

<b>Committee</b>	<b>FULL COUNCIL</b>
<b>Date</b>	<b>17<sup>th</sup> September 2018</b>
<b>Agenda Item</b>	<b>14</b>

### **Buying new car park Excess charge tickets**

When HTC first started managing its own car parks, and car park attendants were able to issue Excess charge tickets, hundreds of rolls of tickets were ordered. Firms making such tickets are used to printing at least 100 rolls for each customer. We still have thousands of tickets in a box, but the old address of HTC appears on the tickets 3 times, which sometimes causes the offender to send payment to Mill House, (even though we stick on a label with the new address) and there are other inaccuracies to be amended relating to the Parking Order. It is important that the information on the tickets is correct, as staff otherwise have difficulty in requesting payment.

We need to order some new tickets with the new address. HTC uses about 500 tickets per year, so needs to order around 50 rolls (3000 tickets) which would last us 6 years approximately.

### **Quotations**

Contractor 1	45 rolls	383.30 (exc VAT)
Contractor 2	45 rolls	483.25 (exc VAT)
Contractor 3	45 rolls	519.13 (exc VAT)
Contractor 4	45 rolls	762.90 (exc VAT)
Contractor 5	45 rolls ( current provider)	634.00 (exc.VAT)

There is a budget allocation of £700 for buying new car park tickets. We bought new parking tickets in May 2017 (54,000 @ £267.30). We do not currently need to buy any more, but spending the £383.30 charged by contractor 1 would leave us with funds to do so.

**Recommendation:** that HTC agrees to have new excess charge tickets printed, by Contractor 1 at a cost of £383.30 (exc VAT) and that this expenditure should come from the allocated budget.

*Sarah Greateorex*

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Town Clerk