



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

To all Members of the Amenities Committee (other Members for information)

Chairman	Cllr Peter Nicholson
Vice Chairman	Cllr Simon Dear
Councillors	Cole, Davidson, Dullaway, Hewett, Keen, Matthes, Odell, Robini and Round

1 April 2022

Dear Councillor

I hereby give notice that a meeting of the Amenities Committee will be held on Thursday 7 April 2022 at the Town Hall, High Street, Haslemere GU27 2HG, commencing at 7pm, and that you are summoned to attend such meeting.

The public and press have a right to attend this meeting and are encouraged to do so

Yours sincerely

Pippa Auger
Deputy Town Clerk

Agenda

1. **Apologies for absence**

Committee to decide whether or not to accept apologies for absence.

RECOMMENDED: That where reasons are given by Members they are approved

2. **Declaration of Pecuniary and Non-Pecuniary Interests**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct, the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

3. **Minutes of last meeting**

APPENDIX 1

The Minutes of the Meeting held on 9 December 2021 to be approved by the committee and signed by the chairman.

4. **Representations by the Public**

Members of the public may ask the Chairman of the Committee for permission to address the Committee as stated in the Public Bodies (Admission to Meetings) Act 1960. The rules governing this procedure are available upon request.

5. **Matters arising from those minutes not otherwise stated in the agenda**

To consider matters arising from those Minutes and to receive a report from the Chairman regarding actions requested. This is for information sharing only, not for decision making.

6. **External Grounds maintenance contract**

APPENDICES 2, 3 & 4

To note the three grounds maintenance contracts expire on 31 March 2023. To budget for them in September 2022, we need to commence the tender process in accordance with Council's Financial Regulations and Standing Orders. The current contracts have been amended to reflect changes and additions to the work the Council has paid for since the last tender process, most notably:

- 1) The maintenance of the wildflower area and orchard have been included in LG1.
- 2) Contract LG2 (Lion Green play inspection and litter pick) has been amended to litter pick only and now includes Town Meadow. It also includes litter bin emptying at Town Meadow, St Christopher's Green and Grovers Garden. As it no longer just refers to Lion Green, the contract has been renamed GMG/2.
- 3) The sites we used to maintain under the old WBC contract have been added to GMG/3 as we now own the freeholds, with the exception of the area adjacent to Weydown Road car park.
- 4) Regular annual maintenance at Clammer Hill allotment has been added to GMG/3.

7. **Public toilet cleaning tender**

APPENDIX 5

To note that the public toilet cleaning contract expires on 31 March 2023. In order to budget for the works in September 2022, we need to commence the tender process in accordance with Council's Financial Regulations and Standing Orders. There are no proposed changes to the current contract.

8. **Preferred contractor list**

APPENDIX 6

Our financial regulations require that we strive to get 3 quotes for work where the likely cost of works is between £500 and £3,000. Often we instruct the same contractors as they represent best value both financially and with the quality of the job they do.

The Financial Regulations cover some exceptions (11.1.a.i-vi) but not all. By drawing up a preferred contractor list, and updating the Financial Regulations to reflect this change, we can reduce the time taken in obtaining contracts and getting work completed. The most regular areas of work are tree surgeons, playground maintenance, handyman, external grounds maintenance and fencing.

Recommended: the list of preferred contractors is used as the Council's approved list for the next three years and the Financial Regulations amended to reflect the change.

9. **Lion Green football surface**

APPENDIX 7

To review the attached and make a recommendation to Council.

10. **Next meeting**

9th June 2022

****End of Agenda****