

Quotes for Groundworks in Wickhambrook 2020 - 21

The Parish Council reviewed its Financial Regulations in August 2019 (**Min.Ref 19.08.9.2** refers), which are based on the National Association of Local Council's (NALC) template.

Section 11 relates to contracts, and requires that, (11.1h) for every contract entered into of less than £25,000 (and over £3000) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply).

This applies to the council's contracts for groundworks – the grass cutting and general maintenance of the village greens, cemetery, recreation ground and six acres.

By using the council's subscription to Parish On-line, the Clerk has been able to accurately map the areas (plans attached as **Appendix A**) which have been maintained through two contracts:

1. Recreation Ground – by Vertas; and
2. The remaining greens, cemetery, six acres and those parts of the recreation ground which Vertas has not been able to cut or maintain, by D R King and Son (this has included the maintenance and cutting of some footpaths in the vicinity of six acres.

which has made it possible to seek quotes based on a more accurate specification (**Appendix B**).

Three quotes have been received to date, from D R King and Son, Vertas, and CGM (**Appendices C, D & E respectively**) and are summarised below:

	D R King	CGM	Vertas
All Saints Churchyard		£ 828.00	
Attleton Green		£ 414.00	£ 744.34
Coltsfoot Green	£ 3,100.00	£ 207.00	£ 604.00
Meeting Green		£ 414.00	£ 109.51
Nunnery Green Verges		£ 138.00	£ 190.47
Tennis Courts surrounding Grass		-	
Cemetery and Memorial Garden - grass, hedges and leaf clearing	£ 4,000.00	£ 1,035.00	£ 2,990.87
Bowling Green (in and outer banks), leaves & debris collected		-	* included in recreation ground
Bury Road Play Area - leaves & debris collected		£ 138.00	£ 251.56
Cemetery Road Play Area - leaves & debris collected		-	** included in recreation ground
Footpaths per plan		-	-
In and outer banks of Recreation Field		-	
Other hedges (cut one side)		-	
Recreation Ground (areas not done by Vertas)		£ 4,554.00	
Village Hall	£ 4,800.00	-	£ 4,034.64
Total	£ 11,900.00	£ 7,728.00	£ 8,925.39

All prices quoted are plus VAT @20%.

The quote put forward by D R King & Sons does not include the main grass cutting of the Recreation Ground, which has until now been undertaken by Vertas. Vertas have not yet quoted for this specific area alone, but in the 2019-20 Financial Year the cost was £1734.61 plus VAT.

Councillors are not obliged to choose the cheapest quote, but should satisfy themselves that the choice made represents value for money.

Action:

Identify one or more suppliers to undertake the ground works required for Wickhambrook during the financial year 2020-21 and instruct the Clerk & RFO to issue the necessary purchase orders and contracts.

Hilary Workman
Clerk & RFO
March 2020