

# **APPOINTMENT OF GENERAL MAINTENANCE CONTRACTOR**

*Policy & Finance January 2025*

## **1. Introduction**

1.1. This paper is presented to the January meeting of the Policy & Finance for consideration to appoint a contractor to assist with general maintenance tasks and small project work

## **2. Background**

2.1. The appointment of this contractor will support the work of the Facilities Manager and the Open Spaces Manager and his wider team.

2.2. The proposal is that M J Fletcher be appointed for 2 days per week, with a limit of 104 days across a calendar year, to carry out building and other smaller maintenance tasks that would have previously been contracted out.

## **3. Budgeting and financial information**

3.1. The quotation for this arrangement from M J Fletcher is £20,800 across the year based on £25 per hour for 2 days per week over 52 weeks per year.

3.2. Whilst this amount has not been budgeted for specifically, the daily charge will be allocated to the relevant budget based on the work carried out. For example, repairs required at the office building will be coded to either the planned or responsive maintenance line in the Fore Street Cost Centre and any repairs required within play areas or the open spaces coded to their respective planned or responsive maintenance lines, etc. etc.

3.3. There will be a cut off at which projects will still have to be quoted for outside of this arrangement based on the nature of the task and the estimated time required to complete it.

3.4. The Council has previously appointment M J Fletcher to carry out a number of projects based on the company providing the most competitive quotation. Some tasks to be undertaken within the proposed arrangement will still need sign off from Committees based on the budget the spending would fall under, for example improvement works in the Green Corridor where a specification and request for spending would still need to be submitted (to include the cost of labour within the approved days).

3.5. Whilst the proposed arrangement will save officer time, there is also a saving to be made on materials etc. as the Council can reclaim the VAT on materials purchased for said projects. As Mr Fletcher is not registered for VAT, it is not currently reclaimable when being recharged for materials.

## **4. Decision**

4.1. Does the Committee approve the appointment of M J Fletcher for 104 days per year from 1 April to assist with general maintenance and small project tasks.