

EXMOUTH TOWN COUNCIL

Town Maintenance Contracts TAFF

Notes of the meeting held at 11:00am on Thursday 13th August 2020 via Zoom.

Present

Ian Kirvan	IK	Exmouth Town Council (Chairman)
Tony Woodward	TW	Exmouth Town Council
Olly Davey	OD	Exmouth Town Council
Chetna Jones	CJ	Exmouth Town Council (Officer)

Apologies

Joy Whipps	JW	Exmouth Town Council
Frank Cullis	FC	Exmouth Town Council

1. Welcome and apologies

IK welcomed members to the meeting and apologies were noted as above.

2. To agree the notes of the previous meeting dated 14th July 2020

OD proposed, seconded by TW, to approve the notes of the virtual meeting held on Thursday 14th July 2020.

3. Update from EDDC StreetScene

The update from EDDC Streetscene (email from N Christo dated 13th August 2020) was noted.

Members noted that SG had counted the number of hanging baskets in the Magnolia Centre twice and reported back that there were 22 in total and this was not the same as the number stated in the update and this will need to be verified. Members also noted that no detail had been provided on several of the locations within the Grounds Maintenance contract.

It was agreed that photographs be taken of each location in the event that evidence on the standard of work was needed at a later date.

4. To agree the recommendation to tender the Grounds Maintenance Contract

The group agreed to continue with proceeding with the tendering of the Grounds Maintenance Contract despite concerns as it was felt Councillors had a duty to adhere to the Town Council's Financial Regulations.

IK proposed, seconded by OD, and it was agreed to recommend to the Town Council that:

- The Town Maintenance Contracts TAFF seeks delegated authority to proceed with a tender process for the Grounds Maintenance Contract in line with the current procurement legislation using the Grounds Maintenance Contract Specification and Plant Plan (attached with this proposal) as part of a tender pack.
- The Town Maintenance Contracts TAFF seeks delegated authority to review the tenders (in line with the procurement legislation) and agree a shortlist and preferred choice to be presented to the Town Council for final approval.

5. Review of map with layers for grass cutting by DCC, EDDC and ETC to identify overlap and possibility of incorporating into one grass verge cutting contract

Members having received maps of a section of each ward, investigated those areas and reported back their findings. In a few circumstances there were areas which were not being cut as shown on the map and in others cut where they were not highlighted on the map.

It was agreed that MC will arrange to speak with each member and review their findings to amend the maps and/or create lists of the discrepancies.

On completion of this, MC will send out another section of each ward to repeat the review process.

It was recognised that this work will take time as it was important to ensure the investigations were completed thoroughly

6. Any other business

Work was on-going to purchase a lawn mower with a visit planned to view suitable models.

7. To agree the date of the next meeting

It was agreed that the date of the next virtual meeting would be on 17th September at 10am.

The meeting finished at 13:43.