

Harpenden Town Council - Contracts Agreements List

Title of Agreement	Scope	Description	Start Date	End Date	Extension Period	Supplier Name	Nominated Contact	Category	Committee Approval
Grounds Maintenance	Via SADC	Grounds maintenance services to parks, common and green spaces owned or maintained by Town Council.	01/04/2014	31/03/2024		SADC - work undertaken by John O'Connor (Grounds Maintenance) Ltd	Commons and Greens Officer	Horticulture & works	ENV 20/11/2013
Data Protection Registration	Internal to Council	Registration under the Freedom of Information Act 2000	28/03/2002	27/03/2017		Information Commissioners Office	Town Clerk	Legal Agreement	
Door to Door Delivery	Internal to Council	Quarterly delivery of Forum newsletter	June 2000	Ongoing		Royal Mail	Information and Facilities Officer	Delivery Service	
Provision of Sanitary & Additional Services	Internal to Council	Provision of sanitary bins at Town Hall, Park Hall and Leyton Road Public Toilets	Ongoing	Ongoing		PHS Group Plc	Amenities Officer	Facilities services	
Financial Management System	Internal to Council	Annual software maintenance for financial management system	01/04/2013	Ongoing		RBS software solutions	Finance Manager	ICT	
Air Conditioning Services	Internal to Council	Air conditioning maintenance at Town Council offices	23/02/2015	22/02/2018		Denmanair Ltd	Central Services Officer	Facilities services	
Maintenance of Hand Washing Units	Internal to Council	Maintenance of wallgate hand washing units at Leyton Road public toilets	01/02/2016	31/01/2019		Wallgate Ltd	Amenities Officer	Facilities services	
Telephone Calls	Internal to Council	Town Hall telephone calls	Continued 09/03/2009	25/01/2017		Chess Solutions	Central Services Officer / Information and Facilities Officer	ICT	
Automatic Barrier Maintenance	Internal to Council	Service and maintain automatic barrier and audio entry system to Town Hall car park	04/02/2013	03/02/2016		Portcullis Gate Automation	Information and Facilities Officer	Facilities services	
Electrical Installation Inspections	Internal to Council	Compliance of electrical installation (BS7671), Periodic inspections	Ongoing	29/07/2021		CES St Albans Ltd.	Business Services Manager	Facilities services	

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Emergency Lighting	Internal to Council	Emergency lighting Inspection Certificates	Ongoing	29/07/2021		CES St Albans Ltd.	Business Services Manager	Facilities services	
Storage Facility	Internal to Council	Provision of storage for maintenance team	01/09/2015	31/08/2017	Extended	Townsend Nursery Ltd	Commons and Greens Officer	Works	ENV 23/07/2015
Key Holding Service	Internal to Council	Key holding service for Town Hall and Park Hall including out of hours call out	19/04/2011	Ongoing		Black & White Key Security Ltd	Business Services Manager	Security services	PF 30/03/2011
Fire Safety Equipment	Internal to Council	Testing and maintenance of fire safety equipment in the Town Hall and Park Hall	Ongoing	Ongoing		Smiths Fire LLP	Central Services Officer	Facilities services	
SLA Harpenden History Society	Internal to Council	Use of Room in Park Hall for provision of service - as a Grant	01/04/2016	31/03/2017		Harpenden History Society	Business Services Manager	Facilities services	PF 16/03/16
Waste and Recycling Removal	Internal to Council	Rubbish and recycling collection from Town Hall and Park Hall	12/07/2016	Ongoing		Veolia Environmental Services	Information and Facilities Officer	Facilities services	
Cleaning Public Toilet	Internal to Council	Cleaning of public toilet	01/04/2012	31/03/2017	Two years - awarded from 31/03/2015	Mr B McBride	Amenities Officer	Cleaning services	ENV 07/03/2012
Lift servicing	Internal to Council	Servicing and repair of lift at Town Hall	01/05/2013	Ongoing		Chiltern Lifts	Finance Officer	Facilities services	PF 14/05/2012
Electrical Inspection Lift	Internal to Council	Electrical installation inspection lift	22/04/2012	22/04/2017		Chiltern Lifts	Finance Officer	Facilities services	
SLA Harpenden Seniors Forum	Internal to Council	Provision of service in return for grant payment	01/04/2015	31/03/2017		Harpenden Seniors Forum	Business Services Manager	Voluntary	PF 28/03/12?
Fire Alarm Systems	Internal to Council	Rental, servicing and maintenance of fire alarm systems at Town Hall & Park Hall	Ongoing	Ongoing		ADT UK	Business Services Manager	Facilities services	
Intruder Alarm Systems	Internal to Council	Rental, servicing and maintenance of intruder alarm systems at Town Hall & Park Hall	Ongoing	Ongoing		ADT UK	Business Services Manager	Facilities services	
Gas Safety Certificate	Internal to Council	Gas Safety inspection	Annual	27/07/2017		Grimwades	Information and Facilities Officer	Facilities services	
Town Floral Displays	Internal to Council	Supply, planting, maintenance, watering of hanging baskets & flowerbeds	01/11/2014	31/10/2019		Luton Traded Services	Amenities Officer	Horticulture	03/09/2014

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Telephone Services	Internal to Council	Business telephone line	16/08/2016	16/08/2018		BT	Central Services Officer / Information and Facilities Officer	ICT	
Provision of Payroll	Internal to Council	Provision of a managed payroll service	01/01/2011	05/04/2019	05/04/2016 05/04/2019	Selima	Finance Manager	Financial services	PF 03/11/2010, PF 09/09/2013, PF 10/06/2015
Photocopying	Central Buying Consortium	New photocopier contract	18/08/2015	17/08/2018		Konica Minolta	Central Services Officer	Office equipment	PF 10/06/2015
SLA Volunteers	Internal to Council	SLA Batford Spring Volunteers work in line with management plan	01/04/2012	31/03/2017		Batford Springs Volunteers	Commons and Greens Officer	Horticulture & works	
Franking Machine	Internal to Council	Franking machine provision and servicing at Town Hall	21/01/2013	21/01/2018		Neopost Ltd	Central Services Officer	Office equipment	
Leaflet Design	Internal to Council	Quarterly design of Forum newsletter	01/04/2013	31/03/2019	incl 2 year extension	Splatt Design	Information and Facilities Officer		PF 17/10/2012; PF 14/9/2016
Licence	Internal to Council	Franking machine licence		Ongoing		Royal Mail	Central Services Officer		
Childcare Vouchers	Internal to Council	Provision of childcare vouchers for council staff	09/02/2010	Ongoing		Computershare Voucher Services	Finance Manager	Community care services	PF 01/02/2010
Computer Upgrade and Support	Internal to Council	Computers and Server Support	01/12/2015	Ongoing		Cheeky Munkey	Finance Manager	ICT	PF 22/10/2014
Internal Audit	Internal to Council	SLA for review of internal control and systems	09/08/2016	31/07/2019		SIAS - Shared Internal Audit Services	Finance Manager	Financial services	PF 27/03/2013
SLA Volunteers	Internal to Council	SLA delivering Classics on the Common	01/04/2016	31/03/2019		Rotary in Harpenden	Events Officer	Entertainment	PF 13/01/2016
SLA Volunteers	Internal to Council	SLA delivering Harpenden Carnival	01/04/2016	31/03/2019		Harpenden Roundtable	Events Officer	Entertainment	PF 13/01/2016
SLA Volunteers	Internal to Council	SLA delivering Highland Games	01/04/2016	31/03/2019		Harpenden Lions	Events Officer	Entertainment	PF 13/01/2016
SLA Volunteers	Internal to Council	SLA delivering Charity Christmas Gift Fair	01/04/2016	31/03/2019		Harpenden Ladies Circle	Events Officer	Entertainment	PF 13/01/2016
Play Area Inspection Agreement	Via SADC via all Hertfordshire Councils	Order raised annually via SADC for annual safety inspections of council play areas and risk assessment report. SADC hold contract.		31/03/2017		The Play Inspection Company (via SADC via All Hertfordshire district councils)	Amenities Officer	Sports & play equipment maintenance	

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Printing	Internal to Council	Quarterly printing for Forum newsletter	01/06/2014	01/03/2019	incl 2 year extension	Warners Midlands Plc	Information and Facilities Officer		PF 05/03/2014; PF 14/09/2016
Insurance Services	Internal to Council	property, public & employee liability etc. insurance cover arranged via insurance brokers	02/07/2011	01/07/2017	01/07/2017, 3 years from July 2014	Aviva arranged by WPS Insurance Services	Finance Manager	Financial services	PF 08/06/2011 PF 02/07/2014
Insurance Services	Internal to Council	motor insurance cover arranged via insurance brokers	02/07/2011	01/07/2017	01/07/2017, 3 years from July 2014	Equity Red Star arranged by WPS Insurance Services	Finance Manager	Financial services	PF 08/06/2011 PF 02/07/2014
Banking Services	Internal to Council	General banking services	01/04/2015	Ongoing		Lloyds Bank	Finance Manager	Financial services	CNL 23/06/2014
Visa Charge Card	Internal to Council	Purchase card repaid each month	01/08/2015	Ongoing		Lloyds Bank	Finance Manager	Financial services	CNL 23/06/2014
Fuel Card	Internal to Council	Purchase card for obtaining fuel for Council vehicle, repaid each month	09/10/2009	Ongoing		All-star Business Services	Finance Manager	Financial services	
Supply of Electricity	Internal to Council	Electricity supply to Park Hall	13/01/2016	12/05/2018		E-on	Finance Officer	Utilities	
Supply of Electricity	Internal to Council	Electricity supply to Town Hall	13/01/2016	12/05/2018		E-on	Finance Officer	Utilities	
Supply of Electricity	Internal to Council	Electricity supply to Leyton Road toilets	03/02/2016	12/05/2018		E-on	Finance Officer	Utilities	
Supply of Electricity	Internal to Council	Electricity supply for Christmas Lighting	No contract.			E-on	Finance Officer	Utilities	
Supply of Electricity	Internal to Council	Electricity supply to War Memorial	13/01/2016	12/05/2018		E-on	Finance Officer	Utilities	
Supply of Electricity	Internal to Council	MUGA Pickford Hill	25/01/2016	12/08/2018		E-on	Finance Officer	Utilities	

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Supply of Gas	Internal to Council	Gas supply to Park Hall	13/01/2016	12/05/2018		E-on	Finance Officer	Utilities	
Supply of Gas	Internal to Council	Gas supply to Town Hall	13/01/2016	12/05/2018		E-on	Finance Officer	Utilities	
Cash Collection	Internal to Council	Annual order for Cash collection at monthly farmers market.		Ongoing		Parkguard Ltd	Events Officer	Security services	
Hall Booking Software	Internal to Council	Software maintenance for Park Hall Bookings system	01/08/2007	Ongoing		Tucasi	Information and Facilities Officer	ICT	
GIS System	Internal to Council	Map Editor software and annual maintenance	01/03/2008	Ongoing		Cadcorp	Commons and Greens Officer	ICT	
Off Street Parking	Via SADC	Provision of parking enforcement services & collection of income		Ongoing		SADC / NCP	Amenity Officer	Street & traffic management	
Park Hall Painting	Internal to Council	Annual Painting of Park Hall					Information and Facilities Officer	Park Hall	PF 10/06/2015