

STROUD TOWN COUNCIL – TENDER BRIEF FOR INSURANCE 2024 to 2029

The Council's current insurance contract is due for renewal on 25th June 2024. Tenders are invited for a combined insurance policy including property, liability and miscellaneous risks for a 5-year contract. Please note that motor insurance is not included.

A detailed schedule of the Council's requirements is attached for tendering purposes.

Tenders must be returned by 12.00 hrs on Friday 10th May 2024 in hard copy in a sealed envelope marked INSURANCE TENDER for the attention of the CEO (Town Clerk). Electronic tenders will not be accepted.

In view of the likely interest in this contract it will not be possible to accommodate individual meetings, telephone discussions or site visits with potential bidders.

Written queries may be submitted up to 15/4/2024 and answers to all queries will be added to the published tender documents.

ABOUT THE COUNCIL

Stroud Town Council came into being in 1990 after pressure from local residents for a greater say in how their town is run. It is made up of 18 elected councillors representing six wards.

The Council staff work in two teams headed by the CEO (Town Clerk). The total headcount is 16 posts; FTE 12.3. The total staff budget for 2024-25 is £554,393.

The office team includes a Deputy CEO; finance, administration, project and community development officers, a fundraiser and a cleaner.

The Green Spaces team includes three full-time rangers and a part-time assistant led by the Green Spaces Manager.

The Council works with many community groups and volunteers.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. The Council owns five allotment sites providing just under 200 plots. Each site is managed by a plot-holder association.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget for 2024–25 of £1,032,576 of which the precept funds around 94%. The balance largely comes from cemetery income, and grants.

We have shown long term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

The Council owns a number of substantial properties including its office at Thanet House and two community venues: Lansdown Hall and the Stroud Subscription Rooms. The two venues are leased to charities. All of these properties are Grade 2 listed.

Future plans

Bidders should be aware that the Council is in the process of purchasing new premises in Stroud, which will in future house both the office and green spaces teams. The new property is not included in the specification for this tender because it is unclear whether the sale will complete before the renewal date.

Insurance Requirements

The Council is currently insured with Zurich Municipal on a Select for Local Councils policy. It is our wish to retain the same level of cover and policy benefits wherever possible. The Tender Specification details our cover requirements.