

Contract Standing Orders Waiver Report



VAIVER REQUEST REPORT

Committee:

Finance Committee

Date:

21 January 2020

Title of Report:

Ryde Town Council Newsletter – Beacon Magazine

Report from:

Administration Officer

SUMMARY

This report details the request for a waiver from the requirements of the Contract Standing Orders of the Council in order to enter into a contract with Beacon Media Limited for the Ryde Town Council newsletter to be published within the monthly edition of the Beacon Magazine. This is distributed to residents of Ryde and the surrounding areas and informs residents of news and ongoing work of the Council.

BACKGROUND INFORMATION

The contract waiver would cover the period 1 April 2020 to 31 March 2021 This would be at a discounted cost of £5,060 excluding VAT (Monthly cost of £460 excluding VAT). This cost allows for a monthly full-page newsletter. Additional half pages, if required, would be at the discounted rate of £230 excluding VAT. This cost is the same as the previous year.

If the Town Council wishes to continue with the existing arrangements , then the only option is to enter into a formal contract with Beacon Media Limited, the only supplier that is able to publish the Town Councils newsletter in the Beacon Magazine, and hence for the need to agree a contract waiver in accordance with the Council's current approved Contract Standing Orders.

WAIVER REQUEST

Although the estimated value of the contract is within the current delegated authority of the Clerk. The nature of the waiver is for reasons of compliance with

the Councils Contract Standing Orders (CSO's) and Financial Regulations (FR's). In accordance with clause 2.3.3 of the CSO's any contract that has an estimated value over £5,000 must seek at least three written quotations from bone fide suppliers.

LEGAL IMPLICATIONS

If the waiver is approved and the authority given to the Clerk to the Council, then arrangements will be made to enter into a contract with Beacon Media Limited for a from 1 April 2020 and terminating on 31 March 2021 for the inclusion of the Town Councils Newsletter within the Beacon Magazine.

FINANCIAL IMPLICATIONS

The contract will be funded from the Council's 2020- 2021 budget. The cost, excluding VAT, for the services to be provided will be £5,060 plus VAT.

OPTIONS

That the Finance Committee approves this request for a waiver and that this decision be reported to the next Full Town Council meeting for noting.

That the Finance Committee do not approve the request for a waiver of the Councils Contract Standing Orders and refer the decision to the next Full Town Council meeting.

RECOMMENDATIONS

That the Council's Finance Committee approves the request for a waiver of the Contract Standing Orders of the Council for the award of a contract to Beacon Media Limited for the publication of the Town Councils Newsletter within the monthly edition of the Beacon Magazine, and that this decision be reported to the next Full Town Council meeting for noting.

That the Clerk to the Council is given Authority to award the contract to Beacon Media Limited for the period 1 May 2019 to 31 March 2020 at a total cost of £5,060 plus VAT to cover a full-page.