**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the Playing Fields and Churchyard Sub Committee Meeting held at 7.30pm on 23rd January 2017 at the Church & Community Hall, Peterston-super-Ely**

**Present:** Councillors: Jan Parry (Chairman), Ian Pearson, Ray Petre, David Jaques & Michael Morgan.

**Also Present:** Joanna Howell (Clerk to the Council)

Cllr Parry welcomed everyone to the meeting and explained that the purpose of the meeting was to consider the tender results and decide on contractors for the playing fields and the Churchyard/Playground.

There were no declarations of interest to declare.

1. **Review of summary of tender applications and decision on preferred contractor – Playing fields**

The Chair began by asking for comments on the pre circulated summary of tender applications.

It was pointed out that although the Vale of Glamorgan Council quote was the lowest, it was not significantly lower than the next quote and in the past the Vale had not cut the field to a very high standard. The next lowest quote was from Darren Meir who had cut the field in the past in between Countrywide cuts, in order that it was fit to use. It was felt that Mr Meir as a local contractor was in an ideal situation should additional cuts be needed, and understood the needs of those that used the playing fields. He had also shown a good standard of cutting in the past and had come in with a very competitive quote.

It was proposed by Cllr Petre that Darren Meir be awarded the contract for the maintenance of the playing fields; this was seconded by Cllr Pearson and agreed by all.

*AP Clerk to contact all contractors with decision*

1. **Review of summary of tender applications and decision on preferred contractor – Playing fields**

The Clerk confirmed that the tender had gone out as a combined Churchyard/Playground contract and so the costs for both need to be considered together.

The Council felt that there was little difference in cost between the three contractors; however the cheapest contractor also came with good references from the school who currently employed him. He had also carefully considered how the Churchyard would be cut and had pointed out sensible priorities for the work.

It was proposed by Cllr Morgan that KG Ground Services be awarded the contract for the maintenance of the Churchyard and Playground; this was seconded by Cllr Jaques and agreed by all.

*AP Clerk to contact all contractors with decision*

1. **Consideration of budget implications due to change of contractor**

The budget was reviewed given the above decisions. It was agreed that as the quoted figure for the playing field cutting line was slightly below the budgeted line, there was no need to change the budget for this.

However the quoted figure for the Churchyard/Playground cutting was £3k above that budgeted. The Budget was reviewed and it was agreed that changes could be made by

* Increasing the Churchyard/Playground grass cutting line by £4k to £7,060
* Adding to the expected 2016/17 y/e figure the £1,650 fees now contracted for use of the Churchyard for filming, this would be ring-fenced for Churchyard maintenance
* Increasing the 2016/16 y/e figure by £1,500 being the amount of a defibrillator cabinet versus what was previously included which was for a new defibrillator and cabinet

Upon making these changes this brought the 2017/18 year end reserve to the equivalent amount previously agreed by the Council.

*AP Clerk to make changes and ratify changes to the budget at the February Ordinary meeting*

1. **Discussion and decision needed on method of ensuring quality of work of contractor**

The Council felt that as the tender document had been so detailed it would be easy to ensure that all of the work contracted for was being completed. It was felt that at this stage the Clerk and Councillors who used the playing fields and Churchyard regularly should ensure that the locations look like they are being maintained per the contract.

If there were any problems with the work completed, the Clerk could ask for detailed work schedules.

There being no further business the meeting closed at 8pm.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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