

## **MINUTES OF THE EXTRA ORDINARY PARISH COUNCIL MEETING**

### **Held on 29 January 2018 at 19h15 at 27 Atlas Way, Oakgrove, MK10 9SG**

Councillors Present: Cllr D Monk (DM)-Chair, Cllr T Small (TS)-Vice Chair, Cllr D Hudson (DH), Cllr L Swinton (LS), Cllr J Small (JS), Cllr M Solanki (MS), Cllr Y Olayemi (YO)

Officers Present: Vicky Mote (Clerk/RFO)

Also Present: Colin Bowker (Contractor), Kate Diver

Public Open Session, there were no public present, meeting started at 9h15

Ref	Minutes	Time
1.	<b>Apologies:</b> Cllr J Chambers (JC), Cllr J Bint (JoB)	
2.	<b>Declaration of Interest:</b> Cllr TS declared an interest, cannot take part in evaluation process, tender invitee known.	
3.	<p><b>Landscaping Tender</b></p> <p>3.1 To review the Tender documentation put forward as a recommendation by the Ground Maintenance Working Party (document ref EOM29/01/18).</p> <p><u>Ground Maintenance Contract Period-3 Years + Extension (Standing Order state maximum of 5-year contracts)</u> RESOLVED: All agreed to an initial 3-year contract with option to extend for a further year.</p> <p><u>Pricing fixed for first year then increase agreed at RPI (this includes any unit pricing).</u> RESOLVED: All agreed to first year pricing fixed followed by subsequent years being subject to adjustment in accordance with the All Item Index of Retail Prices (RPI). This will be the average figure over the preceding 12-month period released by the Office of National Statistics.</p> <p><u>Evaluation process to be 60% quality and 40% pricing.</u> RESOLVED: All agreed to the split. RESOLVED: All agreed to the methodology put forward by JoB to score the pricing element.</p> <p><u>Pre circulated Documentation.</u> RESOLVED: All agreed to content, refer to EOM29/01/18 for list)</p> <p><u>Contract to be approved by legal (Geoffrey Leaver Solicitor)</u> RESOLVED: All agreed draft contract to be approved by legal. Devolved decision to Cllr DM (Chair), Cllr TS (Vice), Clerk to approved final version.</p> <p><u>Evaluators</u> RESOLVED: Cllr's DH, JS, YO, DM</p>	<p>Cllrs DM/TS/ Clerk</p> <p>Cllrs DH,JS, YO,SM</p>
	3.2 To approve a new Chair for the Working Group. RESOLVED: Working Group recommended Cllr JS, all agreed.	
4.	<b>Next Parish Council Meeting:</b> Monday 12 February 2018	

Meeting Closed 20h00

Signature:		Date:
Name/Position:	David Monk (Chair)	12/02/18