East Dean & Friston
Parish Council

Date:	**04 April 2024**
Title:	**Report Item 12 - List of small contractors**
By:	**Sam Adeniji (Parish Clerk)**
Purpose of Report:	**To develop a list of small contractors**
Recommendations:	**To support the establishment of a list of small contractors to be shared with the Village Hall Trust**

1. Overview

1.1 As the maintenance demands across the Parish Council's portfolio of assets continue to grow, it is a good time for the Council to consider establishing a list of small contractors.

1.2 The list of small contractors can be maintained jointly both by the parish council and the Village Hall

1.3 A shared framework with the Village Hall Trust would streamline the process of accessing skilled tradespeople for various tasks, including electrical, carpentry, plumbing, and odd jobs as required.

1.4 The shared framework would also facilitate efficient communication and bidding processes, allowing for the timely completion of tasks.

1.5 A list of small contractors would play an important role in enhancing the Parish Council's ability to address maintenance demands in a cost-effective and timely manner. In addition. by working with skilled local tradespeople and implementing efficient processes, the Parish Council can uphold its commitment to maintaining high standards of quality and safety across its operations.

2. Key Components of the Trades Person Framework (these are optional):

2.1 The recommended key components of the Framework are described below these are optional and the council may wish to remove any of the components it deems unnecessary.

2.2 **Insurance and Certificates**: All tradespeople participating in the framework will be required to provide proof of insurance and relevant certificates to ensure compliance with regulatory standards and safety protocols.

2.3 **Job Posting and Bidding Process**: Regular adverts will be placed in the Parish Newsletter inviting small contractors to register with both the Parish Council and Village Hall Trust for the range of skills/tradesperson that is required.

2.4 **Jobs will be posted on WhatsApp**, providing tradespeople with the opportunity to review, and bid on a whole-job basis. This transparent bidding process will enable efficient cost management and ensure competitive pricing.

2.5 **Flexibility and Choice**: Tradespeople participating in the framework will have the flexibility to pick and choose the work they wish to undertake based on their availability and expertise.

2.6 **Likely Completion Date:** Each job posted on the framework will include a likely completion date, allowing for effective planning and scheduling. This ensures the timely completion of tasks and minimises disruptions to operations.

2.7 The framework will be reviewed each year to meet the Parish Council's data protection responsibilities and adjusted as appropriate to meet the Parish Council's maintenance demands.

3. Conclusion

3.1 The parish council is asked to approve the creation of a list of small contractors to be shared with the Village Hall Trust. Creating a list of contractors aligns with the Parish Council's Financial Regulations by promoting transparency, accountability, and efficiency in procurement processes. By implementing a structured framework, the parish council can effectively manage costs, track expenditures, and ensure adherence to budgetary constraints as there will be more than one quotation received