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Village Centre
Trinity Road
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Briefing Note

Cleaning Contract

For Council on 23 July 2026

Introduction

At the Council meeting on 25 June 2026, Members agreed the specification and timetable for the future cleaning of Court Bushes Community Hub, the Village Centre and the public conveniences, from 1 September 2026 to 31 March 2032 (five years and 7 months). (Minute Ref: C26/27.044:3(i). The Finance, Governance and Estates Committee had agreed that consideration would also be given to employing an in-house cleaner, once the quotations had been received. (The final decision on the cleaning for the Village Centre will be made by the Trustees at their meeting on 23 July 2026.)

Cleaning Costs in 2025/6 and 2026/7 Budgets

For information, the costs in 2025/6 and current budgets for 2026/7 for the individual sites are as follows:

Site	Actual Costs 2025/6	Budget 2026/7	Comments
Court Bushes Community Hub	£6,280	£7,000	Kiddie Capers provide their own cleaning for the Nursery area and Club Lounge.
Public Conveniences	£4,566	£6,300	Pitt Lane toilets were closed for much of the Winter period due to vandalism, so no cleaning costs were charged.

Timetable

The cleaning specification was sent to five local contractors, including the current supplier, on 29 June 2026 with a deadline for a return of their quotes by 9am on 16 July 2026.

Quotations

Two quotes were received by the deadline of 9am on 16 July 2026 from local competent contractors. The existing supplier declined to quote. Each quote (exclusive of VAT) has been carefully evaluated for consistency against the specification, and are set out below:

Contractor A

Bid Price	Amount 1 September 2026 to 31 March 2027 £	Amount 1 April 2027 to 31 March 2028 £
Court Bushes Community Hub	2,080.28	4,351.91
Public Toilets	3,120.42	6,527.87

Contractor B

Bid Price	Amount 1 September 2026 to 31 March 2027 £	Amount 1 April 2027 to 31 March 2028 £
Court Bushes Community Hub	3,696.70	7,207.54
Public Toilets	5,545.12	10,811.30

The quotations for the 1 September 2026 to 31 March 2027 are therefore within budget. The quotations for 2027/8 are within budget for Contractor A and would be above budget for 2027/8 for Contractor B, but these costs can be built into the budget setting exercise later in the year.

Employee Option

An alternative option is to investigate employing a cleaner for approx. 21 hours a week and providing the service in-house. Unless this is split into a job share situation, then there would be issues with holiday cover or sickness absence. The costs associated with a 21 hour/week employee in 2026/7, on a pro rata salary of £17,043 (Scale Point 12) plus National Insurance contributions of £1,807 p.a. and Pension contributions of £2,557 p.a. this would be a total cost of £21,407 per annum. There would also be time spent on a recruitment process and the on-going management of the employee. Purchase of cleaning products and equipment would also need to be considered. The Village Centre would be re-charged for its 8 hours per week portion as part of the management fee re-charge each year (approx. £8,135).

Expenditure in Q1 2026/7

The budgets for 2026/7 are shown in the first table of this briefing note above. During the first quarter of 2026/7 the following cleaning costs have been invoiced for:

Site	Q1 Expenditure 2026/7
Court Bushes Community Hub	£1,468.50 (X4 = £5,874)
Public Conveniences	£891 (X4 = £3,564)

Conclusion

In summary the two quotes provided for the first full year are £4,315.91 for Court Bushes and £6,527.87 for the toilets from Contractor A and £7,207.54 for Court Bushes and £10,811.30 for the toilets from Contractor B. The option to employ a cleaner in-house would be in the region of £21,407 per annum with approx. £8,135 refunded by the Village Centre, so, equating to £13,373.

RECOMMENDATION: That the Parish Council AGREES to appoint Contractor A to provide the future cleaning of Court Bushes Community Hub and the public conveniences, from 1 September 2026 to 31 March 2032 (five years and 7 months). This would be at a cost of £2,080.28 and £3,120.42 respectively, from 1 September 2026 to 31 March 2027, and then £4,351.91 and £6,527.87 respectively from 1 April 2027 to 31 March 2028, and thereafter for the annual fee to be agreed in line with inflationary increases.