

2024/25 Grant Budget Information

Budget Information - Small/Urgent (2024/25)

Budget at 1st April 2024	£ 10,000
Budget used so far (Urgent Grants)	£ 1,542 (Stepping Stones Pre-Nursery)
Small Grants Recommended by P&F (October 2024)	

Remaining Budget

£ 8,458

Budget Information - Revenue (2024/25)

Budget at 1st April 2024	£ 40,000
Budget allocated for Revenue Grants (pre 2024)	£ 29,493
Budget used so far (Urgent Grants)	£ 18,700 (Pride & Create Glos & Neuro Thrive CIC, Community Assoc)
Remaining Budget	-£ 8,193

Budget Information (2025/26 - Revenue)

Cam, Dursley & Uley Joint Woodland Committee	£ 1,000 Agreed in 2020/21 process
Dursley Rugby Football Club	£ 2,000 Agreed in 2022/23 process
Dursley & District Association for the Transport of the Disabled and Elderly (DATE)	£ 500 Agreed in 2022/23 process
Dursley Male Voice Choir	£ 2,000 Agreed in 2022/23 process
Home-Start Stroud and Gloucester	£ 7,000 Agreed in 2022/23 process
Citizens Advice Stroud and Cotswold Districts Ltd	£ 5,500.00 Agreed in 2023/24 process
Various Grants recommended by P&F (October 2024)	

Revenue budget required for 2025/26

£ 18,000

Grant Information - P&F (Grants) Committee Meeting on the 10th September 2024 & Council on 2nd October 2024.

				Requested Supporting Information					
Name of Applicant/Organisation	Type of Grant	Amount requested	Brief description of the reason for grant funding.	Length of time group has been operating	Estimated Number of beneficiaries	Does group have a Management committee /steering group	Does group have a Formal Constitution	Does group have an Equal Opportunities Policy / Statement	Annual record of accounts and/or recent bank statement provided with application
The Brightwell (West of England MS Therapy Centre)	Small	£ 100	Empowering Independence Project	Since May 1986	less than 10	Yes	Yes	Yes	Yes
Dursley In Bloom	Small	£ 2,350	Staging for green house and plants	Since 2011	More than 500	Yes	Yes	Yes	Yes
Kingshill House	Small	£ 730	Hand Dryer	27 years	More than 500	Yes	Yes	Yes	Yes
Dursley Town Girls FC	Small	£ 500	Storage Unit	18 years	100 to 250	Yes	Yes	Yes	Yes
Dursley & District Good Neighbours	Small	£ 500	Mileage payments to volunteer drivers	Since 1976	250 to 500	Yes	Yes	Yes	Yes
Cam Sports Club	Small	£ 2,500	New mower	77 years	100 to 250	Yes	Yes	Yes	Yes
1st Dursley Scout Group	Small	£ 900	New Coolboxes	100+ years	More than 500	Yes	Yes	Yes	Yes
World Jungle	Small	£ 3,600	Community Fundays (school holidays)	18 years	250 to 500	Yes	Yes	Yes	Yes
Cotswold Vale Talking Newspaper	Small	£ 135.44	PR leaflets	29 years	100 to 250	Yes	Yes	Yes	Yes
Dursley After Hours	Small	£ 2,000	Musicians for six events	Since May 2021	More than 500	Yes	Yes	Yes	Yes
Tyndale Monument Trust	Small	Not Stated	Maintenance/Guiding of Cross	Since 1926	More than 500	Yes	Yes	Yes	Yes
Dursley Town AFC (Boys)	Small	£ 500	Equipment	1900	50 to 100	Yes	Yes	Yes	Yes
Dursley Town AFC (Ladies)	Small	£ 1,000	Equipment	22 years	50 to 100	Yes	Yes	Yes	Yes
Dursley Town AFC (Mens)	Small	£ 600	Equipment	130 years	100 to 250	Yes	Yes	Yes	Yes
Dursley Rugby Football Club	Revenue	£ 10,000	Improved access & facility incl lighting	Since 1953	More than 500	Yes	Yes	Yes	Yes
Parent & Carer CIC Alliance	Revenue (3 year)	£ 2,000	IT Support	6 years	More than 500	Yes	Yes	Yes	Yes
GL11 Community Hub	Revenue	£ 5,290	DiversTea café in Dursley weekly	Since 2001	100 - 250	Yes	Yes	Yes	Yes
The Dods	Revenue (3 year)	£ 2,400	Rehearsal Costs (Youth)	71 years	More than 500	Yes	Yes	Yes	Yes
Chantry Centre	Revenue	£ 8,957	Insurance, electrical works, alarm works	10+ years	More than 500	Yes	Yes	Yes	Yes
Dursley Welcomes Walkers	Revenue (3 year)	£ 500	Annual Walking Festival/Social Media	13 years	250 to 500	Yes	Yes	Yes	Yes
Great Western Air Ambulance Charity	Revenue	£ 3,000	A critical care mission	16 years	More than 500	Yes	Yes	Yes	Yes
Breakheart Community Project	Revenue (3 year)	£ 5,000	Hire of stone crusher, quad bike and fencing materials	16 years	More than 500	Yes	Yes	Yes	Yes
Dursley Tabernacle Community Food Hub	Revenue	£ 7,500	Food Hub Co-ordinator/Kitsugi Hope Wellbeing Group	2 years	100 to 250	Yes	Yes	Yes	Yes
Wild Acres CIC	Revenue (3 year)	£ 2,200	Operational Costs	3 years	More than 500	Yes	Yes	Yes	Yes

Dursley Town Council Grants Policy

Approved December 2021

Dursley Town Council is committed to providing assistance and support to local community or voluntary groups which are set up to promote community life for Dursley residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Dursley Town Council.

The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

Dursley Town Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Dursley Town residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

Grant Types

Dursley Town Council provides 3 types of grant funding, so that it can provide the most sustainable support to a broad range of local voluntary and community groups.

Small Grants

These grants are usually for less than £500 and are normally offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

Revenue Grants

These grants are available to community organisations which provide a significant service to the community. They are given to support the groups' normal running costs and can also be used to fund salaries (not existing posts) or for match funding to other funding bodies. In principal revenue grant funding, can be awarded for up to 3 years. These grants are dependent on an annual review when the continuation of the grant will be considered in respect of any change in the circumstances of either the applicant or the Town Council.

Urgent grants

In exceptional circumstances Dursley Town Council will consider applications for urgent funding. Groups wishing to apply must complete an application form which will be considered at the next available full council meeting. A covering letter should explain the reason for urgency.

Eligibility

Who we will fund:

- Registered Charities
- Charitable Incorporated Organisations
- Community and Voluntary Groups set up and run by a voluntary, unpaid management committee
- Not-for-profit limited companies and Community Interest Companies, with two or more directors
Companies limited by shares are only eligible to apply if the grant is treated as restricted and will not make a profit for the organisation.
- New organisations applying for a Small Grant (we may consider paying the grant to an established organisation that is prepared to accept and administer the grant on their behalf).

Who we will not fund:

- Organisations that do not provide a service to the community in Dursley.
- Individuals or appeals supporting an individual.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Organisations that have a closed or restricted membership.
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- Local authority maintained, grant maintained, academy and private schools, or care services² (this does not include Parent Teacher Associations).
- Organisations based outside the UK

Things we do not fund:

- General appeals.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Existing staff posts
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.
- Repayment of loans.

The Grants Process

Grant Criteria

Dursley Town Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Dursley and the impact the grant will make.
- Evidence of a professionally managed group including previous experience and track record.
- Financial sustainability and viability of group and/or project.
- Evidence of partnership working.

- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.

Applications

Groups must apply for Small/Revenue grant funding using the appropriate application form between 1st April and 31st August each year. Urgent Grants can be submitted at any time.

Grant application forms can be downloaded from the Council's website or are available from the office. The office can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed, and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Policy & Finance committee for consideration in October of each year and ratified at the November Council meeting.

All applicants will usually be notified of Council's decision before mid-December.

Payment timetable

Successful applicants for **Small Grants** will receive their award in the November / December of the year of application.

Applicants for **Revenue Grants** will receive funding in the financial year following their application, with payment being made in May/June. An initial payment of 90% of the grant will be made with the remaining 10% being paid on receipt of the evaluation information.

Successful applicants for **Urgent Grants** will normally receive payment within 1 month of the grant decision.

In some circumstances the payment date(s) may differ, and this will be set out in the grant award confirmation letter.

Grants will only be paid by BACS payment, made out to the bank account of the named organisation.

Monitoring and Evaluation

It is a condition of the grant to provide grant evaluation information. Failure to do so will affect any future grant funding applications.

Groups are expected to provide Dursley Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Dursley. The written report should include: a financial update, including any unspent funds; how the benefit was measured and any problems with delivery.

We would welcome any feedback on our grant process as part of the evaluation.

This information should be submitted, within 3 months of the event/project end or by the end of February each year, whichever is sooner, so that it can be reported at the Annual Town Meeting.

General Grant Conditions

- Small grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- You must comply with all statutory laws and regulations relating to the work they will deliver, including, but not limited to: health and safety, data protection and equality.
- Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy and provide a copy with your application
- You must maintain adequate insurance at all times, and we may ask you to send us copies of your policies. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have purchased using the grant.
- Should for any reason the organisation disbands, or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites. The Council's logo may be used for this purpose.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- All successful applicants must submit evaluation information within the stated time periods.
- In the event of a dispute the Dursley Town Council decision is final.

Additional grant conditions may also be attached to any funding from Dursley Town Council, and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Cleaning Maintenance Contract – Dursley Town Council/Dursley Town Trust/Dursley
Tabernacle URC

STANDARD CONDITIONS OF CONTRACT

1. Contract Documents

The Contract Documents will comprise:

- Standard Conditions of Contract
- Specification of Works
- Form of Tender
- Plan showing locations of buildings
- Schematic Diagram of Tabernacle Church (Zones)
- Plan of toilet block (to be constructed)
- Dursley Town Council's Procurement Policy – including Approved Contractor application form.

2. Officer

The Lead Officer will be the Town Clerk from Dursley Town Council, referred to as “the council”. The contact for the Tabernacle United Reformed Church, referred to as “the Tabernacle” will be the Site Administrator.

3. Contract Requirements

The works **will** include the regular cleaning of:

- a. Jacobs House, Castle Street, Dursley GL11 4BS;
- b. The Vibe Youth Centre, 3 Parsonage Street, Dursley, GL11 3BW (Zone 1);
- c. The Tabernacle Church, 3 Parsonage Street, Dursley, GL11 3BW (Zones 3,4 &5).
- d. Town Hall, Market Place, Dursley
- e. The disused telephone box adjacent to Jacobs House, Castle Street, Dursley, GL11 4BS

The works **may** include the regular cleaning of a new toilet block which is due to be open to the public in 2025:

- f. Pavilion Toilet Block, War Memorial Recreation Ground, Kingshill Road, Dursley.

Please note that there is **NO** Zone 2 included within this contract.

A final decision on this part of the contract will be made by “the Tabernacle” representatives and will be subject to available budget.

4. Site Details

a. Jacobs House, Castle Street, Dursley GL11 4BS.

Jacobs House is a historic building which “the council” rent from the Town Trust to

provide office facilities. The office is split over three levels and includes:

Ground Floor

- Entrance vestibule/storage area
- Reception office/small meeting room
- Stairs (to first floor)

First Floor

- Kitchen
- Landing
- Office
- Toilet
- Stairs (to second floor)

Second Floor

- Landing
- Meeting room

b. The Vibe, 3 Parsonage Street, Dursley, GL11 3BW (Zone 1)

This site of the youth centre is owned by the Dursley Tabernacle URC, who jointly with “the council” converted the accommodation area to a youth centre, which opened in January 2015. The center currently provides regular youth sessions six days a week from a range of providers and is available for private hire.

The youth center is situated on the ground floor and comprises of:

- Entrance Hall
- Meeting Room/Computer Suite
- The Vibe Centre, including an open plan kitchen, pool/snooker area and “den” area.
- Urinal Cubicle
- 2 x Toilets/washrooms

c. The Tabernacle Church, 3 Parsonage Street, Dursley, GL11 3BW.

The Tabernacle operates on a complex site which incorporates a suite of community premises in addition to the more traditional Church facilities. The premises are divided into zones for ease of management. Community facilities are used by the Church and by a wide range of community users and hirers seven days a week.

The site has been split into 5 zones:

Zone 1 is the Vibe Youth Centre (as detailed above).

Zone 2 is an area within the Church not included within this cleaning tender.

The following Zones (3-5) are included in the cleaning tender.

Zone 3 - Community Rooms (separate building on same site)

- Large Hall
- Kitchen/Reception Area
- 2 Toilets/Washrooms
- Lounge

Zone 4 - Upper Hall and Adjacent Rooms

- Stairs/Landing/Lobby Area
- 3 Toilets/Washrooms
- Large Hall
- Kitchen
- Chapel
- Reception Area
- Rear Corridor

Note: Further Office and Toilet may be added during contract period

Zone 5 - Upper Parsonage

- 3 Offices
- 1 Meeting Room
Corridor/Stairs/Landings

d. Town Hall, Market Place, Dursley

Dursley Town Hall is available for private hire and managed by the Town Trust Committee. The building requires a monthly clean and includes:

- Internal stairs
- Main Hall
- 1 toilet/washroom
- 1 kitchen

e. Disused telephone box adjacent to Jacobs House, Castle Street, Dursley, GL11 4BS

The traditional red telephone box has been adopted by Dursley Town Council with the telephone disconnected. Since 2016 it has been used to store a community defibrillator.

f. Pavilion Toilet Block, War Memorial Recreation Ground, Kingshill Road, Dursley

Dursley Town Council have obtained planning permission to build a new public accessible toilet block onto the existing Sports Pavilion at the War Memorial Recreation Ground (WMRG) in Dursley. This toilet block is expected to be completed early in 2025 and when opened will be included within this cleaning maintenance contract.

The toilet facility will include three units which will be available to the public.

One of the units will meet the requirements of a Changing Place facility (BS8003-2:2018). A Changing Place toilet provides sanitary accommodation for people with multiple and complex disabilities who have one or two assistants with them and are designed for people who cannot use a standard accessible toilet.

The other two units will be unisex with the usual toilet facilities.

5. Workmanship and Equipment

The workmanship shall conform to all relevant British Standards, Specifications and Codes of Practice.

The Service Provider should supply the necessary cleaning materials and equipment required to carry out the cleaning items listed in the schedule. Such materials and equipment will be of a high standard, non-harmful to the environment and suitable for use in an office/youth centre environment.

6. Additional Instruction

The Town Clerk may from time to time request an additional visit; this is to be charged at the normal contract rate for services provided.

7. Duration of Contract

The duration of the Contract will be from Thursday 2nd January 2025 until 31st December 2028. There will be an opportunity to extend the contract for a period of two years until December 2030, subject to approval of the Council, the Tabernacle and the agreement of successful tenderer. This decision will be confirmed on or before June 2028.

8. Form of Tender

Tenders are to be priced as per the dates shown on the Form of Tender.

There will be no opportunity to alter the rates tendered during the initial 3-year term. The successful tenderer will be invited to revise the rates for the two-year extended period (if offered) prior to the agreement of the extension.

All tenderers will be notified of the decision and outcome of the tender process.

9. Payment to Service Provider

The Service Provider will submit a monthly account, in arrears, throughout the duration of the contract. The payment will be made within 30 days by BACS payment.

The monthly account for the Jacobs House, The Vibe Youth Centre, the telephone box and toilet block is to be sent to the Town Clerk and addressed to Dursley Town Council.

The monthly account for the Tabernacle will be sent to Site Administrator, Dursley Tabernacle URS, 3 Parsonage Street, Dursley GL11 4BW.

The monthly account for the Town Hall is to be sent to the Town Clerk and addressed to Dursley Town Trust.

Invoices presented for payment must include a schedule of the works completed.

10. Termination of Contract

The Council may, without reason terminate the Contract, in writing, giving three months' notice.

11. Insurance

The Service Provider is required to have a minimum of £5,000,000 public liability insurance for Contracts.

A current Certificate of Insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract.

The Service Provider shall indemnify "the council" against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify "the council" of any action likely to cause injury or damage to a third party.

12. Health and Safety

The Service Provider shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

The Service Provider shall produce leaflets, technical information and any other information requested by the Town Clerk/Site Administrator in relation to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

13. The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

~~"TUPE" will be applicable. The current provider currently pays the staff member £9.00 per hour, along with NEST pension scheme at minimum contributions. Hours worked at Jacob's House are 2 hours per week and at The Vibe Youth Centre 6 hours per week. The staff member is allocated 20 days holiday per annum (pro rata), plus Bank Holidays. TBC~~

14. Notes to Tenderers

Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works. Tenderers are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

A price shall be inserted against each item on the Form of Tender.

No alteration to the text of the Form of Tender is to be made by the Service Providers tendering. Should any alteration, amendment, note or addition be made, it will not be recognised, and the reading of the printed schedule will be adhered to.

A regular inspection will be carried out by the Town Clerk and/or Site Administrator throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

Tenderers must submit information to show the company's experience in providing good quality cleaning services e.g. company brochure, reference list or quality certification.

Completed tenders can be sent via the post, hand delivered or electronically.

Only fully completed and signed Form of Tenders received prior to **12 noon on the TBC** will be considered, otherwise they will be deemed invalid.

**DURSLEY TOWN COUNCIL
FORM OF TENDER**

Contract: **Cleaning Maintenance – Dursley Town Council/Dursley Town Trust/Dursley Tabernacle URC**

Period: **January 2025 to December 2028**

Description of Works: **General (internal) cleaning of the council office, youth centre, Tabernacle Church, telephone box, Town Hall and public toilet block.**

To: **The Town Clerk, Dursley Town Council, Jacob's House, Castle Street, Dursley, Glos, GL11 4BS.**

Dear Sirs,

Jacobs House, Castle Street, Dursley, GL11 4BS

N/A	Individual Cost for one weekly visit	£ _____ (Box 1)
	Monthly Cost (Box 1 x 4 weeks)	£ _____ 0 (Box 2)
Total Cost for Jacobs House: January 2025 to December 2028 (Box 2 x 36 months)		£ _____ 0 (Box 3)

The Vibe Youth Centre, 3 Parsonage Street, Dursley, GL11 3BW

Zone 1	Individual Cost for three weekly visits	£ _____ (Box 4)
	Individual Cost for one weekend visit	£ _____ (Box 5)
	Total Weekly Cost (Box 4 + Box 5)	£ _____ 0 (Box 6)
	Monthly Cost (Box 6 x 4 weeks)	£ _____ 0 (Box 7)

Total Cost for The Vibe Youth Centre January 2025 to December 2028 (Box 7 x 36 months) £ _____ 0 (Box 8)

Zone 3	Individual Cost for one weekly visit	£ _____ (Box 9)
	Monthly Cost (Box 9 x 4 weeks)	£ _____ 0 (Box 10)

Total Cost for Zone 3 January 2025 to December 2028 (Box 10 x 36 months) £ _____ 0 (Box 11)

Zone 4	Individual Cost for one weekly visit	£ _____ (Box 12)
	Monthly Cost (Box 12 x 4 weeks)	£ _____ 0 (Box 13)

Total Cost for Zone 4 January 2025 to December 2028 (Box 13 x 36 months) £ _____ 0 (Box 14)

Zone 5	Individual Cost for one weekly visit	£ _____ (Box 15)
	Monthly Cost (Box 15 x 4 weeks)	£ _____ 0 (Box 16)

Total Cost for Zone 5 January 2025 to December 2028 (Box 16 x 36 months) £ _____ 0 (Box 17)

Dursley Town Hall,

	Individual Cost for monthly weekly visit	£ _____ (Box 18)
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Total Cost for Town Hall: January 2025 to December 2028 (Box 18 x 36 months) £ _____ 0 (Box 19)

Telephone Box adjacent to Jacobs House, Castle Street, Dursley, GL11 4BS

	Individual Cost for one weekly visit	£ _____ (Box 20)
	Monthly Cost (Box 20 x 4 weeks)	£ _____ 0 (Box 21)

Total Cost for Telephone Box: January 2025 to December 2028 (Box 21 x 36 months) £ _____ 0 (Box 22)

Pavilion Toilet Block, War Memorial Recreation Ground

Individual Cost for five weekly visits	£ _____ (Box 23)
Individual Cost for one Saturday visit	£ _____ (Box 24)
Individual Cost for one Sunday visit	£ _____ (Box 25)
Total Weekly Cost (Box 23 + Box 24 + Box 25)	£ _____ 0 (Box 26)
Monthly Cost (Box 26 x 4 weeks)	£ _____ 0 (Box 27)
Total Cost for toilet block January 2025 to December 2028 (Box 27 x 36 months)	£ _____ 0 (Box 28)

All Sites (Total Contract Value)

Total cost for contract period: January 2025 to December 2028 (Boxes 3 + 8 + 11 +14 +17 + 19 + 22 + 28)) £ _____ 0 (Box 29)

Insert values in shaded boxes only.

This tender is open for your consideration and acceptance for a period of 120 days from the date that the tender is received by Dursley Town Council.

I/we understand that the Council does not bind itself to accept the lowest or any tender received.

I/we confirm that all staff employed to work on the project will be paid a living wage.

I/we enclose evidence of public liability insurance (minimum £5m) and employer's liability insurance.

I/We agree to honour all the terms and conditions set out in the said Conditions of Contract and Specification and to sign a formal contract embodying these Conditions if required so to do and until such a contract is entered into, the Quotation with the unconditional acceptance thereof in writing shall be the Contract.

I/We agree that should any arithmetical or other errors be discovered before acceptance of this offer in the priced specification submitted by me/us, these errors will be dealt with in accordance with Alternative 1 Sections 6.3.1 & 6.3.2 of the 'Code of Procedure for Single Stage Selective Tendering (1996)'.

Dated this _____ day of _____ 2024

Signature _____

Name (printed) _____

Company: _____

Address: _____

Tel No: _____

Email: _____

Specification Index

<u>Clause 1</u>	<u>Cleaning</u>	<u>Page No.</u>
1(a)	General	2
1(b)	Site Security	3
1(c)	Standards	3
2	Special Instruction	3
3	Relations with the Public	3
4(a)	Extent of Works – Jacobs House	3
4(b)	Extent of Works – The Vibe Youth Centre	4
4(c)	Extent of Works – The Tabernacle – Zone 3	5
4(d)	Extent of Works – The Tabernacle – Zone 4	6
4(e)	Extent of Works – The Tabernacle – Zone 5	7
4(f)	Extent of Works – Town Hall	7
4(g)	Extent of Works – Telephone Box	8
4(h)	Extent of Works – Pavilion Toilet Block	8
5(a)	Additional Info – Youth Centre/Tabernacle – Materials	9
5(b)	Additional Info – Youth Centre/Tabernacle – Waste Management	9

1. Cleaning

1 (a) General

The weekly cleaning at **Jacobs House** is to be carried outside of the normal working hours - 9am to 5pm. The day of the week is at the discretion of the contractor but where possible should remain consistent throughout the contract. The Town Clerk should be notified if there are any changes to the “normal” cleaning day.

Dursley Tabernacle URC (known as The Tab) operates on a complex site which incorporates a suite of community premises in addition to the more traditional Church facilities. The premises is divided into zones for ease of management. Community facilities are used by the Church and by a wide range of community users and hirers seven days a week.

The cleaning at **The Vibe Youth Centre** is to be carried out four times a week and at all times should avoid any scheduled youth service or church sessions. For tender purposes the contractor should allow for three weekday cleans and one weekend clean per week.

The dates and times for **The Vibe Youth Centre** will be agreed with the service provider and the Town Clerk with the contractor having visual access to the youth sessions online diary to aid scheduling. The weekly cleaning at Vibe Youth Centre is to be carried outside of the normal working hours - 9am to 5pm.

The Cleaning at **The Tabernacle URC** is to be carried out 6 times a week in different zones Monday/Tuesday/Thursday/Friday and one short visit Saturday morning and should avoid any scheduled Community Delivery.

Zone 1 (Vibe)	Zone 2 (Church)	Zone 2 (Community Rooms)	Zone 2 (Upper Rooms)	Zone 2 (Upper Parsonage)
3 visits per week before 8am or possibly after 9.30pm weekdays	N/A	1 visit a week possibility of rising to 2 as use increases before 10 am	1 visit per week possibility of rising to 2 as use increases before 10am	1 visit per week before 9am
Tues, Thurs, Sat	Fri	Mon or a Fri	Fri (Mon)	Fri

The cleaning of the **Town Hall** is to be carried out monthly and should avoid any private hires.

The **Telephone Box** to be cleaned once per week at the same time as the Jacobs House cleaning.

The Cleaning of the **Pavilion toilet block** at the War Memorial Recreation Ground is to be carried out daily. The toilet block is expected to be opened in early 2025.

1 (b) Site Security

The cleaning operative(s) will be required to sign for a key/fob and be responsible for the buildings remaining secure and alarmed (where applicable) during and after visits of all buildings included in the contract.

1 (c) Standards

If the service provider fails to carry out sufficient cleaning to maintain the standard throughout the contract, any payment will be reduced by the proportion deemed appropriate by the Town Clerk.

2 Special Instruction

The Town Clerk may instruct the service provider to clean more or less frequently than specified if this should be necessary because of a special occasion. The monthly account will be adjusted accordingly.

Where an additional clean is required for a special occasion or other requirement, then the council shall pay for such a clean as an extra in accordance with the schedule of rates.

3 Relations with the Public

In dealing with the public the service provider's staff shall observe common courtesy and politeness even though such may not be reciprocated and take all reasonable steps to ensure good relations between the public, the Council and the service provider's staff.

4 Extent of Works4(a) Extent of Works – Jacobs House

The extent of the cleaning is to include:

Service To Be Provided	Weekly	Monthly
Remove finger marks from entrance door	X	
Empty all office waste bins into large bins at ground floor storage area.	X	
Vacuum Carpeted landings and staircases	X	
Vacuum all carpeted floors	X	
Damp mop hard floors.	X	
Clean kitchen worktops, sinks, taps, tiles, etc.	X	
Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc.	X	
Wipe clean and disinfect telephones, keyboards etc	X	
Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' 0" (Papers and files not to be moved)	X	
High dust all ledges, lintels etc to normal ceiling height.		X
Vacuum upholstered furniture		X
Toilets – Brush floor surface, wash & disinfect floor.	X	

Service To Be Provided	Weekly	Monthly
Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat	X	
Toilets – Replenish toilet facilities using client's own materials.	X	

4(b) Extent of Works – The Vibe

The extent of the cleaning is to include:

Service To Be Provided	Per Visit	Weekly	Monthly	Annually
Remove finger marks from entrance door		X		
Remove finger marks from interior window panes		X		
Empty all office waste bins	X			
Remove rubbish and place in wheeled bins	X			
Vacuum all carpeted floors	X			
Damp mop hard floors.	X			
Replenish blue roll and soaps in kitchen		X		
Wipe clean kitchen worktops, sinks, taps, tiles etc.	X			
Wipe clean inside of small kitchen equipment e.g. microwave etc		X		
Wipe clean inside of large kitchen equipment e.g. fridge, oven etc		X		
Wipe clean inside of kitchen cupboards and drawers				X
Wipe Clean Extractor Hood		X		
Wipe clean interior of dishwasher and replenish salt, rinse aid.			X	
Remove finger marks and spillages from doors, light-switches, cupboards, glass screens, windows etc.	X			
Wipe clean and disinfect telephones, keyboards etc		X		
Wax polish or damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' 0"			X	
High dust all ledges, lintels etc to normal ceiling height.			X	
Vacuum upholstered furniture			X	
Wipe clean walls				X
Toilets – Brush floor surface, wash & disinfect floor.	X			
Toilets – Wash/dry polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat	X			
Toilets – Replenish toilet facilities using client's own materials.	X			
Toilet – Wipe clean and disinfect tiled walls		X		

4(c) Extent of Works – The Tabernacle Church – Community Rooms (Zone 3)

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Other
Damp mop all hard floors (kitchen/reception/toilets)	X			
Sweep wooden hall floor	X			
Vacuum carpeted floor (lounge)	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside*.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe clean kitchen worktops/hob/sink/tiles/taps etc	X			
Wipe clean inside small kitchen equipment (eg. microwave)			X	
Wipe clean inside large kitchen equipment (eg. fridge/oven etc.)			X	
Replenish Blue roll, soap and other consumables from clients own stock as required	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Toilets – sweep, wash and disinfect floors	X			
Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat.	X			
Toilet- replenish toilet facilities using client's own materials as required	X			

4(d) Extent of Works – **The Tabernacle Church – Upper Rooms (Zone 4)**

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Other
Damp mop all hard floors (kitchen/lobby/toilets)	X			
Sweep wooden hall floor	X			
Sweep Chapel floor	X			
Sweep/vacuum stairs	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe clean kitchen worktops/hob/sink/tiles/taps etc	X			
Wipe clean inside any small kitchen equipment (e.g. microwave)		X		
Wipe clean inside large kitchen equipment (e.g. fridge/ovens etc.)		X		
Replenish Blue roll, soap and other consumables from client's own stock as required	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Toilets – sweep, wash and disinfect floors	X			
Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat.	X			
Toilet- replenish toilet facilities using client's own materials as required	X			

4(e) Extent of Works – **The Tabernacle Church – Upper Parsonage (Zone 5)**

The extent of the cleaning is to include:

Service to be provided	Per Visit	Weekly	Monthly	Annually
Vacuum all carpeted areas	X			
Empty all waste/recycling bins, remove and place rubbish in wheeled bins outside*.	X			
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X			
Wipe desks, keyboards, phones and shelving etc	X			
Wipe all screens with appropriate cloth and cleaner	X			
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout			X	
Vacuum upholstered furniture			X	
Keep Cleaning cupboard tidy and ensure floor is kept dust free	X			

4 (f) Extent of Works – **Town Hall, Market Place, Dursley**

Service to be provided	Per Visit	6 monthly
Damp mop all hard floors (kitchen/toilets)	X	
Sweep and polish wooden hall floor	X	
Sweep internal stairs	X	
Empty all waste/recycling bins, remove and place rubbish in Jacobs House waste bins.	X	
Remove finger marks from doors/handles, light switches, cupboards, glass screens, windows, walls etc. where appropriate throughout.	X	
Wipe clean kitchen worktops/hob/sink/tiles/taps etc	X	
Wipe clean inside small kitchen equipment (eg. microwave)	X	
Wipe clean inside large kitchen equipment (eg. fridge/oven etc.)	X	
Replenish Blue roll, soap and other consumables from clients own stock as required	X	
Damp wipe furniture, ledges, cabinets, skirtings etc to a height of 6' throughout	X	

Service to be provided	Per Visit	6 monthly
Vacuum upholstered furniture		X
Toilets – sweep, wash and disinfect floors	X	
Toilets – wash, dry, polish toilet seat, wash interior surfaces of toilet bowl and sink. Disinfect toilet seat.	X	
Toilet- replenish toilet facilities using client's own materials as required	X	

4 (g) Extent of Works – **The Telephone Box, Castle Street, Dursley.**

The extent of the cleaning is to include:

To wipe down the internal panes, surfaces and the external panes once per weekly visit.

4(h) Extent of Works – **Pavilion Toilet Block, War Memorial Recreation Ground**

Service to be provided	Per Visit	Weekly	Monthly
Cisterns: Wipe-Buffer	X		
Fixed Equipment and Fittings: Wipe-Buffer	X		
Mirrors: Polish-Buffer	X		
Hand Dry Units: Wipe-Buffer	X		
Sink: Wipe-Buffer, Replenish	X		
Soap Dispensers: Wipe-Buffer, Replenish	X		
Urinals: Brush/Scrub and Wash	X		
W.C. Pans: Brush, Wash, Buffer and Descale	X		
Wash Basins: Wash, Wipe-Buffer	X		
Waste Receptacles: Empty	X		
Wash & Dry Units: Wipe-Buffer	X		
Toilet Roll Dispensers: Wipe-Buffer, Replenish	X		
Cubicles: Wipe-Buffer		X	
Doors: Wipe-Buffer		X	
Ledges: Wipe-Buffer		X	
Walls: Wipe-Buffer		X	
Screens: Wipe-Buffer		X	
Signs: Wipe-Buffer		X	
Ceilings: Dust and Wipe-Buffer			X
Pipework: Wipe-Buffer			X
Ventilators: Brush			X

5 Additional Information – **Vibe Youth Centre and Tabernacle Church**

5(a) Materials

Cleaning company provide own cleaning liquids, mops, cloths and vacuum. Client provides consumables, soap, paper towels, toilet paper, bin bags etc.

COSHH sheets for cleaning items on our site must be provided.

5(b) Waste Management

We have 3 types of bins on site. The main bins are situated on the main drive by the Church front door. These are emptied weekly and/or fortnightly.

Food Waste Bin – only for food waste items should be in a green compostable bag – food caddies are in all kitchen spaces for this purpose – users of site are encouraged to empty these at the end of sessions but they should be checked and emptied if necessary.

Recycling – these items should be in a clear sack and placed in the Grey bin – our recycling is mixed (ie plastics and cardboard together)

Landfill – items should be in a blue sack (can put a black sack in the blue) and placed in the blue bin.

Items that are not in a colour coded sack **DO NOT GET COLLECTED** – No Black bin sacks or loose items to be in main bins

We pay per sack so where possible the sacks should be full – if there is not a huge amount of rubbish we do have both a recycling bin and landfill bin internally that can be used in this instance and location of these and use of will be explained during site orientation.

Dursley Town Council 2024/25

Bank Accounts Investments & Charges at : 2nd September 2024

Bank Account	Balance	Date of Last Statement	Interest Rate	Interest Earned in 2024/25
Lloyds Bank - Instant Access Account	£ 48,216	02/09/2024	1.00%	£ 441.95
Lloyds Bank - Electronic Tarriff Account (Business)	£ 4,645	02/09/2024	0.00%	£ -
Petty Cash	£ 219	02/09/2024	n/a	£ -
	<u>£ 53,080</u>			<u>£ 441.95</u>

Investments (Long Term)	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
Public Sector Deposit Fund	£ 610,000	Continuous		5.03%	£ 10,429.55
Total sum held (Bank Accounts & Current Investments)	<u>£ 663,080</u>				<u>£ 10,429.55</u>

Investments	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
None to date					£ -
Total Interest Earned in 2024/25					<u>£ 10,871.50</u>

Bank Charges	Date	Charge	Date	Charge
Monthly Charge for Lloyds "Electronic Tariff" Account	Apr-24	£ 8.70	Oct-24	
	May-24	£ 7.79	Nov-24	
	Jun-24	£ 14.82	Dec-24	
	Jul-24	£ 8.87	Jan-25	
	Aug-24	£ 12.10	Feb-25	
	Sep-24		Mar-25	
			Total	£ 52.28