



## Broadstairs & St Peter's Town Council Quarterly Transparency Report

Time period covered by the report: 1<sup>st</sup> January to 31<sup>st</sup> March 2020

List of expenditure exceeding £500 (NET) – Excluding salaries and grants

Best In Tents – Marquee Hire VE Day
Box Green Landscapes – garden maintenance Pierremont Hall x 2 payments
Boys and Maughan Solicitors – Conveyancing fees x 2 payments
Broadstairs Carpets Ltd- New carpets for Pierremont Hall x 3 payments
Business Stream – water charges
CT10 Parochial Charities – Lease of Culmer's
Earths Anchors Ltd – 4 new recycled benches
EK Fire Extinguishers
E.Saunders Electrical – Repairs to Pierrmont Park lights
Form Fit Out – Pierremont Hall refurbishment x 2 payments
KCC wedding licence
Kent Property Estates Ltd- groundworks for UKPN works Retort House
Matthew Coppard- Pierrmont Hall Venue website
Nisbets- supplies and furniture for Pierremont Hall event spaces x 2 payments
Phonographic Performance Ltd
Probe Security- Patrols 3 x payments
Public Works Loan Board- repayments of loan
Rubicon Building Consultancy – Project management fees, Pierremont Hall
Sandwich Glass- Replacement windows at Retort House
SSE Scottish Hydro- Electricity x 3 payments
Standfast Alarm- Callout fees
Terence Painter Estate Agents- marketing fees
Thanet District Council- Albion St Car park suspension of bays for UKPN works, Retort House
Thanet District Council – Premises Licence Fee
The Isle Magazine – spread for summer edition of Pierremont Hall
Top Branch Tree services- tree works
Total Cleaning Services – Pierremont Hall Cleaning x 3 payments
Total Glazing – secondary glazing Music Room
Urban Design and Surveying Ltd – Project management fees, Retort House
Venture Telecoms – Installation of new phone system
Whitehead Monkton- solicitors contract fees for Retort House management

List of formal Tenders undertaken in accordance with the Town Council Financial Regulations

Item/Service	Dates of formal tender on Contract Finder	Date public notice/advert was placed in local newspaper
Festoon lighting for Viking	10th March 2020- 6 <sup>th</sup> April	

Bay	2020	
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Items and services purchased that required three quotes in accordance with the Financial Regulations

	Were three quotes obtained Y/N	If no, provide explanation
Best In Tents – Marquee Hire VE Day	Y	
Box Green Landscapes – garden maintenance Pierremont Hall x 2 payments	Y	Formal Tender
Boys and Maughan Solicitors – Conveyancing fees x 2 payments	Y	
Broadstairs Carpets Ltd- New carpets for Pierremont Hall x 3 payments	Y	
Business Stream – water charges	N	Water provider
CT10 Parochial Charities – Lease of Culmer’s	N	N/A tenancy agreement
Earths Anchors Ltd – 4 new recycled benches	Y	
EK Fire Extinguishers	N	Only 2 quotes were able to be sourced
E.Saunders Electrical – Repairs to Pierrmont Park lights	N	Used contractor who had previously installed the lights
Form Fit Out – Pierremont Hall refurbishment x 2 payments	Y	Formal Tender
KCC wedding licence	N	Standard KCC licence fee
Kent Property Estates Ltd- groundworks for UKPN works Retort House	Y	Formal Tender
Matthew Coppard- Pierrmont Hall Venue website	Y	
Nisbets- supplies and furniture for Pierremont Hall event spaces x 2 payments	N	Individual supplies each came to less than £500
Phonographic Performance Ltd	N	Standard licence fee
Probe Security- Patrols 3 x payments	N	Existing contract
Public Works Loan Board- repayments of loan	N	Existing loan arrangement
Rubicon Building Consultancy – Project management fees, Pierremont Hall	Y	
Sandwich Glass- Replacement windows at Retort House	Y	
SSE Scottish Hydro- Electricity x 3 payments	N	Existing Electricity contract
Standfast Alarm- Callout fees	N	Existing contract
Terence Painter Estate Agents- marketing fees	Y	

Thanet District Council- Albion St Car park suspension of bays for UKPN works, Retort House	N	Standard TDC fee
Thanet District Council – Premises Licence Fee	N	Standar TDC licence fee
The Isle Magazine – marketing spread for summer edition of Pierremont Hall	N	Most widely distributed magazine in Thanet chosen
Top Branch Tree services- tree works	N	Emergency works required at short notice
Total Cleaning Services – Pierremont Hall Cleaning x 3 payments	Y	Tender process
Total Glazing – secondary glazing Music Room	Y	
Urban Design and Surveying Ltd – Project management fees, Retort House	Y	Tender
Venture Telecoms – Installation of new phone system	Y	
Whitehead Monkton- solicitors contract fees for Retort House management	Y	

Signed: \_\_\_\_\_



\_\_\_\_\_ Responsible Financial Officer