



To: The Leisure & Amenities Committee

From: Town Clerk, Cathy Kennedy

Date: 3rd September 2024

1. REASON FOR REPORT

The purpose of this report is to seek the L&A Committee's approval to source three quotes for a new lease agreement for a maintenance vehicle. The current lease will expire on 7th December 2024, and it is important to ensure a smooth transition to avoid any disruption in council maintenance operations.

2. BACKGROUND

On 20th July 2021, I presented a report to the council detailing the reasons why I felt it was important for the maintenance team to be provided with a company vehicle to carry out town council duties. At that time, the team were using their own vehicles, hence claiming monthly mileage and causing wear and tear to their own vehicles. The town council agreed to the lease, and for the past three years, the following lease agreement has been in place.

Vehicle: VOLKSWAGEN TRANSPORTER T28 SWB DIESEL 2.0 TDI 110 Startline Business Van

Lease Duration: 3 years

End Date: 7th December 2024

Annual Cost: £2,500

3. FINDINGS

The use of a company vehicle has enhanced the flexibility and reliability of the maintenance team's work, reduced the need to claim mileage, and most importantly, improved the team's overall efficiency.

4. REQUEST FOR NEW LEASE APPROVAL

To maintain and further improve the efficiency and flexibility of the maintenance team, I propose that the committee approve my request to source three new quotes for the lease of a new van.

Annual Lease Cost: Up to £3,500

5. RATIONALE FOR INCREASED BUDGET

- **Inflation:** The proposed annual lease cost of up to £3,500 accounts for inflation and market adjustments over the past three years. The increase ensures the Town Council remain competitive in sourcing a reliable vehicle that meets maintenance needs.
- **Market Trends:** Preliminary market research indicates that lease prices have risen. Budgeting £3,500 will allow the Town Council to obtain a suitable vehicle without compromising on quality or reliability.
- **Fuel Costs:** Although the current annual fuel bill is £1,584, setting aside £2,000 provides a buffer for any unexpected fuel price increases or additional mileage that may be required.

6. CONCLUSION

Approval will enable officers to begin the procurement process in a timely manner and ensure that the Maintenance Team have a new vehicle in place before the current lease expires.

7. FOLLOW UP ACTIONS

If the Committee agree to the above proposal, three quotes will be sourced and presented to the Leisure & Amenities Committee at its meeting on the 1st October 2024, and the Committees Recommendation will be presented to the Full Council on the 15th October 2024.

Thank you for your consideration.

Approval:

Approved by: _____

Date: _____