



# Coleford Town Council

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## Finance and Office Committee Tuesday 15 December 2020 Minutes

**Attendees:** Cllrs Penny, Elsmore, Holloway, M Cox & Kyne  
Cllr. Allaway-Martin joined the meeting at 6.34pm

1. There were no apologies
2. Cllr Kyne declared a personal interest in Item 2, after seeking some clarity from the Chair.
3. There were no dispensations requests
4. There were no members of the public present
5. The minutes of 10 November were noted.

**Cllr. Penny signed a copy of the minutes**

### **6. To raise matters arising from the minutes of 10 November 2020**

**Item 9:** Cllr. Elsmore sought an update re: audit of IT systems, and Cllr Penny stated that this was still to be undertaken, with the Assistant Town Clerk (seconded), in advance of the final budget setting exercise.

**In Committee Item:** Cllr. Holloway sought clarification whether this recommendation had been actioned, and Cllr. Penny confirmed that it had.

### **7. To make recommendations re: Coleford Parish Maintenance Contracts**

Cllr. Penny presented this item, by introducing Andrew Maliphant, who had been appointed by the Town Council, to oversee, and manage this Tender Exercise, and placed on record, appreciation of the work undertaken, in bringing the exercise to this recommendation to award contracts stage.

The 6 Contracts being considered, as listed below:

1. **Bells Field**
2. **Coleford Cemetery**  
(NB: also considered, alongside the main Cemetery Specification, the Natural Burial Ground (NBG))
3. **Floral Displays**
4. **General Maintenance**
5. **Grass Cutting**
6. **Litter & Waste Management**

Andrew Maliphant introduced himself, explained the purpose of the exercise, his summary tender assessment process, overall rationale, and presented his anonymised recommendations, within his Summary Report, which had already been circulated.

**Note: Cllr. Allaway-Martin joined the meeting at 6.34pm, after the first 3 tenders had been discussed.**

Discussion, amongst Councillors, took place, tender by tender, with some further clarification provided by Andrew Maliphant, and Cllr. Penny. Additional information, was further sought, regarding General Maintenance (No. 4) Contract Tenderers; and Cllr. Penny proposed that that this 'be parked', and discussed later, in 'closed session'. **All members agreed.**

**Recommendations were proposed, as follows:**



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**1. Bells Field:**

**To award the Bells Field contract to Company B.**

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. M Cox

On being put to the vote 5 for, and one abstention.

**2. Coleford Cemetery:**

**To award the main Coleford Cemetery contract to Company A, and to consider asking Company F to manage the Natural Burial Ground (NBG), due to their evident expertise in that area, and for the proposed main Cemetery Contractor to be asked to reflect this in the Contract formalisation re: fees/charges.**

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Elsmore

On being put to the vote 5 for, and one abstention.

**3. Floral Displays:**

**To award the Flowers Displays contract to Company A**

**Proposed:** Cllr. Kyne

**Seconded:** Cllr. Holloway

On being put to the vote 5 for, and one abstention.

**5. Grass Cutting:**

**To award the Grass Cutting contract to Company A.**

**Proposed:** Cllr. M Cox

**Seconded:** Cllr. Elsmore

On being put to the vote it was unanimously agreed

**6. Litter & Waste Management:**

**To award the Litter & Waste Management contract to Company E**

**Proposed:** Cllr. Holloway

**Seconded:** Cllr. Penny

On being put to the vote 5 for, and one abstention.

**Cllr. Penny proposed for the meeting to go into 'Closed Session**

**Proposed:** Cllr. Penny

**Seconded:** Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

**'Closed Session'**

Further clarification from Cllr. Penny was provided in respect of both tenderees, for the General Maintenance Contract (No. 4)

**Cllr. Penny brought the meeting back into 'open session'**

The following recommendation was proposed:

**4. General Maintenance:**

**To award the General Maintenance contract to Company E**

**Proposed:** Cllr. Elsmore

**Seconded:** Cllr. M Cox



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On being put to the vote it was unanimously agreed

Cllr. Penny thanked Andrew Maliphant for bringing the Tender Exercise to this stage, and stated that the contracts would be 'formalised' early in the New Year, and that he would take the recommendations, from this meeting, immediately into the subsequent Full Council meeting, that night, presenting them verbally.

**The meeting ended at 6.55pm**