



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OFFICER DELEGATED DECISION-MAKING MEETING – 8 MAY 2026
Subject	APPROVAL FOR AWARD OF CONTRACT FOR PAY AND DISPLAY MACHINES
Wards affected	All
Accountable member	Councillor Tony Dale, Cabinet Member for Health, Culture and Visitor Experience Email: tony.dale@cotswold.gov.uk
Accountable officer	Claire Locke, Director of Corporate Services (Publica) Email: Democratic@Cotswold.gov.uk
Report author	Maria Wheatley, Parking Manager Email: Democratic@Cotswold.gov.uk
Summary/Purpose	To agree the contract award for the supply, maintenance and installation of pay and display machines
Annexes	Exempt Annex A – Contract award
Recommendation(s)	That the Section 151 Officer, in consultation with the Leader of the Council and the Cabinet Member for Health, Culture and Visitor Experience resolves to: <ol style="list-style-type: none">1. Approve the recommendation by officers to award the contract for the supply, installation and maintenance of pay and display machines to the preferred contractor as outlined in the exempt Annex A and enter into the contract with the preferred contractor substantially in the form appended to the invitation to tender.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Responding to the Climate Emergency• Supporting Communities• Supporting the Economy



COTSWOLD

District Council

Key Decision	NO
Exempt	PARTIAL Annex A only.
Consultees/ Consultation	N/A



1. EXECUTIVE SUMMARY

- 1.1** Cotswold District Council currently owns and operates 31 pay and display machines across 15 chargeable car parks. These machines allow customers to pay for parking using card payments, with an alternative option to pay via mobile phone through a call, text or app.
- 1.2** The existing machines are approaching end of their operational life and therefore need to be replaced.

2. THE TENDER

- 2.1** The procurement was carried out with an open tender method. The new machines will be purpose built for cashless only payments, card or mobile phone.
- 2.2** The specification addresses issues with the existing Pay and Display Machines, including connectivity and slow card processing times and the visibility of digital screens, to improve customer experience.
- 2.3** There are three elements to the contract, purchase of the machines, installation and ground works, and on-going services for maintenance and payment processing. The supplier will be the merchant of record and be responsible for all payment processing.
- 2.4** The evaluation was carried out by the 3 members of the parking team, supported by finance and procurement.
- 2.5** The evaluation had a 60% quality score and 40% price score, reflecting the need for the most advantageous tender to provide good quality and reliability given the impact on users.
- 2.6** The full scoring breakdown for each tenderer is provided in Appendix A, which shows the preferred contractor.

3. ALTERNATIVE OPTIONS

The council could opt to not procure new machines, remove the current machines and rely solely on payment via mobile phone. This would result in limited customer payment options.



4. FINANCIAL IMPLICATIONS

- 4.1** Funding for the contract costs are a mixture of one-off capital costs (machines and ground works) and revenue (annual maintenance and running costs).
- 4.2** The Capital Programme, approved by Council at their meeting on 23 February 2026, included budget provision of £0.165m for the replacement of the car park ticket machines and associated additional works outlined in the report.
- 4.3** The Financial Performance Report – Q2 2025/26 approved by Cabinet at their meeting on 08 January 2026, transferred the forecast £0.155m additional car park fee income to an earmarked reserve to provide funding for the revised capital scheme in 2026/27. The forecast for car park fee income will be updated in the Q3 2025/26 Financial Performance report to Cabinet in April 2026.
- 4.4** The on-going services will replace the current maintenance and service charges, and the card processing fees, which are met from the revenue budget. These costs are not anticipated to differ materially from the existing expenditure.

5. LEGAL IMPLICATIONS

- 5.1** The requirements have been through the procurement process in accordance with the Council's Procurement and Contract Management Strategy.
- 5.2** The Council will be entering into a contract with the preferred contractor substantially in the form appended to the invitation to tender.

6. RISK ASSESSMENT

- 6.1** Failure to award the contract would leave the council with the existing pay and display provision which are near end of life.
- 6.2** There is a risk that the tender sum falls outside the financial envelope within the capital and revenue budgets. Should this be the case a further report will be brought forward for members consideration.
- 6.3** There is a risk the procurement fails, or there are no bids which would result in a repeat process with revised documents.



7. EQUALITIES IMPACT

- 7.1** There are no unacceptable adverse effects on the protected characteristics covered by the Equality Act 2010. There are no changes proposed to the provision of free parking for the use of the blue badge parking bays in the car parks.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1** The current pay and display machines are mains powered with backup batteries, partially powered by the solar panels.
- 8.2** The tender includes a requirement for the tenderers to propose alternative power supplies where possible and feasible. If a machine has a very high turnover of payments and ticket issue in a certain time period, this may impact the power supply.
- 8.3** There may be an option to have hybrid machines that take advantage of an alternative power supply with the stability of mains electricity.

9. BACKGROUND PAPERS

- 9.1** The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:
- Cabinet 5 March 2026
- 9.2** These documents will be available for inspection online at www.cotswold.gov.uk or by contacting democratic services democratic@cotswold.gov.uk for a period of up to 4 years from the date of the meeting.

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