
CONTRACT STANDING ORDERS - MONITORING REPORT – REVENUES AND HOUSING MANAGEMENT DIVISION

1 SUMMARY

- 1.1 This report advises Members of the use of delegated powers.

2 INTRODUCTION

- 2.1. In accordance with Contract Standing Order 3.6, this report deals with orders placed by the Revenue & Housing Management Division for the period 1st October 1999 to 31st March, 2000.

3 ORDERS RAISED

3.1 Orders up to £300

Many of the orders are of low value and the Corporate Director (Finance & External Services) has exercised his authority under CSO 3.3 in respect of orders up to £300.

| | |
|------------------|-----------|
| Number of orders | 85 |
| Total Value | £7,636.53 |

3.2 Orders above £300

| | £ |
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| 1 Local Authority Trading Premises Contribution to Tribunal Costs | 5,000.00 |
| 2 Community Development Services Advertising Space – A-Z Direct | 1,500.00 |
| 3 Stellisons – Purchase of heavy duty w/machine for sheltered scheme | 1,350.40 |
| 4 Chartered Institute of Housing – Subscription for Guidance Manual | 850.00 |
| 5 Addax Media - Your Home photographs | 307.00 |
| 6 Addax Media – Your Home 1 st edition | 2379.00 |
| 7 BT – 3 additional lines for Tunstal equipment | 469.96 |
| 8 BT – 3 additional lines for Tunstal equipment | 366.88 |
| 9 DEK Cleaning Cleaning upholstered chairs | 310.86 |
| 10 BA Removal Services | 319.15 |

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| 11 Training: | |
| Martin Ward – 5 places | 635.00 |
| Basildon College – 2 places | 1,044.00 |
| Chartered Institute of Housing 3 places | 616.88 |
| Academy – 6 places | 700.00 |
| Marlowe Associates – 4 places | 550.30 |
| Academy 2 places | 1,600.00 |
| British Parking Assoc. – 2 places | 481.75 |
| HFTA – 2 places | 446.50 |
| P&S Business Management – 3 places | 300.00 |
| Chartered Institute of Housing – 3 places | 646.26 |
| Academy - 5 places | 900.00 |
| Paul Russell Training – 23 places – Council Tax law update. | 500.00 |
| 12 Intercard – New Swipe card for rents | 3205.00 |
| 13 Stapes UK – Portable photocopiers | 338.72 |
| 14 Addax Media Your Home Spring Edition | 2379.00 |
| 15 Stellisons – Heavy duty dryer for sheltered scheme | 891.00 |
| 16 Sycamore Upholstery – Recover chairs sheltered scheme | 2,080.00 |
| 17 Direct Access Services – New lines for Tunstall | 1248.00 |
| 18 Sycamore Upholstery – Recover chairs sheltered scheme | 1,352.00 |
| 19 Mr. Horsnell – Hillcrest Road purchase of road building material (Minute 103/00) | 400.00 |
| 20 Banking Automation - ATM supplies | 780.00 |
| 21 Metric Group - Supplies for Ticket machines | 332.90 |
| 22 Metric Group Pkg Division – Supplies for Ticket machines | 618.65 |
| 23 Rebus Local Govt. - System upgrade | 1650.00 |
| 24 Academy – System Upgrade | 2040.00 |
| 25 Mayhew McCrimmon – Council Tax Stationery | 1409.00 |
| 26 Mayhew McCrimmon – Council Tax booklets | 3681.00 |
| 27 Plastisign – Taxi License Supplies | 550.68 |
| 28 Evening Echo – Public Notice – Council Tax | 1328.04 |
| 29 Tipper Signs – Taxi signs | 5412.50 |
| 30 Mayhew McCrimmon - Letterheads | 513.00 |

4 RESOURCE IMPLICATIONS

- 4.1 All sums paid are within approved revenue budgets for that current financial year.

5 RECOMMENDATION

5.1 It is proposed that the Committee **RESOLVES**

To receive the report (HR&HM)

S. J. Clarkson

Head of Revenue & Housing Management

For further information please contact Sheila Ebbs on (01702) 546366