

**ST CUTHBERT (OUT) PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE
ASSET MANAGEMENT COMMITTEE HELD AT COXLEY
MEMORIAL HALL
ON WEDNESDAY 7TH JUNE 2023 AT 6.00PM**

PRESENT: Cllr M Cooke; Cllr I Humphreys; Cllr M Mitchell; Cllr J Reeves.

IN ATTENDANCE: Mrs L Pool (Deputy Parish Clerk); Cllr T Hathway

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Councillor Lunnon.

RESOLVED: to accept the apology for absence.

02. DECLARATIONS OF INTEREST

02.01. There were no declarations of **PERSONAL** interest

02.02. There were no requests for dispensation for disclosable **PECUNIARY** interests.

02.03. There were no requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

Item 6 required the exclusion of the press and public for reasons of commercial sensitivity.

RESOLVED: to exclude any members of the press and public from Item 6.

04. PUBLIC QUESTION TIME

There were no residents present.

05. MINUTES OF ASSET MANAGEMENT COMMITTEE HELD ON WEDNESDAY 17TH MAY 2023.

To confirm and sign as a correct record the Minutes of the Asset Management Committee on Wednesday 17th May 2023 (attached).

RESOLVED: the Minutes of the Asset Management Committee held on Wednesday 17th May 2023 were approved.

06. ANNUAL MAINTENANCE CONTRACTS

The Committee had been provided with a summary of the tenders received (and which were opened by the Deputy Parish Clerk and Cllr Humphreys on Thursday 25th May.) They had also been provided with a uniform, anonymous profile for each of the 7 contractors. The costs of all tenders were explored and discussed. The advantages and disadvantages of multiple contractors being offered the 4 sections of the contract was mooted; it was suggested that what may be saved in tender value by having multiple contractors was then lost in administration time by processing multiple invoices and dealing with multiple personnel. The Committee agreed that, where the cost was viable, contractors could and should be awarded more than one section of the contract.

Given the recent 5- and 10-year Long Term Tree Management Report, it was agreed that continuity of contractors in the 'Tree' section would be beneficial. The locality (and therefore response time) of the various contractors was discussed and more local contractors were favoured for practical reasons.

Councillor Lunnon's earlier comments on the cost of hedge-cutting were relayed to the Committee.

All resolutions were passed unanimously.

RESOLVED: To award Contractor Six (SLH Services Ltd) the following sections of the Annual Maintenance Contract: grass-cutting, hedge-cutting & play area inspections. This was conditional on the contractor using the Council's existing documentation.

RESOLVED: To award Contractor One (The Arborist) the following section of the Annual Maintenance Contract: Annual Tree Surveys.

07. DATE OF NEXT MEETING.

Wednesday 28th June 2023 at 7pm, Coxley Memorial Hall (Back Room)