

This report will be made  
Public on 18 February 2022

# Hythe Town Council

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Report number **F&GP/33/21**

To Hythe Town Council  
Date 17 February 2022  
Status **Non Exempt**  
Responsible officer **Town Clerk**

Subject **CLEANING CONTRACT REPORT F&GP/33/21**

**SUMMARY:** This report asks the committee to discuss the quotes provided for the renewal of the cleaning contract 2022 -23 and asks the committee to review as best practice.

## REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

## RECOMMENDATIONS:

1. To receive and note the report **F&GP/33/21**
2. To choose contractor **B** for the **2022-23** cleaning contract.

## INTRODUCTION

The current contract for the Town Council's buildings are due to complete on 31 March 2022. Officers have requested three quotes based on the current cleaning schedule.

The specification is to provide cleaning services to Oakland Offices/Museum, Hythe Sports Pavilion and the Town Hall as detailed below:

Oaklands Building and Hythe Museum	Based on 2.5 hours per day Tuesday and Thursday.
Town Hall	Based on 2 hours on a Thursday. Currently deliver 2.5 hours.
Hythe Sports Pavilion, South Road	Based on 1.5 hours per day Monday and Thursday

**The Details of the Specification are attached as Appendix A.**

**Contractor A**

Quoted £8,580 per annum.

**Contractor B**

Quoted £8,505 per annum.

**Contractor C**

No response has been received.

Current staff would be tuped.

**SUMMARY**

It is recommended that Contractor B be awarded the contract based on price.

**RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The council do not contract the cleaning services for the council's buildings and the facilities become unclean and unhygienic.

**Risk** Low

**Likelihood** Low

**Preventative Action** Council instructs the Clerk to hire a contractor to secure the provision of services for the ensuing civic year.

**CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk and the Responsible Financial Officer of the Council

Tel: 01303 266152 or email [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) prior to the meeting.