

**Report**

Officer: Ros Williams – Deputy Town Clerk
Date: 29th February 2024
Meeting: Town Council - 19th March 2024

Payroll Contract**Aim**

1. To approve the payroll contract for Bridgnorth Town Council

Background

2. The Town Council has for a number of years been in a contract with Shropshire Council to provide payroll services.
3. The service delivery has met specification and expectations.

Discussion/Information

4. Five companies have been approached to provide quotations for a 1-year and 3-year contract based on the current specification and requirements.
5. We have received quotes from three companies.

Finance

6. The budget for FY 2024/2025 is set at £8,500 for professional costs. This includes costs for HR and H&S Contracts, property valuations, reports on Lavington Gardens.
7. The current contract is due to expire on 31st March 2024.
8. The table below shows the quotations from each company:

Company	1-year	3-year
Company A	£1,510	£1,700 per year
Company B	£2,000 plus £250 set up fee	To be increased in year 2 and 3 to reflect increases in staff costs
Company C	£3,240 plus £400 set up fee	No quote
Company D	Chose not to quote	
Company E	Unable to fulfil requirements	

Summary

9. The RFO has reviewed and compared the quotations and has made the following:

Recommendations/Options

The Council are asked to consider the following recommendation:

- to enter into a new 3-year contract with Company A at a cost of £1,700 per annum
Once the decision has been made:
- to delegate to the RFO the task of setting up the new contract with the relevant contractor.