

EXMOUTH TOWN COUNCIL Town Maintenance contracts TAFF

Notes of the meeting held at 10:00am on Monday 21st September via zoom.

Present

Councillor Ian Kirvan	IK	Exmouth Town Council
Councillor Olly Davey	OD	Exmouth Town Council
Councillor Tony Woodward	TW	Exmouth Town Council
Councillor Frank Cullis	FC	Exmouth Town Council
Councillor Joy Whipps	JW	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council (Ex Officio)
Chetna Jones	CJ	Deputy Clerk Exmouth Town Council
Mollie Carey	MC	Administrator Exmouth Town Council

Apologies

No apologies were noted all attendees present.

1. Welcome and apologies

IK welcomed members to the meeting, no apologies were given.

2. Notes

JW proposed, seconded by TW, and it was agreed, that the notes of the previous meeting held on 13th August were approved as a true representation of the meeting.

3. To agree winter work for EDDC Streetscene seasonal worker

CJ and IK gave an update of findings from previous site visits at the beginning of the year. There were concerns that many places were neglected, and that weed spraying and road sweeping had not been carried out during the winter months.

It was agreed that the winter work will be allocated monthly. Work allocated should not incorporate EDDC's statutory responsibilities and should be very specific. An update on work completed should be obtained every month. Members discussed potential work for the first month and it was agreed that the Streetscene seasonal worker be asked to:

- Weed all traffic light islands around Exmouth
- Weed and clean all pedestrian crossing islands and
- Weed and spray Colony area (all 7 roads and alley ways)

Action: CJ to email Nick Christo with the above instructions.

4. To review and agree the tender process, including the documents to include, timeline and selection criteria.

CJ updated TAFF on the proposed tender process including the documents to be used, the evaluation criteria and timeline. The tender pack documents were circulated prior to the meeting to all members and the contents were discussed. It was agreed that minor amendments be added, and the documents re-circulated prior to publishing.

Members agreed that the invitation to tender should be advertised in the Exmouth Journal and Western Morning News as well as ETC's website and social media platforms.

CJ confirmed that if the invitation to tender is published then it was a legal requirement to also publish the same details on Government's Contracts Finder website.

The deadline to receive tenders will be Noon on 23rd November and that Councillor I Kirvan will be present when the Town Clerk opens the envelopes. Members will use the evaluation criteria to score each tender before agreeing a shortlist and recommendation to the Town Council. Members will endeavour to announce a successful contractor by 21st December.

Action: CJ to proceed with finalising the tender pack, publishing on Contracts Finder, and advertising in local papers and social media.

5. To review findings from site visits to assess grass cutting by DCC, EDDC and ETC for overlaps and possibility of incorporating into one grass verge cutting contract.

It was agreed that the grass cutting areas would be discussed at the next meeting. This was to allow members to work together to look at the verges within their wards and submit their findings.

6. Any Other Business

None.

7. Date of next meeting.

Dates of future meetings:

Thursday 29th October 10am

Thursday 26th November 10am (To review tenders)

8. Close of meeting

The meeting finished at 11:30am