


Community and Governance Committee Meeting	 Market Drayton Town Council
Agenda Item: 10.CG Market Drayton Sports Association Electrical Work	
Date: 9 March 2023	
Appendix: CG138	

Procurement for Electrical Upgrade at Greenfields Sports Ground by Market Drayton Town Council

Market Drayton Town Council, following legal advice, has resolve to carryout out the procurement for the upgrade of the electrics at Greenfields Sports Ground.

The advice received states Town Council can procure the electrical work provided that the expenditure is:

- ‘(1) contracted for by the parish/town council,
- (2) paid for entirely from parish/town council funds and
- (3) there is no element of contribution to the project from the Sports Association, then the council may incur the expenditure, recover the VAT and gift the refurbishment works to the Association without restriction.

Any contribution from the Sports Association would constitute a Vatable supply by the council and Output VAT equal to 1/6th of the contributions received would be payable to HMRC.’

This will be a one-off procurement carried out by the Town Council.

The gifting of the electrical works undertaken will be subject to agreement from Market Drayton Sports Association that the Town Council is not liable for any ongoing maintenance of the electrics or for any unrelated electrical issues that arise after the work is completed.

The Procurement Process

The process will be carried out in line with the Town Councils Financial Regulations. As the Tender Opportunity will be over £30,000 it will be advertised on Contracts Finder.

A tender pack will be prepared which will include condition reports for each building/section of work along with a schedule of works.

Any costs incurred in producing reports for the tender document will be paid for from reserves earmarked for the electrical works at Greenfields Sports Ground.

All companies who express an interest in tendering must carry out a site inspection, these will be co-ordinated by the Town Clerk.

Once the tender opportunity is advertised there will be a six week period for tenders to be returned.

The tender documents received will be considered at Town Council and the Town Council will resolve who to award the contract to. If the tenders received are for more than £80,000 the Council reserve the right not to award the tender.

A Repair and Maintenance Contract template to be purchased from the Joint Contract Tribunal Ltd. This will be populated and issued.

The successful company to provide new satisfactory condition reports before payment is made.

Payment of the contract will be once Market Drayton Town Council and Market Drayton Sports Association are satisfied the works have been completed.