



# Andover Town Council

Item No. **24**

Contractors' Contract, Costs, Insurance & Safety Checklist  
 Review of arrangements (including legal agreements) with other local  
 authorities, not-for-profit bodies and businesses. (Standing Order 5, j, x)  
 (also compliant with Financial Regulation 5.6)

**Produced for:** Full Council

**By:** Town Clerk, Deputy Clerk & Committee Officer

**Date of Report:** 10 May 2023

Contract party:	Contract and/or Service Provided:	Written contract or job spec	Cost	Frequency	RFO delegated	Risk Assessments	Public liability amount	Public Liability Insurance expiry
Worknest HR	HR advice.	✓	variable	Ad hoc	No	✓ - 20230401	£10,000,000	30 Mar 24
Simon Nightingale	SIDS installation rota	✓	£269	Monthly	✓	✓ - 20200901 Annual review	£10,000,000	13 Sep 23
Edge	Accounting package	✓	£2,200	Annual	✓	n/a	n/a	n/a
Mulberry & Co.	Audit Services	✓	£300	Bi-annual	✓	n/a	requested	requested
The Incuhive	Office space	✓	£750	Monthly	✓	✓ - 20230116	£10,000,000	21 Jul 23
Evolve – Website	Website hosting	No contract	variable	Monthly	✓	n/a	£1,000,000 & £500,000	8 June 24
Cobweb Solutions	Microsoft 365 x 23, backups & Mimecast	Order form	£250	Annual	✓	n/a	£5,000,000	8 Dec 23
Restore Datashred	Confidential Waste	CANCELLING CONTRACT						
Pan European Asset/Xerox finance	Hire of Printer/Photocopier.	✓	£334	Quarterly	✓	n/a	n/a	n/a
Mainstream Digital	Telephones	✓	£92	Monthly	✓	n/a	n/a	n/a
Vodafone Ltd	Office Mobiles	No records	£33	CANCELLING CONTRACT				
Marketplace Merchant	Rental of Card Terminal Card payment clearing	CANCELLING CONTRACT						
Pitney Bowes	Inkjet Digital Meter	✓	£9.99 + postage	Monthly	✓	n/a	n/a	n/a
Jack of All Trades	Ground works	being written	£185	Monthly	✓	✓ - 20230419	2 million	16 Apr 24
Windust Logistics	Rubbish Clearance	Each job email	variable	Ad hoc.	✓	Each job	requested	27 Dec 23

<b>Contract party:</b>	<b>Contract and/or Service Provided:</b>	<b>Written contract or job spec</b>	<b>Cost</b>	<b>Frequency</b>	<b>RFO delegated</b>	<b>Risk Assessments</b>	<b>Public liability amount</b>	<b>Public Liability Insurance expiry</b>
Oakridge Tree Landscapes	Tree works	Each job email	variable	Ad hoc.	No	Each job	5 million	31 Mar 24
MWU Treeworks	Tree works	Each job email	variable	Ad hoc.	No	Each job	requested	requested
Simon Tilling	Ground works and odd jobs	Each job email	variable	Ad hoc.	No	Each job	requested	requested
The Electrical Compliance Collective	PAT Testing Office Equipment	Appointed yearly	variable	Annual	✓	Each job	£5,000,0000	28 Sept 23
Blachere Illuminations	Christmas Lights provision	✓	£13,900.70	Annually 4 year contract, extended by 1 year	No	Each job	£10,000,000	May 23 renewing currently
Fernden Construction	Fencing work (on quoted basis)	Each job	variable	Ad hoc	No	Each job	5 million	13 May 23
Sean Wilmont	Fencing work (on quoted basis)	Each job	variable	Ad hoc	No	Each job	requested	requested
Buchanan Events	Christmas Tree Fencing	Appointed yearly	variable	Annual	No	Each job	£20,000,000	31 May 23
Elvenden Farms Ltd	Christmas Tree	Appointed yearly	variable	Annual	No	✓ Sep 21 annual reveiw	£10,000,000	31 Mar 24
MB Pest Services	Pest Controller	Appointed yearly	£400	Monthly	✓	requested	5 million	25 Nov 23
Grass & Grounds	Allotment maintenance.	CANCELLING CONTRACT						
Test Valley Borough Council	Premises Hire for meetings (Guildhall & Lights)	Booking form	variable	Monthly	✓	requested 2/5/23	requested	requested 2/5/23
HMRC	Tax & NI payments	n/a	variable	Monthly	✓	n/a	n/a	n/a
Officers	Employees	✓	variable	Monthly	✓	n/a	n/a	n/a
NEST	Pension provider	n/a	variable	Monthly	✓	n/a	n/a	n/a
LGPS	Pension provider	n/a	variable	Monthly	✓	n/a	n/a	n/a
Dataplan	Payroll provider	✓	£65	Monthly	✓	n/a	n/a	n/a
Business Stream	Water Supply – Allotment Sites	n/a	variable	Receipt of invoice	✓	n/a	n/a	n/a