

EXMOUTH TOWN COUNCIL Town Maintenance Contracts TAFF

Notes of the meeting held at 2:00pm on Thursday 14th January 2021 via zoom.

Present

Councillor Ian Kirvan	IK	Exmouth Town Council (Chairman)
Councillor Olly Davey	OD	Exmouth Town Council
Councillor Tony Woodward	TW	Exmouth Town Council
Councillor Joy Whipps	JW	Exmouth Town Council
Councillor Steve Gazzard	SG	Exmouth Town Council
Chetna Jones	CJ	Deputy Town Clerk
Mollie Carey	MC	Note Taker

Apologies

Councillor Frank Cullis	FC	Exmouth Town Council
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1. Welcome and Apologies

IK welcomed members to this meeting. Apologies were noted as above.

2. To approve the notes of the meeting held on 29th October and 17th November 2020 and to note the recommendation made at the meeting held on 7th December 2020.

JW proposed, seconded by TW that the notes of the meeting held on 29th October 2020 and 17th November 2020 and recommendation “Based on the tenders received Exmouth Town Council will not be awarding a contract for 2021. Work will now move forward in taking the work in-house and a report will be provided by this TAFF in due course in line with the Town Council's previous decision (Minute Ref C20/017 dated 17th February 2020)” were agreed as a true representation of those meetings and this was agreed unanimously.

3. To agree a response to EDDC’s Tender Evaluation Form (from Nick Christo - Streetscene email dated 11th December)

IK confirmed that it was important to provide feedback and members agreed that the scores across all the categories and the ranking be provided as well as the following comment “you will be able to see that you scored well in most categories. However, the cost of the tender and particularly the plant costs were considerably higher than other tenders”.

All members agreed with the wording above and instructed CJ to proceed with sending the evaluation form response to Nick Christo.

4. To recommend to Town Council to change this Task and Finish Forum to a Working Party with new Terms of Reference.

The Chairman asked that the group explore the option to continue with the review of the Town Maintenance work and expand on the work in line with the recent decision of the Council to increase the in-house responsibilities and improve on the current service. CJ explained that the group may wish to consider recommending that this TAFF meets on a permanent basis and had written draft terms of reference for the working party. The draft Terms of Reference which had been circulated in advance were discussed and the following points were raised.

Item 2.4 should include reference to sustainability and the environment. Wording was amended to include “and is in keeping with the Town Councils environmental and sustainable policies.”

The frequency of meetings as identified in Item 1.5 was discussed and agreed as “The working party will meet on a month basis for the next 12 months and then reviewed to quarterly meetings if necessary. Additional meetings will be arranged as and when required”.

TW proposed, seconded by OD, and it was agreed to recommend to the Town Council that this task and finish forum be changed to a working party with the same members and the amended terms of reference.

5. To agree priorities for agenda items for the next three months for the work this group can review/investigate.

IK stressed that there was a lot of work involved now that the decision had been made to take the grounds maintenance work in-house and hoped that appropriate support will be provided by the Town Council to ensure it succeeded. IK asked that members focus on priorities to help with the smooth transition as well improve on the service. IK had asked CJ to identify priorities and these were discussed with the group. Members agreed the priorities of work for the next three months. These were as follows:

- CJ to work with Town Maintenance Team and Exmouth In Bloom to develop a detailed planting plan for the Grounds maintenance work and identify suitable plants. The plan will be presented at the next meeting to ratify prior to ordering.
- To work in conjunction with the HR Group and Climate and Ecological Emergency Working Party to identify potential depot space and identify suitability based on needs. A short-term plan may be needed as a temporary arrangement whilst a permanent site is secured.
- Agree an overview of work of supplementary town maintenance team for the summer and winter months work and review specialist tools/equipment which may be needed to fulfil the work.

6. To agree next tasks for EDDC seasonal work (grass cutting contract).

Streetscene had confirmed that the seasonal worker had started work in the colonies and will be re-visiting next month to weed spray. Members agreed to provide a list to progress on to the next areas in need of weeding and these were:

- Clinton Square
- Albion Hill
- North Street
- Madeira Villas

It was agreed that CJ will email the list to Streetscene.

7. Any other business.

Members agreed that they will continue to review the grass cutting contract but, in the meantime, will need to continue using Streetscene to assist with the additional grass cutting for 2021.

CJ will continue to work with DCC regarding taking on the visibility display cuts and how to incorporate them into one combined cut.

IK confirmed that focus should be on grounds maintenance this year and will consider grass cutting in the future. It is likely that additional resources would also be needed if this work were to be taken in-house. Members agreed that this was an aspiration that the group would like to achieve in the future.

8. Date of next meeting

Thursday 11th February 2pm.

Close of meeting

The meeting closed at 4.00 pm.