

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 8<sup>th</sup> July 2010 at 4:30pm

**PRESENT:** Cllrs A Killeya, R Austin, P Clements, J Ellison, M Gee  
M Killeya (late arrival)

**ALSO PRESENT:** Mr Steve Blatchford (Construction Services Manager, Cornwall Council)  
Mrs D Ashton (Temp Town Clerk)

**APOLOGIES:** Cllrs R Bickford, D Holley, Mrs S Hooper, C Oakes, R Phillips, B Reid, C Riches, P Stephens ISM, D Yates

*In accordance with Standing Order No. 28, this meeting was in quorum.*

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**107/10/11     DECLARATIONS OF INTEREST**

The Town Clerk advised that Town Councillors attending this meeting who are also County Councillors, will need to declare a personal interest only for the item relating to the cemetery extension tender process which means they are allowed to participate in discussion and vote as they are present in their capacity as Town Councillors only.

Cllr Austin declared a personal interest in the item relating to the tenders for the cemetery extension, as he is a County Councillor.

Mrs Ashton declared that although the item relating staffing would affect her, she was present only as in her capacity as Town Clerk in order purely fulfil the legal administrative requirements of Council meetings and does not ever take part in any of the Council decision-making processes at these meetings.

**108/10/11     PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

**109/10/11     TENDERS FOR CEMETERY EXTENSION**

Mr Stephen Blatchford reported to members that following on from the Town Council meeting of 1<sup>st</sup> July 2010 (minute no. 100/10/11 and 102/10/11), he had now obtained detailed building specifications from each of the three companies that were remaining in the tender process. Mr Blatchford did emphasise the point that no negotiations were undertaken with the tenderers, they were simply

requested to confirm their compliance with the required specification.

Two of the companies have now confirmed that their tender submissions have included all the required specifications. Mr Blatchford confirmed that these two companies were still fully compliant with the tender process.

The third company did find it necessary to increase their tender sum as the original did not comply with the required specification. Mr Blatchford explained that a revision of tender sum was not compliant with the tender rules.

Members discussed the information that Mr Blatchford had presented to them and felt that only the two compliant bids should be considered.

Members discussed at length each of the two remaining bids with Mr Blatchford confirming and clarifying that the points raised were included in the submitted bid for each. The time-frame indicated by each company for the works was the same. The main difference between each tenderer was their submitted price for works and business locality.

Members were now satisfied that Mr Blatchford had supplied them with sufficient information for them to make an informed decision on who they wished to undertake this project. It was then unanimously **RESOLVED** that the contract for the cemetery extension works be awarded to WH Bond, subject to a satisfactory pre-commencement meeting.

Mr Blatchford advised that it was now required that a formal letter from Council be issued to him stating who was the chosen contractor. It was **RESOLVED** that the Clerk do this on behalf of Council.

Mr Blatchford went on to advise members on what will happen next:

Mr Blatchford will arrange a pre-contract technical meeting with the chosen contractor to go through with them and clarify each point of the specified works. Mr Blatchford thought it advisable for a representative of the Town Council should attend this meeting too in order to report back to Council.

It was then **RESOLVED** unanimously to give Cllrs A Killeya, Austin and Gee as a collective, in conjunction with the Clerk, the delegated authority to make minor project decisions only on this project.

Mr Blatchford went on to explain that subject to a satisfactory pre-contract technical meeting, Council would need to then enter a contract that he will complete and submit to Council for approval. This contract would require signing by the Clerk and witnessing by the Mayor within the next two weeks or so. A copy of the contract would then need to be supplied to Council and the chosen contractor.

Council will be issued with a schedule of works and cash-flow projection i.e. when and at what point, funds are required by the contractor. Mr Blatchford explained that the contractor has to undertake a minimum level of works before any funds can be claimed. Contingency allocation, the process of retention, and cost implications for the contractor should the project go over the agreed time-frame was also discussed and explained. Mr Blatchford also went on to say should Council decide that any additional small works be undertaken by the contractor during the project works, to contact him in order for it to be costed out.

Members discussed at length the funding of this project and it was unanimously **RESOLVED** to give Cllrs A Killeya, Austin and Gee, in conjunction with the Clerk, delegated authority to borrow the necessary funds from the Public Works Loan Board and to ensure that the necessary funds are there for the loan repayments.

Mr Blatchford explained that as project manager, he would provide a regular commentary on all aspects of the project to Council. He also explained that the contractor will be required to provide him with regular updates too. Members asked Mr Blatchford to submit a monthly update to the Town Council by the end of the calendar month in order for it to be submitted in time for Full Council.

Mr Blatchford went on to say that he will make the contractor aware of the fact that until such time as contracts are exchanged between the Town Council and chosen contractor, there is no commitment to spend on Council's part.

Members felt hopeful that the cemetery would be finished in time to take over from the current facility and thanked Mr Blatchford for his report and attending.

## **110/10/11**      **STAFFING**

Cllr A Killeya updated members present on Mrs Ashton's recent resignation from Tavistock Town Council and the fact that she would now be available to undertake more hours as temporary Clerk at Saltash Town Council.

Members felt that it would be a good idea to take advantage of the extra hours that Mrs Ashton could offer at this time.

Cllr A Killeya suggested that Mrs Ashton's hours at Saltash Town Council be raised to 37 hours per week at the same agreed rate of pay as from 8<sup>th</sup> July 2010 with final details of the temporary job description to be finalised between himself and Mrs Ashton. Members agreed with this suggestion and it was unanimously **RESOLVED** for this to happen with the last official day of Mrs Ashton's employment with the Town Council being 5<sup>th</sup> September 2010.

**111/10/11**      **PUBLIC BODIES (ADMISSIONS TO MEETINGS)ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

**112/10/11**      **PRESS RELEASES**

Cllr Clements brought to the attention of members that an article in the local Observer had noted incorrectly that the new Clerk's start date was December.

Members **AGREED** for the Chair to undertake a press release for the cemetery extension at the appropriate time.

**113/10/11**      **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at 5.26pm

Signed: \_\_\_\_\_  
Chairman

Dated: 5<sup>th</sup> August 2010