



Briefing Note

Cleaning Contract

For Trustees Meeting on 23 July 2026

Introduction

The current arrangements for the cleaning of the Village Centre were put in place in 2019 following a tendering exercise. It is now time to re-test the market for cleaning services for the Village Centre. The plan is to have eight hours a week cleaning at the Village Centre (four hours per visit, twice a week).

Cleaning Costs in 2025/6 and 2026/7 Budgets

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

Site	Actual Costs 2025/6	Budget 2026/7
Village Centre	£13,011	£13,000

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 has been carefully evaluated for consistency against the specification, and are set out below:

Bid Price	September 2026 to 31 March 2027 (7 Months) £	Amount 1 April 2027 to 31 March 2028 (12 Months) £
Contractor A	4,160.56+VAT=4,992.72	8,703.82+VAT=10,444.58
Contractor B	7,393.40+VAT=8,872.08	13,616.79+VAT=16,340.15

Please note the cost of consumables such as toilet paper, hand soap, hand towels, black bin liners and cleaning products will also be added to these costs. The estimated cost is under £1,000 per annum.

The Village Centre charity will have to pay the full amount including VAT. However, the VAT amount will be able to be claimed back by the Parish Council.



Employee Option

An alternative option is to for the Parish Council 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. So, an additional direct cost of approx. £8,135 per annum. On top of the £17,752 Management Fee paid to the Parish Council in 2026/7.

Funding

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
Village Centre	£2,772.50 (X4 = £11,090)

Conclusion

In summary the two quotes provided for a full year are £10,444.58 (Contractor A) and £16,340.15 (Contractor B). The first quote of £10,444.58 per annum is within budget. The second quote of £16,340.15 exceeds the budget. The cost of an employee (through a re-charge via the Parish Council) would be approx. £8,135 per annum plus under £1,000 for consumables.

If the Parish Council chooses to appoint a contractor and not to employ a member of staff, then the recommendation is appoint to Contractor A

RECOMMENDATION: That the Trustees AGREE to appoint Contractor A to provide the future cleaning of the Village Centre from 1 September 2026 to 31 March 2027 (7 months), at a cost of £4,992.72, and from 1 April 2027 to 31 March 2028 at a cost of £10,444.58. Thereafter for the annual fee to be agreed in line with inflationary increases.