

Batheaston Parish Council - Finance Committee
Summary of recent and forthcoming procurements



Summary

This report sets out recent procurement of services and proposes re-procurement of services to ensure the Parish Council receives best value for money.

Recently procurements

Noticeboards

- The procurement of a total of 6 noticeboards is nearing completion; the final two boards are due for delivery in the next month.
- Steve Frayling has kindly offered to install the noticeboards. He has not accepted an offer of payment, but this will be repeated on completion – at minimum to cover any direct costs.
- The anecdotal assessment of those delivered and installed so far has been positive.

Grass Cutting

- The contracts were awarded in March of this year: to J H Jones for the Riverside, including the Secret Garden and to B&NES for the football pitch, playground and surrounding areas.
- In both cases, we have been pleased with the quality of the work so far, notably the care taken not to damage trees in the riverside area.
- ***I propose to seek prices from these contractors to continue next year.***

Stonemasonry – repairs to the Secret Garden

- This project is nearing completion; the damaged stone was removed in late August, and replacement pieces are being cut.
- It is too early to judge the finished product, but I have been very happy with their responsiveness, especially through the slightly complicated process of getting planning permission for the listed parts of the wall.

Tree Survey and Tree Surgery

- These contracts were both awarded to B&NES after competitive tender in January this year.
- There were two additional tasks added to the works in the period before the work was done, which I asked B&NES to undertake.
- The tree surgery was completed in August w/c 10th; and the survey the next week, 21st August. There remains one task for the surgery, which was not completed due to a wasp nest. The arborists propose to do this in December.
- The survey has identified further work to be done, which I will put out to tender soon (see below).

Finance Systems

- Reprocured in February 2026. The new system, Scribe, is providing substantial improvements.

Forthcoming Procurement Exercises

- **Tree surgery** – as noted above, with a possible cost of £2,000-3,000
I propose to seek tenders over the coming months, with a view to commissioning the work by December.
- **Electricity contracts** – we have four contracts, which I have procured through a broker recommended by ALCA, Clear Utility Solutions.
I propose to assess the value from other brokers, and direct purchase in the next few months.

Continuing Contracts: Possible re-procurements to assess best value.

- **Riverside Public Conveniences – Deep Cleaning.** I let this contract in March 2024 and have been reasonably happy with the service.
I propose to seek tenders in the spring for next season.
- **Insurance** - repocured in September 2023, with Zurich. The policy renews 1st October.
I propose to reprocure next year
- **Website Development and Maintenance.** This contract was established in October 2020; the annual service renews in August.
I propose to conduct an evaluation of the market in the next few months, with a view to recommending re-procurement for next August.
- **Water and waste contracts** – I repocured these two contracts in August 2024 and have been content with the service. At the time, the saving was about £100 p.a. (noting that much of the cost is fixed).
I propose to carry out an assessment of alternatives over the next few months with a view to recommending re-procurement for August 2027.

Recommendation

The Committee is asked to approve the proposed plan of action.

Richard Maccabee,
Parish Clerk and Responsible Finance Officer
15th September 2026