

CRONTON PARISH COUNCIL

COUNCIL MEETING



Minutes of a **SPECIAL COUNCIL MEETING** held on **21 MARCH 2019** at 7.00 pm at the Parish Council Office, 7 Hampton Drive, Cranton.

Present : Councillors W Cook (Chair), D Bray, D Rostance, and D Thomas

In attendance: Vitti Osborne (The Clerk)

135. APOLOGIES

It was resolved that apologies for absence from Councillors S Cooper, J Foran, G McGann and G Pentin be accepted.

136. DECLARATIONS OF INTEREST

It was reported that no declarations of interest were received.

137. THE PASTURE MAINTENANCE 2019/20

Knowsley Council and two landscape companies had been invited to tender for the Pasture maintenance 2019/20. Bids were received from Knowsley Council and Peter Crosby Landscapes Limited. A tentative discussion took place at the General Purposes and Environment Committee meeting on 4 March 2019. To enable the Council to evaluate both tenders, further information was required from Peter Crosby.

According to the Council's Financial Regulations 2013, Section 11 Contract

11.1(g) if less than three tenders are received for contracts above £1,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

11.1(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

Both tenders with supporting documents were presented to the Council for consideration.

For evaluating the tenders, the following points were discussed:

- Green Flag award standard
- Children's play equipment inspection and maintenance
- Internal quality management system
- Staff training and qualifications
- Waste disposal
- Liaison with the Parish Council
- Reporting system
- Insurance
- Quality assurance
- Value-added services

The Pasture is the biggest public asset of the village. The Parish Council has been entrusted with the responsibility for maintaining it at Green Flag award standard, therefore the successful contractor must have substantial experience in this area of work.

Safety of children’s play equipment is of paramount importance. Routine and annual inspections by qualified personnel, maintenance and record keeping are therefore needed for meeting insurance requirements.

Having a certified quality management system in place helps ensure quality assurance.

The two tenders were evaluated against the evaluation criteria for price and quality, taking into account all the information supplied in response to the General Instructions to Tenderers.

Upon completion of the assessment, it was reported that Knowsley Council met the evaluation criteria and was recommended that they be awarded the contract for the maintenance of the Pasture in 2019/20.

A proposal to award the Pasture maintenance contract to Knowsley Council was put to a vote.

Councillors D Bray, D Rostance and D Thomas voted in favour of the proposal. The Chairman abstained.

It was resolved that the Pasture maintenance contract for 2019/20 be awarded to Knowsley Council at £3,963.86 with an option to extend for another year at £4,043.13 (2% increase over the previous year).

A tender evaluation report would be presented to the Council at the next meeting.

The meeting closed at 7.50 pm.

Signed _____ Date 1 April 2019