

Name of Company	Purpose	Location	Ref No:	Meter No/Site Reference:	Term	Start date	End Date	Notice Required	Notes
2 Circles Communications	Landline in office	Town Hall				01/03/2016	28/02/2020	at least 30 days or extends for another full year	
	Parks Alarm Line	Depot			24mths	01/04/2019	31/03/2021	ongoing	
ADT Fire & Security	Mayor's Parlour intruder alarm	Mayor's Parlour							£355.04 in 2017/18
Active Security	CCTV Town Hall Maintenance	Town Hall			1Year	23/10/2019	22/10/2020		Maintenance contract £121pa
	Fire Alarm Maint	Town Hall			1Year	23/10/2019	22/10/2020		Maintenance contract £337.63pa
		CAB				23/10/2019	22/10/2020		Maintenance contract £281pa
		The Barn				23/10/2019	22/10/2020		Maintenance contract £281pa
		Day Centre				23/10/2019	22/10/2020		Maintenance contract £281pa
		Pavilion				23/10/2019	22/10/2020		Maintenance contract £281pa
Art Security	Parks Depot intruder alarm	Parks Depot			3 Year	01.04.19	31/03/2022	2 months	£180pa
Axis Lifts	Lift Maintenance	Town Hall			annual	01/04/2019	31/03/2020		£487.50pa - 6 service visits
	Lift Maintenance	Pavilion			annual	01/04/2019	31/03/2020		£325.00pa - 4 service visits
Castle Water	Water	Watermans Allotments 52 Market Place - OFS Cemetery Recreation Grd, Pavilion, MM Flower Bed, Station Road Flower bBed Mkt Place Town Hall	96A50059 97T072297 97T072296 00A036092					ongoing	
Chipside Ltd	ECNs and cashless parking payments	Mill Meadows						ongoing	
	Charge per ECN issued								£3.49 per ECN issued
	Sim card for handheld device								
Ecoclean	MM Public Toilet cleaning	Mill Meadows						ongoing	60days £743.06 monthly & extra hours @ £16
GDT	Fire Extinguishers/blankets service	Town Hall			Annual	16/07/2019			Service attendance charge £16.50
	Fire Extinguishers/blankets service	Pavilion			Annual	16/07/2019			£4.70 per extinguisher & £1 per blanket
	Fire Extinguishers/blankets service	Pavilion			Annual	16/07/2019			Exchange of extinguisher £37
	Fire Extinguishers/blankets service	Day Centre			Annual	16/07/2019			Single stand £26 / Double stand £42
	Fire Extinguishers/blankets service	Exhibition Centre			Annual	16/07/2019			Min Invoice Charge £25
	Fire Extinguishers/blankets service	Henley Volunteer Bureau			Annual	16/07/2019			
	Fire Extinguishers/blankets service	Day Centre			Annual	16/07/2019			
CRM/Intouch (Eazycollect)	Website maintenance	Town Hall							£30 per month website support
Ecoclean	Cleaning of MM toilets daily	Leichlingen Pavilion			1 year	01/06/2019	31/05/2020	3 months	£8916pa plus bank holidays. Extra hours at £16 ph.
EE	Mobile phones	Various						ongoing	30 days
Fuelcard	Fuel cards for parks vehicles							ongoing	Pay as we go - no fixed term
Gazprom Energy (via LSI energy)	Gas	The Barn	889333108	4540720	3 year	01/01/2018	31/12/2020	30 days terminate by 30/11/2020	Unit charge 2.3120p/kWh; St charge 301.0p per day to 31 Dec 2020
	Gas	Town Hall	73200605	4540719	3 year	01/01/2018	31/12/2020		Unit charge 2.3120p/kWh; St charge 301.0p per day to 31 Dec 2020
	Gas	The Old Fire Station Exhib Cent	3987799902	4540718	3 year	01/01/2018	31/12/2020		Unit charge 2.3120p/kWh; St charge 301.0p per day to 31 Dec 2020
Grundons Waste	Waste disposal, incl recycling	Compound by Tesco	Agreement 283			16/08/2019	16/08/2024	6 months	Rolling contract until either side gives notice.
IBS	Photocopier	Town Hall			5 years	Aug-18	Aug-23		£269 per quarter x 20 payments (5 years)
ICO (Info Csr Office)	Data Protection fee	Town Hall				23/08/2019	23/08/2020		Annual data protection fee
Jade Security Systems Ltd	Coin collections at MM parking meters	Mill Meadows car park			Ongoing	26/08/2016	ongoing		£6.50 per collection
Light Angels	Large Xmas Tree lights	Market Place			Xmas 2016	Xmas 2020			£1,450 per year labour to attach Xmas tree lights and turn on trees
	Festoon Lighting	Town Centre			Xmas 2016	Xmas 2020			£3,800 per year (£7,210 first year) labour for festoon lights in town
	Small Xmas Tree scheme	Town Centre			Xmas 2018	Xmas 2019			165 x small trees at £41.45/tree to supply, install and take down each 4' tree with LED lights. Recharged at £42.00 + VAT to customers
Lloyds TSB	Use of business card held by JW	Town Hall						Until further notice	Charge of £28 per annum
Land Registry	Land charges paid by DD	Town Hall						Until further notice	Saves on Land Registry fees - no charge to HTC
Merchant Rentals	Card processing terminal	Information Centre at Town Hall				29/10/2018	28/10/2023		£13.52pcm 5 year agreement - Ingenico IWL 252B. Uses phone/bluetooth
		Information Centre - remote device				29/10/2018	28/10/2023		£17.04pcm 5 year agreement - SPIRE SPg7 GPRS. Uses SIM card
		Mill Meadows/Parks for moorings collections				29/10/2018	28/10/2023		£17.04pcm 5 year agreement - SPIRE SPg7 GPRS. Uses SIM card
MFG Uk Ltd	Internet line NetDSL SOHO Max	Mill Meadows, charged annually	hen02901	01491 576564	rolling agrt	21/12/2018	21/12/2019	90 days	£370pa
	Net DSL Network	Tesco Site			1 year	02/03/2019	02/03/2020		£300pa net DSL SOHO Max DSL Network
	Internet line NetDSL SOHO Max	Town Hall, charged quarterly	226437/hen02702	01491 572903	rolling agrt	15/01/2020	15/01/2021	90 days	£120.00pq = £480pa
	ESET Licence	Town Hall			3 year	01/12/2020	31/12/2023		£262.16pa 16 user Eset Nod32 Licence
	Single AV/AS mailcontroller email	Town Hall			1 year	01/01/2020	31/12/2023		£270pa
	Managed disk encryption for 1-99 devices								3 year contract to 14 June 2022
	Managed MDM (mobile phones) for 1-99 devices								3 year contract to 14 June 2022
	Office 365 Business Premium	8 hrs SLA			rolling agrt	05/01/2019	05/01/2020	90 days	£9.40pcm = £112.80pa
	Email filtering x 35 incl AV and SPAM	8 hrs SLA			rolling agrt	11/01/2019	11/01/2020	90 days	£945pa - charged yearly
	SecureSmart Suite - hosted service	29 x £2.25 devices protection			rolling agrt	11/01/2019	11/01/2020	90 days	£65.25pcm = £783.00pa
	Drass (Disaster Recovery)	Town Hall £131.00 x 2 servers			3 years	28/05/2017	28/05/2020	90 days	£262.00pcm = £3,144pa
	Internet Pack basic x 1	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£21.50pcm = £258.00pa
	Laptops x 5 @ £21.50	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£21.50pcm = £107.50pa
	Desktops x 17 @ £16.12 (monitors free)	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£274.04pcm = £3,288.48pa
	Virtual server x 1	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£58.20 pcm
	Virtual terminal server x 1	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£105.25 pcm
	ESX Physical server x 1	8 hrs SLA			rolling	13/04/2019	13/04/2020	90 days	£8.99 pcm
									Above total = £575.48pcm / £6,905.76pa
MFG Communications Ltd	BT PSTN line rental				rolling				£11.95pcm = £143.40pa
	BT Infinity broadband up to 80mb d/l	Unlimited usage			rolling				£65.00pcm = £780.00pa
Mulberry & Co	Internal auditor	Town Hall			3 years	01/04/2019	31/03/2022		Three year contract awarded FSM 10 December 2019 approx £1,000pa
Parkeon/Flowbird	GPRS Airtime for 3 modems	MM			Ongoing				£24.00pcm; £288pa
	Parkfolio Easy Plus web based centralisation system	MM			Ongoing				£30.00pcm; £360pa
	Epsom Server Hosting	MM			Ongoing				£50.00pcm; £600pa
	Archipel transactions	MM			Ongoing				14p per transaction
Peninsula	HR Contract	Town Hall			3	01/10/2018	30/09/2021	6 months	Will renew for another 3 years if notice not given
PHS	Dust Mats	Town Hall			Qtrly	01/03/2018	28/02/2021		3 mats, total cost £719.20pa, index linked.
	Sanitary Disposal	Town Hall	40849		3 years	23/12/2019	23/12/2020	90 days	£1,086.60 annual charge - ESPO prices, reduced from £2,754
		Public Toilets- Pavilion	40277						
PHS Compliance	PAT Testing	All sites - 300 units			agreed annually - £0.92pu				Completed around March/April each year
Pitney Bowes	Franking Machine	Town Hall		11307493	3 years	Sep-15	ongoing	3 months	£332.96pa
Pozitive Energy	Electricity	Jubilee Park			2 years	Nov-19	31/12/2021	3 Months	Standing charge 70p/day. Day units 15.03ppu, night units 11.63ppu
PTSG Electrical Services	Lightening protection	Town Hall			3 years	05/05/2020	04/05/2023	3 months	£90pa plus VAT
RatesRecovery	Town Hall rates to be challenged	Town Hall			until end of rating period (2016/17)				30% of savings made
Sage	Accounts	Town Hall	15228200			06/11/2019	monthly subscr		£329.25pcm
	Payroll					06/11/2019	monthly subscr		incl above
Scottish & Sthern Elect	Electricity	Prop Sensory Gardens		D01C86344	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.216p/kWh + £21.35 qtr standing charge
Scottish & Sthern Elect	Electricity	Pavilion			3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 15.887ppu day or 11.23ppu night + £21.35pq standing charge
Scottish & Sthern Elect	Electricity	Spot Lights Henley Bridge		D06C19044	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.216ppu + £21.35pq standing charge
Scottish & Sthern Elect	Electricity	Cemetery 1st Chapel		n/a					
Scottish & Sthern Elect	Electricity	Cemetery 2nd Chapel		L71C09985/102C	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 10.80ppu night / 14.216ppu day + £17.07/£21.35pq standing charge
Scottish & Sthern Elect	Electricity	Floodlighting, St Mary's Church		S68C29208	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 10.80ppu + £17.07pq standing charge
Scottish & Sthern Elect	Electricity	The Old Fire Station Exhib Centre		S67C39142	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.216p/kWh + £21.35 qtr standing charge
Scottish & Sthern Elect	Electricity	Town Hall	62977 40117	441355837	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.915ppu day / 10.105ppu night + £47.78 pm standing charge
Scottish & Sthern Elect	Electricity	O/S Bank, Plot 1, Market Place	361109213	V02C11652	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.216ppu + £21.35 pq standing charge
Scottish & Sthern Elect	Electricity	The Barn	50433 41017	L86C41681	3 years	01/01/2019	31/12/2021	By 30th Nov 21	Charged at 14.216ppu + £21.35 pq standing charge (plus 0.578ppu FIT recovery charge in all cases)
Simplepay/MiPermit	Cashless/App payments for parking	Mill Meadows meters	(see jnl file ref cashless inc from Mi Permit)				ongoing		20p per transaction / 10p per reminder, recharged to customer
SMS Environmental	Water Testing	All sites	Q0005973		1 year	12/06/2011	Annual		Water testing at various sites, total approx £1,000
SODC	CCTVs	Mill Meadows and Town Hall			10 yrs	01/04/2018	31/03/2023	12 months	If wish to extend must notify SODC by 30 Sept 2022 Cap of £23,092pa for 17 town centre cameras, RPI indexed. No cap for 3 at MM.
SODC	Business rates	All buildings			annual				Business rates
Technical Surfaces	Maintain Astroturf at Jubilee Park	Jubilee Park			5 years	May-19	14/05/2024		£1,800pa fixed price contract
Thames Valley Police	PCSO x 50%				1 year	01/04/2019	31/03/2020	3 months	
Total Gas & Power Ltd	Gas supply	Jubilee Park changing rooms			3.75 years	01/04/2019	31/12/2021		Charged at 3.4762ppu; £0 standing charge.
Windowflowers	Horticultural Amenity Contract	various land			5 years	01/11/2019	31/10/2024		£650pw (£33,800pa) with amendments as agreed
WPS Insurance	All Council insurances	various			5 years	01/10/2017	30/09/2022	30 days	Approved by FSM 19 Sept 2017