WHPC Meeting 3rd November 2026

Agenda Item 26/282

Request To Purchase Equipment For Emergency Response Team

Purpose:

To seek approval to purchase branded hi-viz vests and ID card holders and lanyards for the Emergency Response Volunteers.

Background:

As part of the West Hill Emergency Plan we have 16 volunteers who will be the first responders in the event of needing to activate the plan. As the volunteers will be required to visit vulnerable residents they will be issued with an Identity Card, a WHPC branded Hi-Viz vest and a lanyard and holder for the ID card. The reason for the branded vest and the ID card is to give some confidence to the vulnerable residents that the responder is a genuine helper and not someone with evil intent.

West Hill Parish Council (WHPC) does not currently hold stock of such items so they will have to be purchased externally.

Investigation of potential suppliers of branded workwear has indicated that for the numbers we require a suitable hi-viz vest with the WHPC logo printed on the breast will cost around £6.55 plus VAT. WHPC will be able to reclaim the VAT.

Investigation of branded lanyards indicated that for the numbers we require the cost would be of the order of £2.60 per lanyard. Non branded lanyards in a WHPC green colour can be purchased from Amazon for under £20 for 50 with pouches to hold the ID cards at under £10 for 40. It is considered that a small order for branded lanyards would not be good value for public expenditure, so it is proposed to purchase unbranded items.

For Consideration and Decision:

The Council is requested to consider to purchase of:

20 WHPC Branded hi-viz vests allowing up to £7.00 per unit +VAT= £140 +VAT
Pack of 40 plastic pouches for ID cards @£10 including VAT. = £10 Incl VAT
Pack of 50 green lanyards @ £20 including VAT. = £20 Incl VAT

All VAT will be reclaimed.

Next Steps:

If the Council approves the purchase the items will be ordered immediately to be issued to the responder volunteers.

Cllr Francis Pullman