

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING
TUESDAY 21ST JANUARY 2020**

LJ/2019

31 December 2019

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 12i) – SEVERN PARK – TEMPORARY TOILETS

AIM

1. To consider delegating to the Responsible Financial Officer the procurement of mobile toilets for use at Severn park from February to September 2020.

BACKGROUND

2. The Town Council has for a number of years provided through a sub-contract a small number of mobile toilets at Severn Park; last year 3 toilets were provided (1 x male, 1 x female and 1 x disabled toilet).
3. In 2019 the toilets were provided for 29 weeks at a cost of £70 per week. At times it was necessary to procure additional cleaning to maintain an adequate service. The contract ran from 1st March 2019 - 3rd November 2019; with the final costs totalling £3,816.
4. The Town Council has allocated a budget of £3,500 for the provision of mobile toilets in FY 2020/21.

DISCUSSION/ COMMENT

5. Service provision has been adequate in recent years. The nature of the service is that the toilets can often be misused, badly treated by users or even minor vandalism; should that happen early in a week then the service for other users until the next clean will deteriorate quickly.
6. The Council has tendered for the service in recent years and gone with the lowest tender.
7. The level of service and quality of toilets is something to be considered other than just the price and where small differences in price arise it might be wise to spend a little extra on an improved service.
8. Deciding upon the purpose of the service might be helpful, are the toilets:
 - a. to encourage visitors.
 - b. To provide emergency/ last resort toilet facilities.

9. Reconsidering and confirming the number of toilets needed would also be helpful as would the frequency of cleaning. It is likely that the toilets are more heavily used on a weekend therefore a clean on Friday evening or Saturday morning followed by an additional clean on a Monday might dramatically improve the service (at a cost of course).
10. Shortening the period of the contract e.g. from mid-April to the beginning of September could allow more frequent cleaning; less of a service but an improved one when in operation.
11. There will need to be some headroom in the budget to allow for additional cleans to allow the property and grounds manager to react to urgent needs (e.g. in the case of vandalism).
12. Cost for toilets vary somewhat and this might well be down to a number of factors (one being quality of service).
13. The management of any contract should fall to the Outdoor and Properties manager.

FINANCIALS

14. The draft budget for 2020 for public toilets on Severn Park is £3,500. There has been a conscious decision by the Council that some similar service should continue into 2020/21.
15. Financial regulations (11.1(h)) require the Council to strive for 3 quotes when the cost is between £1,000 and £5,000 and regulation 10.3 sets out the overriding principle of obtaining value for money at all times.
16. At last years rate £3,500 would provide xx weeks coverage (assuming 1 visit per week)

SUMMARY

17. The Town Council is likely to want to provide some toilets in Severn Park during the busier summer months.

OPTIONS

18. Provide 3 toilets for 25 weeks from mid-March to late September.
19. Provide 3 toilets for 20 weeks (less than above) from Easter weekend to 1 September and allow the property and grounds manager to purchase additional cleans during the busier periods (likely to be around May bank holidays and school holidays)

RECOMMENDATION(s)

20. It is recommended that the Town Council:

Agrees to a slightly shortened season than normal for the provision of mobile toilets to allow the savings to be used to ensure a higher level of service during the likely busier periods.

And

RESOLVES:

To delegate to the Responsible Financial Officer the procurement of the Severn Park mobile toilets contract for 2020 and acknowledges that the lowest price might not necessarily be the best value.



Lee Jakeman
Town Clerk