

PROCUREMENT INFORMATION

The code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000.

For each invitation, the following details must be published:

- Reference number
- Title
- Description of the goods and/or services sought
- Start, end and review dates
- Local authority department responsible

The code requires that local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

For each contract, the following details must be published:

- Reference number
- Title of agreement
- Local authority department responsible
- Description of the goods and/or services sought
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax (VAT) that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a result of an invitation to quote or a published invitation to tender
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number

Worth Parish Council publishes details of invitations to tender and contracts as below.

INVITATION TO TENDERS

Title	Description	Relevant dates
Operation Watershed	Flood alleviation works at King George V Playing Field, Crawley Down	ITT open 1.4.25-30.4.25, work planned Autumn 2025
Civils Package 2	Civils contract for Copthorne Recreation Ground	ITT open 6.5.25-2.6.25

**CONTRACTS ENTERED WITH A VALUE EXCEEDING £5,000
QUARTER ONE 2025-26**

Description	Supplier	Value	Dates	ITT published?	Type of supplier
Repairs to street lights	Streetlights	£5,400 plus VAT	Contract entered April 2025	No	N/A
Repairs to street lights	UK Power Networks	£9,238 plus VAT	Contract entered April 2025	No	N/A
Repairs to street lights – remedial	Streetlights	£6,000 plus VAT	Contract entered April 2025	No	N/A

CONTRACTS ENTERED WITH A VALUE EXCEEDING £5,000 2024-25

Description	Supplier	Value	Dates	ITT published?	Type of supplier
Insurance premium	Zurich	6,841.22	2.5.24-3.5.26, part of a 3 year agreement ending in 2026	No	N/A
Street light energy	EDF Energy	Approximately £29,448 per year	Annual contract ending September 2025	No	N/A
Notice boards	The Acorn Workshop	£8,304	Fitted July 2024	No	SME
Street light column replacement	UK Power Networks	£19,674	Contract entered October 2024	No	N/A
Tree felling	Copthorne Garden Services	£6,300	December 2024	No	N/A
Emergency repairs to street lights	Streetlights	£6480	September 2024-March 2025	No	N/A
Emergency repairs to street lights	Streetlights	£21,834	September 2024-March 2025	No	N/A
Lease of room	St Johns Church, Copthorne	£8,000	May 2025-April 2026	No	N/A