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|-------------------------|-----------------------------------------------|
| <b>Meeting</b>          | Full Council                                  |
| <b>Date</b>             | 25 <sup>th</sup> February 2025                |
| <b>Report Title</b>     | Scheme of Delegation: Vehicles                |
| <b>Agenda Reference</b> | 11E                                           |
| <b>Author</b>           | Laura Cutter, Deputy Clerk & Services Manager |

#### Officer's Recommendations:

1. To resolve to suspend Financial Regulations 5.5 and 5.6 and Standing Orders 18c and 18d due to the potential detrimental impact on the Parks & Open Spaces service delivery and due to the availability of vehicles.
2. To note a Scheme of Delegation decision made by the Chief Officer/Clerk & RFO, Chairman and Vice Chairman on the 11<sup>th</sup> February 2025, which was to proceed with a contract to lease two Ford Transit 350 vehicles from Supplier B. The contract includes a service plan, roadside assistance and pre-installed trackers. Total cost is £19,080.00 per annum or £57,240.00 over the three years
3. To note that the first payment under this contract will take place in the current financial year (24/25 - March) and will be met from existing budgets 4610/307.
4. To note that the contract value per annum is £11,920.00 less than the allocated budgeted for 25/26.

#### Background

SF16 HVX was scrapped at the beginning of February 2025 due to mechanical faults outweighing the cost of the vehicle. Council received £500.00 income for scrap value. There is also a vehicle on hire which is a transit boxed style vehicle, but this is not suitable for the team's needs, collecting and disposing of green waste, at this time of year. A tipper is preferred as it would also allow for more space for tools and passengers and will be easier to dispose of the waste. Even when the Grass Team go on the mowers, the strimmers will still need a vehicle and BJ62 NLC is the next vehicle to be replaced.

The current transit boxed style vehicle will be off hired as soon as possible.

#### Timing / Availability

The Officers looked at options for short term hire but were able to negotiate a contract with a supplier under a 36 month hire contract. If the two vehicles were not taken in March 2025, the next available vehicles would have been in September, with the preferred supplier. Transit tipper vehicles are typically hard to hire as they are in popular demand amongst the building trade and local authorities.

#### Joint Procurement / Lease vs. Purchase

The Officers were asked to check with other parish councils to see if there was any scope jointly procure the vehicles. The POS Operations & Facility Manager advised that other parishes had secured hire purchase contracts instead of lease hire contracts recently, so a joint contract was not available at this time.

The POS Operations & Facility Manager would prefer to lease, as we have seen with the Goupils needing replacement batteries and swapping the hire vehicle out as seasons/resources change, having a hire vehicle is more flexible than purchasing.



### Quotations

Four different quotations and options were presented and the Officer highlighted their preferred supplier and lease length.

| Supplier | Vehicle          | Cost                                                                                             | Service Plan                                           |
|----------|------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| A        | Maxus Deliver 9  | £1,250pm each (inc. £75 service plan) + admin fee of £225                                        | MOT, Service inc. parts and tyres, roadside assistance |
| B        | Ford Transit 350 | £995 (inc. service plan) each (12 month lease)<br>£875 (24 month lease)<br>£795 (36 month lease) | Service, roadside, tyres & trackers. MOT tbc.          |
| C        | Citroen Relay    | £250 per week<br>£1000 every 4 weeks                                                             | MOT, Service including parts and tyres                 |
| D        | Ford Transit 350 | £95.00 per day cheapest                                                                          | MOT, Service including parts and tyres                 |

### Contract

As the cost of the contract over the three year term exceeds the value of £35,000.00 official public tender processes should have been followed, but due to the operational needs of the team and the detriment to the service delivery without the appropriate vehicles, the Officers requested the procurement was dealt with under the Scheme of Delegation to expedite the delivery. As such Financial Regulations 5.5 & 5.6 and Standing Orders 18c and 18d must be suspended to take a contract from 1<sup>st</sup> March 2025, thus achieving the best deal in a timely manner.

### Budgetary Information

The total cost of the contract for the 3-year duration is £57,240.00 for two vehicles. The original budgeted amount was £31,000.00 per annum and therefore there is a cost saving of £11,920.00 per annum.

### Scheme of Delegation

The Chief Officer, Chairman and Vice Chairman met on 11<sup>th</sup> February 2025 discussed the above report and agreed for the Officers to proceed.