

Old Basing & Lychpit Parish Council Invoice log for October 2021

Date	Supplier Name	Description of goods supplied or services rendered	Facilities Expenditure	Admin / General Expenditure	Non Recov VAT	Total
01-Oct	Basingstoke and Deane Borough Council	Non Domestic rates for cemetery, Riley Lane	204.00			204.00
05-Oct	Basingstoke and Deane Borough Council	Non Domestic rates for Lychpit Hall	180.00			180.00
07-Oct	Basingstoke and Deane Borough Council	Non Domestic rates for Pavilion building, Recreation ground	165.00			165.00
14-Oct	Microsoft	Monthly Office 365 payment		18.80		18.80
14-Oct	EE Mobile phone	Emergency mobile phone		14.96		14.96
14-Oct	Sage Software	Monthly licence fee for accounting software		62.40		62.40
09-Oct	Pozitive Energy	Electric charges from 29/8 to 28/9 for Workshop	76.96			76.96
09-Oct	Pozitive Energy	Electric charges from 28/8 to 27/9 for Pumping station	16.74			16.74
09-Oct	Pozitive Energy	Electric charges from 02/8 to 01/9 for Lychpit Hall	111.18			111.18
09-Oct	Pozitive Energy	Electric charges from 28/8 to 27/9 for Pavilion Building	313.98			313.98
04-Oct	Tymoteusz Mrzyglod	Cleaning Pavilion building including toilets for Sept 21	803.60			803.60
01-Oct	Hampshire County Council	Councillor Development, Knowledge and core skills course x2		228.00		228.00
01-Oct	Hampshire County Council	Shield 3 way toilet cleaner, foam soap, hand sanitizer	137.08			137.08
01-Oct	Viking	Ink cartridges, dividers, 1st class and 2nd class stamps		203.65		203.65
01-Oct	Fuel Genie	Unleaded fuel for September 2021	59.40			59.40
01-Oct	Larkstel Ltd	Grass seed, excel minimal 8-12-8, dressing 70/30	1,050.00			1,050.00
01-Oct	Basingstoke Skip Hire	Commercial waste collection from Lychpit Hall	81.95			81.95
01-Oct	Basingstoke Skip Hire	Commercial waste collection from Recreation Ground	308.45			308.45
01-Oct	Basingstoke Skip Hire	Commercial waste collection from the cemetery	106.30			106.30
01-Oct	The Play Inspection Company	Outdoor Annual Inspection of play equipment	240.00			240.00
01-Oct	Property Security	Key Holding and mobile patrols for Sept 21	126.00			126.00
15-Oct	DYCE Energy	Gas charges for Lychpit Hall from the 27/8 to 29/9	167.45			167.45
07-Oct	Purbeck Civil Engineering	Re-surfacing to slab area at rear of Workshop	5,346.00			5,346.00
01-Oct	Mole Countrystores	Timber raisl 87x38mmx3.6, shield stake	325.80			325.80
08-Oct	Signrite Digital	400 X 555 Aluminium sign 4 colours, Riley Lane	192.00			192.00
01-Oct	GK Benford	2 Green waste disposals	90.00			90.00
12-Oct	PPL PRS	Royalties due for TheMusicLicence, Lychpit Hall	410.62			410.62
11-Oct	Affordable Plumbing & Drainage Services	Investigate water heater and fix gents urinals, Lychpit Hall	327.19			327.19
13-Oct	HM Land Registry	Maps to determine land ownership, planning Committee		9.00		9.00
12-Oct	Hampshire County Council	HCC Fee for displaying Climate change banner at 5 ways		35.00		35.00
08-Oct	Spaldings	Paper towel refills		57.60		57.60
01-Oct	Digital River	Kaspersky Small Office Security software, 2 year renewal		205.00		205.00
12-Oct	Viking	Ink cartridges		55.74		55.74
20-Oct	Allotment Deposit refund	Plot re-let	60.00			60.00
13-Oct	Fair Account	Internal Audit Services from 4/21 to 9/21		445.00		445.00
20-Oct	Old Basing Village Hall	Garden Gift Vouchers		100.00		100.00
15-Oct	Greenhouse Graphics	Climate meeting banners and A5 leaflets		378.00		378.00
28-Oct	Parish Accounting Services	Payroll, 2 QTR Man Accts, 2 QTR VAT return, preliminary budget		1,380.00		1,380.00
28-Oct	Basing Auxiliary Services	Cleaning Lychpit Hall for October 2021	172.60			172.60

39 Invoices paid this month

11,072.30	3,193.15	-	14,265.45
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Wages and salary costs, including pension contributions and national insurance
 Petty cash expenditure

11,394.96
 0

Total of Direct Debits, BACS and Cheques paid this month

£ 25,660.41

Balances at Bank as at 31/10/21

Lloyds Bank - Current Account	68637.12
Lloyds Bank - E Payment Account	9142.37
Lloyds Bank - 30 day Business Acc	170105.97
Barclays Bank - Current Account	98237.64
Total Cash at Bank	£ 346,123.10
Petty Cash	59.67
Total Cash Balanc	£ 346,182.77

RAISED BY:
 Clerk:

AUTHORISED BY:
 Chairman:

Dated:

Vice Chairman / Authorised Signatory:

Dated:

PARISH COUNCIL MEETINGS & EVENTS FOR 2022

Meetings take place on Tuesday evenings starting at 7.30 pm unless otherwise stated. Planning & Development Committee meetings may be cancelled if there are no plans for discussion. Agendas for all meetings are published prior to the meeting on the Parish Council website and notice boards

All meetings are open to the public and time allocated on the Agenda for any member of the public present to address the meeting. Meetings take place in The Pavilion at the Recreation Ground, Old Basing. If you wish to attend a meeting but have difficulty with stairs please let us know (preferably no later than 11 am on the day) to ensure the meeting takes place in a ground floor room.

All meetings will be subject to any Coronavirus restrictions in place at the time of the meeting.

MONTH	FULL PARISH COUNCIL	PLANNING & DEVELOPMENT COMMITTEE	FACILITIES MANAGEMENT COMMITTEE	FINANCE & RESOURCES COMMITTEE	OTHER MEETINGS & EVENTS
January	4 th	11 th & 25 th	18 th		
February	1 st	8 th & 22 nd		15 th	
March	1 st	8 th & 22 nd	15 th		
April	5 th	12 th & 26 th			ALLOTMENT & CEMETERY INSPECTIONS W/C 4 th April
May	3 rd	10 th & 24 th	17 th		ANNUAL PARISH MEETING Monday 16 th May
June	7 th	14 th & 28 th		21 st	
July	5 th	12 th & 26 th	19 th		ALLOTMENT & CEMETERY INSPECTIONS W/C 4 th July
August	2 nd	9 th & 23 rd			
September	6 th	13 th & 27 th	20 th		
October	4 th	11 th & 25 th		18 th	ALLOTMENT & CEMETERY INSPECTIONS W/C 3 rd October
November	1 st	8 th & 22 nd	15 th		
December	6 th	13 th			COMMUNITY PARTNERSHIP EVENING Monday 12 th at Lychpit Hall)

REPORT & PROPOSAL RELATING TO GROUNDS MAINTENANCE FROM 1 APRIL 2022 FOLLOWING THE REVIEW BY THE FACILITIES WORKING GROUP**BACKGROUND**

The Parish Council's grounds staff, Stephen and Harry have been employed by the Parish Council for 20 years and 10 years respectively. Approximately two years ago they started their business, Larkstel, and to avoid losing their expertise the Parish Council agreed to a "hybrid solution" enabling them to build their business whilst continuing employment with the Parish Council. The business has grown faster than expected and on **18 June 2021** they tendered their resignation. However, recognising that it would be difficult for the Parish Council to recruit new employees or source a contractor within 1 month and in appreciation of the Parish Council's flexibility regarding their business, the suggested leaving date was **31 March 2022** – a 9 month rather than the contractual 1 month notice period.

At its meeting on **6 July** the Parish Council agreed to form a working group to consider its options and on **16 July** the first meeting of the working group took place. A draft schedule of grounds maintenance tasks was considered by the working group and the decision taken to:

- a) To consider contracting out the work;
- b) To consider employing 2 new staff.

Based on the known cost of employing two staff and other costs the working group took the view that contracting might be more cost effective and provide more certainty of expenditure and on **20 & 21 July** the Chairman and Clerk met with Club representatives to advise them of the changes and give them the opportunity to check and amend their individual club's maintenance schedule entry to ensure this met their requirements. The maintenance schedule was updated with these amendments and a Specification and Invitation to Tender drafted for posting on the Contracts Finder website. As a back-up and to avoid any delays a job advertisement for grounds staff would be drafted should the contracting option not prove successful.

This course of action was reported to and agreed by full Parish Council at its meeting on **3 August** and copies of the maintenance schedule and specification sent to all Councillors.

On **27 August** the Specification and Invitation to Tender was posted on the Contracts Finder website with a closing date of mid-day on **27 September**.

OUTCOME OF INVITATION TO TENDER & PROPOSAL

Expressions of Interest were received from 4 companies and the detailed grounds maintenance schedule was sent to each company on the same date. Of the 4 companies, 1 did not respond, 1 advised they would not be tendering as they did not have a depot locally and tenders were received from 2 companies:

Oakwood Landscapes & Contractors and Larkstel.

The working group met on **11 October** to review tender documents from both the above and, based on these tenders, concluded that contracting the work was the most cost effective option.

CRITERIA FOR THIS DECISION

Contracting -v- Employment

1. The cost of grounds maintenance comprises 3 elements – labour, provision and upkeep of plant & machinery including insurance and purchase of seed, fertiliser and chemicals for which the Parish Council budgets approximately £105k per annum. These costs are all covered by the tender price of £80k per annum.
2. A contracted cost would be fixed for the 3 year contract period (plus annual RPI price increase) whereas costs relating to employment (equipment maintenance, fertiliser & chemicals, staff costs such as NI & Pension contributions) are likely to increase considerably in the coming years.
3. April is the busiest time of year for grounds staff and to prepare the bowls and cricket grounds for the summer season a new employee would need to be sufficiently qualified to “hit the ground running”. It is also understood there is a general shortage of grounds maintenance staff adding to the difficulty of finding at least one with suitable qualifications.

The attached schedule gives a more detailed comparison of the two options.

Oakwood -v- Larkstel

1. **Proximity to site** – Oakwood are based in Somerset – the Tender Specification states that the contractor should be based within a 10 mile radius of Old Basing to enable a quick response if needed and reduce the carbon footprint.
2. **Experience** – Oakwood (website: <https://oakwoodlandscapesandcontractors.co.uk/>) appear to only specialise in garden landscaping works – there is no indication they have the specialist knowledge required to maintain sports pitches, in particular, bowls and cricket.
3. **Quality & Standard of Work** – this is a priority, particularly for the sports pitches. Old Basing is known for the high standard of upkeep of its recreation grounds. Oakwood have not provided references nor can any be found on its website supporting this type of work. Larkstel is known to the Parish Council and the list of Councils and sports clubs provided as referees in its tender document supports the company’s expertise.
4. **Price** – There is little difference between the two quotes (both in the region of £80,000 depending on whether “out of season” work is required on the football pitches) and it is likely the Larkstel quote is more accurate due to familiarity with the work.
5. **Professionalism** – A very professional Grounds Maintenance Tender was provided by Larkstel including the Company’s Environmental Policy. This was delivered prior to the closing date both electronically and with the requested 3 hard copies. The Oakwood Tender consists of an electronic copy of the completed grounds maintenance schedule returned within 24 hours of receiving the Invitation to Tender. However, the paper copies were delayed due to insufficient postage and not received until 8 October. No information about the company was provided.

CONCLUSIONS & PROPOSAL:

1. **The Contract is offered to Larkstel.**
2. The effect (if any) on club charges resulting from this change to be considered by the Facilities Management Committee on 16 November.
3. A Contract (drafted by the Clerk) to be reviewed by a solicitor prior to implementation.
4. If the Parish Council agrees this proposal consideration to be given as to how various ad hoc tasks currently split between the grounds and office staff might be covered i.e. by employing a new member of staff or by using an “odd job person”.