
Report To: Finance & Staffing

Date:

8th December 2025

Contact Officer: Paula Harrison

Subject: PURCHASE REQUEST

1. Purpose

- 1.1 To consider approval of a purchase request for a compact 360 excavator machine

2. Rationale

- 2.1 The Parish Council's Grounds Team has identified the need for a compact 360-degree mini excavator to support routine maintenance and project delivery across our open spaces. At present, a significant proportion of tasks such as trenching, excavating, stump removal, and clearance work rely heavily on manual labour or the ad-hoc hire of machinery. This limits productivity, places physical strain on staff, and can slow down scheduled work programmes—particularly during peak maintenance periods.
- 2.2 Purchasing a 360 excavator would provide the Council with a flexible, piece of equipment that can be deployed immediately as required. Having this capability in-house would reduce dependence on external hires, avoid delays caused by equipment availability, and improve the efficiency and safety of working practices. A machine of this type would support a wide range of projects, from play area improvements, shrub bed renewal, path clearance, and environmental projects.
- 2.3 The cost of a new compact excavator is approximately £23,000; however, the market for quality second-hand machines is strong, with robust models available at significantly lower cost. To ensure value for money, officers are requesting approval of a budget of up to £15,000 to source a reliable used excavator that meets operational needs. This would provide the Parish Council with long-term capacity, reduce ongoing hire costs, and improve the flexibility and responsiveness of the Grounds Team.

3. Financial and Budget Considerations

- 3.1 There are financial considerations. The Parish Council would need to provide training for additional staff to be able to use the machine safely and appropriately. Currently 3 members of staff are trained on this equipment.
- 3.2 If the Committee was minded to approve, there is £8000 unspent in the current budget and if combined with the £7,000 from a predicted

underspend under vehicle lease costs, the purchase costs could be covered without adverse impact on the current budget expenditure.

4. Recommendations

- 4.1 That this Committee
- a) notes the report and approves the request for purchase up to a value of £15,000 plus VAT.