

CYNGOR TREF TREFDRAETH/NEWPORT TOWN COUNCIL  
EXTRAORDINARY MEETING HELD ON THE 7th FEBRUARY 2008  
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

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PRESENT: Chairman Cllr. Peter Harwood, Cllrs. Paul Harries,  
Byron James, James Davies, Patricia Foot, Sandra Bayes  
and Liz Bellamy.

APOLOGY FOR ABSENCE: Cllr. Robert Vaughan.

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The Chairman explained that the reason for this Meeting was to consider the additional information supplied by the two applicants for Brynhyfryd Cemetery caretaking duties and grass cutting etc. at various Town Council properties.

Cllr. James Davies asked for details of the procedure adopted in advertising for tenders.

The Clerk explained that for the past 16/17 years the procedure had been to place advertisements in the Council notice board, local garage and Havards shop, but this had attracted few applications usually only one by the given date, and this time the Clerk had been asked to "invite applications more widely".

The Clerk sent out details of the work required to Pathfinders of Llanhaer, Lloyd Williams Nevern, Mr. Lewis Newport, Peter Marks and Son Felindre Farchog, Ron Ladd Nevern who had previously carried out the work was approached, and two sets of work details were given to the Chairman for parties he considered might be interested. Only Mr. Lewis and Peter Marks & Son submitted quotations for the work. Pathfinders explained that having to remove cut grass from most sites would be very expensive as this had to be taken to a licensed tip.

Mr. G.I. Lewis quotation was for £3,680 and Peter Marks & Son £3,200 nett of VAT for 12 months beginning February 2008.

Cllr. Byron James said he felt we should accept Mr. Lewis quotation because Peter Marks & Son were Agricultural Contractors and at the busy harvest time they may not be able to carry out the Council work. The Clerk said she understood Peter Marks had recently employed an extra person and was looking for additional work.

The Chairman asked for a vote by a show of hands and Mr. Lewis received 4 votes and Peter Marks & Son 3 votes.

The Clerk will write to both parties, and in accordance with new guidelines drawn up by the Chairman and Vice Chairman ask for full details of the successful applicant's Public Liability insurance. A copy of these new guidelines is on the reverse of this report.

## **Guidelines for RFO in sending out applications for tenders.**

1. Confirmation by NTC (minuted) that we wish to go to tender
2. Confirm the content/details of what is being tendered for, and minute their acceptance by NTC.
3. NTC to clearly state where we advertise and who we approach directly for tenders.
4. Instruct that replies need to state clearly whether VAT is included or not.
5. Replies need to be in a sealed envelopes marked as (Private Sealed Tender)
6. Time and date when tenders need to be received to be clearly stated.
7. If required, replies need to indicate if they are covered by Public Liability insurance, details will be requested if tender is accepted.