



TO ALL MEMBERS OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Cllr C Slemmings (Chairman)	Cllr M Deacon	Cllr M Sharman
Cllr D Savage (Vice Chairman)	Cllr Jan Garfield	Cllr A Smith
Cllr G Newman (Town Mayor)	Cllr Jon Garfield	Cllr M Walker
Cllr N Barber	Cllr M Morris	Cllr C Webb
Cllr S Bird	Cllr J Sennington	Cllr K Williams

By invitation: Mr S Wyatt (Felixstowe Youth Development Group)

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 19 November 2014 at 7.30pm** for the transaction of the following business:

A G E N D A

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Members and Officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. Requests for Dispensation

To consider any dispensation requests received from Councillors with a pecuniary interest in an item on this agenda who wish to remain, speak and/or vote at consideration of that item. Councillors are advised to submit any dispensation request in writing to the Town Clerk prior to the meeting.

4. Minutes of the Previous Meeting

To confirm the minutes of the meeting held on 17 September 2014 as a true record. **(Pages 3-5)**

5. Referrals from other Committees/Sub-Committees

To consider recommendations and requests from other Committees and decide any action necessary. **(Page 6)**

6. Felixstowe Youth Development Group Funding Proposal

To consider a proposal to provide funding support to the Level Two Youth Project from April 2015. **(Pages 6 & Appendix A)**

- 7. Felixstowe Carnival and Airshow**
To approve expenditure in accordance with Minute 417 of Council 5 February 2014 and consider any recommendations to Council. **(Page 7)**
- 8. Committee Structure and Terms of Reference 2015/16**
To consider a draft Committee Structure and outline Terms of Reference to come in to force from May 2015 and make recommendations to Council. **(Pages 7-13)**
- 9. Accounts to 31 October 2014**
To receive the Accounts to 31 October 2014 and consider any action deemed necessary. **(Page 14 & Appendix B)**
- 10. Chart of Accounts 2015/16**
To consider a revised Chart of Accounts and recommend to Council that budget estimates for 2015/16 be structures accordingly. **(Page 15 & to follow)**
- 11. Internal Audit Report**
To receive the report of the Internal Auditor and agree appropriate action in respect of any matters raised. **(Page 15 & Appendix C)**
- 12. Exclusion of Press and Public (Commercial Sensitivity)**
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted (consideration of commercially sensitive information), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 13. Floral Bedding Contract**
To consider proposals and appoint a contractor for the provision and maintenance of Floral Bedding for 2015/16. **(Page 15)**
- 14. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 21st January at 7.30pm.



Ash Tadjrishi
Town Clerk
13 November 2014

For information (via email): All Town Councillors.

AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Felixstowe Town Hall on **Wednesday 17th September 2014** at **7pm**

PRESENT: Cllr C Slemmings (Chairman) Cllr D Savage (Vice-Chairman)
Cllr G Newman (Town Mayor) Cllr A Smith
Cllr S Bird Cllr J Sennington
Cllr M Deacon Cllr C Webb
Cllr M Morris Cllr M Walker
Cllr M Sharman Cllr K Williams

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Finance Officer)

IN ATTENDANCE: One member of the Press, five members of the Public.

270. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Barber, Cllr Jon Garfield and Cllr Jan Garfield.

271. DECLARATIONS OF COUNCILLORS' INTERESTS

Cllrs S Bird, M Deacon, M Morris, C Slemmings, M Sharman, J Sennington, D Savage, A Smith and K Williams each declared a Local Non-Pecuniary Interest as Members of Suffolk Coastal District Council.

Cllr A Smith and Cllr D Savage left the chamber for the duration of item 276 (Heritage Listing of 91-95 Undercliff Road West).

272. REQUESTS FOR DISPENSATIONS

There were none.

273. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that:

The Minutes of the Finance & General Purposes Committee Meeting held on 23rd July 2014 be signed by the Chairman as a true record.

274. REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES

The Committee agreed to recommend to Council the following recommendations from other Committees/Sub-Committees:

- i. Recreation & Amenities Sub-Committee 16 July 2014 (Minute 161 – Provision of Litter and Dog Bins):**

Finance & General Purposes Committee be requested to seek authorisation from Full Council for the total cost of £428.00 to be funded from Council's 'Recycling Credits Reserve' fund.

ii. Cemetery & Allotments Committee 22 July 2014 (Minute 169 – Spoil Heap):

Finance & General Purposes Committee is requested to seek authorisation from Full Council for expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200.

iii. Cemetery & Allotments Committee 22 July 2014 (Minute 171 – Computerisation of Cemetery Records):

Approval to fund the project be recommended to Finance & General Purposes Committee with expenditure to be made available from the 'IT Computer Replacement Fund'.

275. FELIXSTOWE FUTURES FUNDING

Members were keen to explore the potential for partnership working with the County and District Councils on Felixstowe related projects. However, Committee questioned the achievements of Felixstowe Futures thus far and the management arrangements for the Seafront Gardens project. Committee recommended that Council consider a business case for the successor group to Felixstowe Future, providing a clear statement on the objectives and deliverables over the next three years.

Additionally, the Clerk was asked to seek answers to the following questions:

1. Would the successor group be available to attend and provide regular reports to Felixstowe Town Council (or a Committee nominated by Council) during the lifetime of the partnership?
2. What is the proposed title of the successor group to Felixstowe Futures and will 'Felixstowe' remain in the title?
3. It is noted that the successor group would still be based in Felixstowe. Is it proposed that this be the whole team and would they continue to be based at the Town Hall?
4. The project manager post has remained vacant since the departure of the previous post holder. What is the effect on the current year budget (2014/15) and what will happen to any underspend?
5. Is a breakdown of estimated income and expenditure for the project (2015-2018) available?
6. A three-year commitment is being sought. What impact would a change in priorities post-May elections have on this?

RESOLVED that SCDC be asked to respond to the queries above and provide a business case for the proposals by Friday 21 November in order that this be considered by Council at its meeting of 3 December 2014.

Cllr A Smith and Cllr D Savage left the chamber.

276. HERITAGE LISTING OF 91-95 UNDECLIFF ROAD WEST

Members considered both the architectural and historic interest of the building and whether 91-95 Undercliff Road West would qualify for National Heritage Listing.

Following a debate it was RESOLVED that it be recommended to Council that National Heritage Listing be applied for 91-95 Undercliff Road West.

Cllr A Smith and Cllr D Savage returned to the chamber.

277. INTERNAL AUDIT REPORT

The Committee received the report of the Independent Internal Auditor for the period ending 30 June 2014 and noted the action taken to address the issues raised in the report.

278. ACCOUNTS TO AUGUST 2014

The Committee considered a detailed report showing all income and expenditure from the start of the financial year 2014/15 to 31 August 2014 and a comparison against the same period last year. Explanatory notes were also noted. The condition of the Flags along the seafront were discussed and members recommended that an item go to Council to consider the removal of the flags at the earliest opportunity. It was also noted that the electricity bills for Walton Community Hall were particularly high and weekly readings and investigations should be made to investigate this.

The Committee recommended that an item goes to Council in December in regards to the Community Fund and its purpose and future projects.

RESOLVED that the Account to 31st August 2014 be noted.

279. CLOSURE

The meeting was closed at 9.16pm. It was agreed that the next meeting be scheduled for 19th November 2014 at 7.30pm.

Date: _____

Chairman: _____

AGENDA ITEM 5: REFERRALS FROM OTHER COMMITTEES/SUB-COMMITTEES

i. Finance Sub-Committee 22 October 2014 (Minute 323 – Quarter Two Accounts to 30 September 2014):

It be recommended to Finance & General Purposes Committee that a virement of £1,200 from 301/4320 'Hire of Vehicles' to 301/4185 'Skip Hire' be approved.

Committee is requested to consider whether to approve the recommendations from other Committees/Sub-Committees as detailed above and make any necessary recommendations to Council.

AGENDA ITEM 6: LEVEL TWO YOUTH PROJECT FUNDING PROPOSAL

Felixstowe Town Council has received a proposal for funding support from Level Two Youth Project. Over the previous few years, Council and its Members have supported the Level Two Youth Project in a number of ways; financially through grant awards, the Community Fund and as one of the two charities being supported by the Town Mayor this year. Council has provided a total of £5,000 funding to Level Two in the current year 2014/15 (£1,000 Grant plus £4,000 from the Community Fund – minute 417 of 2013/14 refers).

The sustainability of the project is predicated on achieving budgeted income through grants, donations and fundraising. The majority of funding received through donations and grants is restricted for use on particular projects and does not cover the core cost for staffing provision over the year. The loss of £30,000 annual funding as described in the attached letter (**Appendix A**) has put the project at further risk.

The Finance Sub-Committee meets on 26 November 2014 to consider draft estimates for 2015/16. The 2015/16 Council budget is scheduled to be presented to the Finance & General Purposes Committee at its meeting of 21 January 2015 and finalised by Council at its meeting of 4 February 2015.

Mr Stephen Wyatt, Vice-Chairman of the Felixstowe Youth Development Group Board has been invited to attend the meeting to answer any questions and provide further information.

Committee is requested to consider any recommendation to Council with regards to provision of funding towards the Level Two Youth Project in 2015/16 and beyond.

AGENDA ITEM 7: FELIXSTOWE CARNIVAL AND AIRSHOW

At its meeting of 5 February 2014, on a recommendation from Finance & General Purposes Committee, Council authorised the provision of up to £2,500 towards the Felixstowe Carnival and Airshow should the event not break even.

It should be noted that in moving the event from its location in Langer Park to the seafront, the event effectively lost potential income of £12,500 gate receipts and £3,000 from bar sales.

The Town Clerk has met with the organisers and net income and expenditure for this year's event resulted in a shortfall of only £1,713.44.

Committee is requested to approve the payment of £1,713.44 from the Enhancement and Promotional fund as per the authority given by Council in February 2014; and, to make any recommendation to Council with regard to support for the event in 2015/16.

AGENDA ITEM 8: COMMITTEE STRUCTURE AND DRAFT TERMS OF REFERENCE 2015/16

Following discussion and input from Members, the Clerk has undertaken a review of Council's Committee Structure and associated Terms of Reference.

The structure provided in this report has been designed on the following basis:

1. To give clearer authority to Council's Committee Members to administer key Council functions
2. A coherent structure which provides a solid foundation for current and possible future activities
3. Reduction in duplication of decision making
4. Reduction of overall number of meetings
5. Utilisation of Working Parties to promote collaborative working on key items before they reach Committee/Council for decisions
6. A move away from Sub-Committees in favour of the above
7. To support an August Recess (Plans Committee aside)

If Committee approve the structure it is proposed that a final version could be presented to Council for approval on 3 December 2014. At a following meeting, Council will be requested to consider a draft calendar of meetings for 2015/16 alongside revised Standing Orders and Financial Regulations for approval, ready to come in to force from May 2015.

An overview of the proposed structure and comparison to the current structure is shown in the table below, together with suggested frequency and number of meetings per year:

Current Structure	No. Per Year	Proposed Structure (to take effect from Municipal Year 2015/16)	No. Per Year
Annual Council	1	Annual Council	1 (May)
Council	6	Council	6 (June, July, September, November, January, March)
Plans	25	Plans	25 (Fortnightly – not Christmas)
F&GP	6	F&GP	10 Monthly (not Dec/Aug)
Finance Sub	12	Delete –utilise Working Parties	-
Premises Cemetery & Allotments Recreation & Amenities	6 4 4	Assets and Services	6 (Every other month)
Community Engagement Group	4	Civic & Community Engagement Committee	6 (Every other month)
Personnel	4	Personnel	2 (June, December)
Appeals	1	Appeals	As req.
Highways Advisory Committee	2	Highways Advisory Committee	2
Youth Forum	6	Youth Forum	6
Town Members	1	Delete –utilise Working Parties	-
Felixstowe Libraries Advisory Committee	As req.	Delete – Appoint Council Rep to Suffolk Libraries IPS and receive reports to Council	-
Annual Parish Meeting	1	Annual Parish Meeting	1
Total Meetings (minimum)	83	Total Meetings (minimum)	65

In line with the structure proposed above, the Clerk has drawn up a first draft of possible Terms of Reference as follows:

FELIXSTOWE TOWN COUNCIL TERMS OF REFERENCE (draft)

COUNCIL

Members (16): All Town Councillors

Chairman: Town Mayor (Elected at Annual Council)

Vice-Chairman: Deputy Mayor (Elected at Annual Council)

To carry all statutory functions reserved to Council, including but not limited to:

1. To approve the Annual Budget and Precept demand.
2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
3. To review and amend the Standing Orders and the functions and constitution of the Committees of the Council.
4. To approve a schedule of meetings of the Council and its Committees.
5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
6. To take appropriate action on the recommendations of Committees or Working Parties of the Council as necessary.
7. To review these Terms of Reference and delegated authority provided to Committees and the Town Clerk from time to time.
8. The appointment and dismissal of the Town Clerk.
9. To approve Accounts for Payment.
10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
11. To respond to major consultations and those outside of the scope of other Committees.
12. To receive the External Audit report and approve the Annual Return.
13. To consider any matters within the Terms of Reference of another Committee at any time .
14. To consider all other matters outside of any other Committee's Terms of Reference.

PLANS COMMITTEE

Members (10 + Town Mayor ex-officio): Members to be appointed at Annual Council, broadly in line with political proportionality.

Chairman: Appointed by Annual Council or elected by the Committee in-year.

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility

As a statutory consultee of the planning authority to consider all planning applications received from Suffolk Coastal District Council and make recommendations on behalf of the Town Council.

Delegated Authority:

1. To comment on planning applications.
2. To respond to consultations on matters relating to planning or the local environment.
3. To receive correspondence relevant to the Committee.
4. To comment on appeals lodged following the refusal of planning approval.
5. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

FINANCE & GENERAL PURPOSES COMMITTEE

Members (12 + Town Mayor ex-officio): Members to be appointed at Annual Council, broadly in line with political proportionality, to include the Chairman of the Assets & Services and the Chairman of the Civic & Community Engagement Committees.

Chairman: Appointed by Annual Council or elected by the Committee in-year.

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility:

To regulate, manage and control the finances and resources of the Council, including the recommendation to Council of the annual budget and precept in accordance with Financial Regulations

Delegated Authority:

1. Expenditure against the Council's Administration Budget, including virements within the budget envelope set by Council.
2. Monitoring Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with budget.
3. Coordination of Annual Budget Estimates from all Committees for recommendation to Council.
4. Review, Implement or Recommend policies to Council on matters relating to:
 - i. Insurance
 - ii. Risk management
 - iii. Financial control/audits
 - iv. Financial Regulations and Standing Orders
 - v. Investments
 - vi. Loans
 - vii. Long term plans and strategy
 - viii. Legal issues
5. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

ASSETS & SERVICES COMMITTEE

Members (10 + Town Mayor ex-officio): Members to be appointed at Annual Council, broadly in line with political proportionality.

Chairman: Appointed by Annual Council or elected by the Committee in-year.

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility:

To oversee the management and maintenance of Council's land and property assets and those related services directly provided or commissioned by the Council.

Delegated Authority:

1. Expenditure against the Council's Assets & Services Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Assets & Services Budget to the Council's Finance & General Purposes Committee.
3. To monitor the financial performance, quality and effectiveness of service provision.
4. To review and set scales of Fees and Charges.
5. To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
6. To ensure the Council's obligations as land and property owners are fulfilled
7. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

CIVIC & COMMUNITY ENGAGEMENT COMMITTEE

Members (10 + Town Mayor ex-officio): Members to be appointed at Annual Council, broadly in line with political proportionality.

Chairman: Appointed by Annual Council or elected by the Committee in-year.

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility:

To oversee, support and develop opportunities for engagement with other community stakeholders and to raise the profile of the services provided by the Town Council.

Delegated Authority:

1. Expenditure against the Council's Civic & Community Engagement Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Civic & Community Engagement Budget to the Council's Finance & General Purposes Committee.
3. To consider applications for and make awards for Occasional Grants.
4. To oversee the expenditure of Annual Grants or any expenditure of the Community Fund as may be authorised by Council and to make recommendations to Council on the future use of such funding.
5. To oversee Council's responsibility with regards to Twinning arrangements, Civic events and other events supported or delivery by the Town Council.

6. To consider opportunities for participation with community projects or working in partnership for the benefit of Felixstowe and to make recommendations to Council.
7. To receive reports on matters related to recreation, leisure, tourism and sport and to oversee the use of S106 or other funding related to the same.
8. To oversee the communications and media such as the Town Council website and newsletter.
9. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

PERSONNEL COMMITTEE

Members (5): Town Mayor, Deputy Mayor and previous year's Mayor (if in Office). Other Members to be appointed at Annual Council with overall Membership of the Committee to be broadly in line with political proportionality.

Chairman: Town Mayor (ex-officio)

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility:

Matters relating to the recruitment and management of the Council's employees.

Delegated Authority:

1. Annual Appraisal of the Town Clerk
2. To review the staffing structure and budget on an annual basis, making recommendations to Council.
3. To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees in-year within the salaries budget set by Council or to otherwise make recommendations to Council.
4. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer.
5. To review and approve personnel-related policies and procedures.
6. To ensure compliance with personnel-related statutory requirements and legislation.
7. To acting as the first stage in grievance or disciplinary hearings.
8. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

YOUTH FORUM

Members (3 + those appointed by Schools and Youth Services): Three Town Council Members to be appointed at Annual Council, broadly in line with political proportionality.

Chairman: On a rotation basis

Key Responsibility:

The young people who attend the Youth Forum agree their own agenda, supported by their associates and the Town Council. The Town Council Chamber provides administrative support and a venue for the meetings.

Delegated Authority:

1. To make recommendations to the Civic & Community Engagement Committee on the use of any available in the Youth Forum budget for projects and activities for young people in Felixstowe.

GENERAL PROVISIONS

1. These Terms of Reference are subject to Council's Standing Orders and Financial Regulations.
2. The Town Mayor to be an ex-officio Member with voting rights on the following Committees: Finance & General Purposes, Plans, Assets & Services, Civic & Community Engagement.
3. The Deputy Mayor to be an ex-officio Member of the Personnel Committee.
4. The Town Mayor to be the ex-officio Chairman of the Personnel Committee with the Deputy Mayor
5. The Town Mayor for the previous municipal year (if remaining in office as a Town Council Member) to be appointed to the Personnel Committee to provide continuity on such matters as the annual appraisal of the Town Clerk.
6. Subject to Council's Financial Regulations or other policies as may be applicable, all Committees have the authority to delegate any of its functions to the Town Clerk, or to Working Parties consisting the Town Clerk and one or more Members appointed by the Committee. Such authority to be given by way of recorded resolution made by the authorising Committee.
7. The Council, or any Committee within the provisions of its Terms of Reference, may nominate any of its members and/or the Town Clerk to represent the Council at external organisations.
8. All Committees may authorise expenditure within their agreed budgets, in accordance with Financial Regulations, without further approval by Council.
9. Committees shall be enabled to make recommendations to Council, or any other Committee as may be appropriate, on any matters arising from the agenda that are outside of the scope of that Committee.

Committee is requested to consider the proposed Committee Structure and Draft Terms of Reference and, pending any changes it deems necessary, recommend a final version to be presented to Council on 3 December 2014 for formal adoption to come in to force from May 2015.

AGENDA ITEM 9: ACCOUNTS TO 31 OCTOBER 2014

A summary Income & Expenditure Report to 31 October 2014 is shown below with a detailed report provided at **Appendix B**.

21:09

Summary Income & Expenditure by Budget Heading 31/10/2014

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
101 Town Council	Expenditure	19,021	163,712	289,124	125,412		125,412	56.6 %
	Income	186	565,929	566,336	-407			99.9 %
102 Civic	Expenditure	48	9,087	16,975	7,888		7,888	53.5 %
103 Community Fund	Expenditure	0	9,473	67,050	57,577		57,577	14.1 %
201 Town Hall	Expenditure	3,453	44,666	78,305	33,639		33,639	57.0 %
	Income	2,044	8,908	11,405	-2,497			78.1 %
202 Walton	Expenditure	282	5,922	6,200	278		278	95.5 %
	Income	530	2,953	9,600	-6,647			30.8 %
203 Broadway House	Expenditure	1,050	6,603	12,975	6,372		6,372	50.9 %
	Income	0	841	1,260	-419			66.8 %
301 Cemetery	Expenditure	10,145	78,986	136,700	57,714		57,714	57.8 %
	Income	6,390	39,889	85,550	-45,661			46.6 %
302 Allotments	Expenditure	548	3,873	8,500	4,627		4,627	45.6 %
	Income	8,570	10,172	12,600	-2,428			80.7 %
303 Felixstowe in Flower	Expenditure	-3,430	8,372	9,825	1,453		1,453	85.2 %
	Income	0	4,052	4,000	52			101.3 %
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	31,116	330,693	625,654	294,961	0	294,961	52.9 %
	Income	17,719	632,745	690,751	-58,006			91.6 %
	Net Expenditure over Income	13,397	-302,052	-65,097	236,955			

Committee is requested to consider the Accounts to 31 October 2014 and decide any action or make any recommendations to Council as it deems necessary.

AGENDA ITEM 10: CHART OF ACCOUNTS 2015/16

Following the recommendation of the Finance Sub-Committee at its meeting of 22 October 2014 a draft revised Chart of Accounts for 2015/16 is to follow and will be tabled at the meeting (Minute 323 of 2014/15 refers).

Committee is requested to consider a revised Chart of Accounts and recommend to Council that budget estimates for 2015/16 should be structured accordingly.

AGENDA ITEM 11: INTERNAL AUDIT REPORT

The Internal Audit Report for the Quarter ending 30 September 2014 is attached at **Appendix C**.

Committee is requested to consider the attached quarterly Internal Audit Report for the period ending 30 September 2014 and make recommendations to Council for any action it deems necessary.

AGENDA ITEM 13: FLORAL BEDDING CONTRACT

At its meeting of July 2013, Council indicated a wish to review the contract for the provision and maintenance of Floral Bedding to ascertain whether best value was being provided by the contractor most recently engaged to supply and maintain the beds. This matter was brought to the attention of the current Clerk relatively recently and the timeframe for engaging a contract for the service is short – the contractor engaged to provide the service in 2014/15 has stated that orders should be placed during November to ensure supply and costs are met for the 2015/16 season.

Three potential contractors (including the current) have been invited to provide a quote to the same specification as previous years in order that Members may consider whether the provision is competitively priced and best value is being achieved.

Following any resolution to exclude the Press and Public at this point, the Clerk will provide Members with the quotes received for undertaking this service.

To meet the timeframe, Committee is requested to consider these proposals and appoint a contractor for the provision and maintenance of Floral Bedding for 2015/16 and report any action to Council at the next opportunity.