£5,984	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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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
Computer Hardware	Laptops and desktop replacements	£5,550	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 security and support of the devices.	N/a	N/a	N/a
Computer Software	OakLeaf Leisure Management System	£11,590	XN Leisure	A new software system has been installed at the OakLeaf Sports Complex and Golf Complex. The system is hosted in a cloud environment and supports both membership administration and online user bookings. A Standing Order Exemption was approved at the Policy and Resources Committee meeting on 23rd October 2024, removing the requirement to obtain additional quotes and confirming the appointment of the preferred supplier, who has implemented similar systems for other larger local authorities.	N/a	N/a	N/a
Park Maintenance	West Park Bridge Repairs	£14,158	Aycliffe Fabrications	The funding of further bridge adaptations, to include the retrofitting of a maintenance hatch, installation of a raking screen, and the replacement adapted guard rail, to aid future management of the bridge structure and surrounding area of the lake, was agreed at the Recreation Committee meeting held on the 4th September 2024 and approved at the Policy and Resources Committee meeting held on the 11th September 2024. Quotes were sought for the additional proposed works from the fabrication company which completed the bridge improvements, as they had a good understanding of the alterations required as they were part of the reconstruction process and informed the reasoning behind the alterations. An exemption was completed on this basis.	N/a	N/a	N/a
Drainage Works	Oak Leaf Driving Range	£18,939	Ground Improvements Ltd	It was agreed at the Recreation meeting on 28th February 2024 and at the Policy and Resources meeting held on the 6th March 2024 that additional budget be approved for drainage works to improve ground conditions on the driving range. An exemption was completed.	N/a	N/a	N/a
Play Areas	Scott Place Play Area Climbing Frame Repairs	£5,250	Kompan	Repairs were required to be carried out on the climbing frame at Scott Place Play Area. It was agreed at the Recreation Committee meeting on 4th September 2024 and approved at the Policy and Resources Committee meeting on 11th September 2024 that the additional capital budget of £5,250 be approved. The repairs were undertaken by the company Kompan, who provided the original installation.	N/a	N/a	N/a
Tree Works	Ash Tree Dieback Works	£6,050	Arbor 82	Various individual tree works were completed throughout the town, throughout the year, arising from storm damage and tree inspections to make trees safe.	N/a	N/a	N/a
CCTV Cameras	CCTV Sports & Golf Complex Upgrade	£18,850	Cam-Tec	A Standing Order Exemption was approved for a meeting of the Policy and Resources Committee on 17th July 2024, following consideration of all 3 quotes received and approving the preferred supplier. An additional capital budget of £8,350 was approved, from earmarked Capital Reserves. Throughout the process the preferred supplier; Cam Tec, has clearly demonstrated excellent customer support, advice and guidance to help ensure that the Council receive the best possible system. In the officer's opinion this company would provide the overall best value for money and a system which is customisable and future proof.	N/a	N/a	N/a