



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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BRAUNSTONE CIVIC CENTRE Kingsway, Braunstone Town, Leicester LE3 2PP

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TENDERS INVITED

PROVISION OF A PRE-SCHOOL

THORPE ASTLEY COMMUNITY CENTRE

Lakin Drive, Thorpe Astley, Leicester, LE3 3RU.

TENDERS ARE INVITED from suitably experienced providers for provision of a pre-school from Thorpe Astley Community Centre, LE3 3RU from August 2017 until July 2020:

- The pre-school provider shall provide a pre-school for a minimum amount of hours for the year and pay Braunstone Town Council a fixed fee for use of the premises. The provider will be in receipt of all incoming monies to the Early Years Childcare.
- The Council will bear the cost of the general rate, heating, lighting, general power and water rates.
- The provider will bear the cost of leaving the Main Hall, outside play area and the kitchen in a clean and tidy state after use by the pre-school. General cleaning will be undertaken by the Council and all other areas of the premises will be cleaned at the expense of the Council.
- The provider shall be responsible for the payment of all Government dues involved in running the Service, including VAT, Income Tax, National Insurance etc and shall, if requested provide the Council with evidence of having done so.
- The provider will be responsible for receiving all deliveries of stock during the period of this contract. The Council will not accept liability for any stock deficiencies.

Specification and tender documents are available from Braunstone Civic Centre, Thorpe Astley Community Centre and the Braunstone Town Council's Website: www.braunstonetowncouncil.org.uk

Tenders must be in the form prescribed by the Council and delivered enclosed in a plain, sealed envelope, endorsed "Tender – Thorpe Astley pre-school" to the Office of the Executive Officer & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP, not later than:

9am on Monday 24th April 2017

For further questions and a site visit, please contact the Office of the Executive Officer & Town Clerk (contact details above).

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

Signed:

Darren Tilley, Executive Officer & Town Clerk

Dated: 6th March 2017

Location

Braunstone Town is the largest civil parish within the district of Blaby in Leicestershire, with a population around 17,000 with around 8,000 households.

The parish is urban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is a large council estate, known as the Braunstone estate. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley, which includes Thorpe Astley Park and Community Centre.

The Council

The Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"

The Council was granted Quality Status in February 2004, re-accredited in January 2009 and was awarded Foundation status under the Local Council Awards Scheme in January 2014.

Pre-school Child Care at Thorpe Astley Community Centre

The Thorpe Astley Community Appraisal in 1999, received survey responses from over 500 Thorpe Astley residents of all ages, this appraisal identified a potential need for a Playgroup/pre-school.

Since the community centre opened in October 2010, an early years pre-school has been provided during school term time from the main hall. From the school year 2010/2011 until 2015/2016 the times of opening were Monday to Friday (term time) 8.30am – 3pm (1pm on a Tuesday). During the current school year (2016/2017) the times of opening are Monday to Friday (term time) 8.30am – 1pm.

On 2nd December 2016, the current provider informed the Council that it could no longer offer childcare from the centre and formally gave notice to terminate, stated they would confirm the final date of the term.

The pre-school is provided from the Community Centre using the Main Hall (maximum capacity 80); with access to an outdoor play area, storage space, kitchen and children's toilet facilities.