



Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

Clerk: Lara Jacob  
Telephone: 01606 533858  
[clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)

Councillors are summoned to attend the EXTRA ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 14<sup>th</sup> December 2020 at 5.15pm

Go to <https://us02web.zoom.us/j/88015742502?pwd=QmV6WXBHNllicTh3VDhJZHg4cVJJQT09>

Or use Meeting ID: 880 1574 2502 to join, entering the password 224101 to access the waiting room.

Lara Jacob, Locum Clerk to the Council

Date: 8<sup>th</sup> December 2020

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## A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**  
To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**  
Members of the public are invited to address Councillors and raise issues of concern
4. **Land at St George's Way**  
To consider the correspondence received (emailed prior to the meeting) and agree the appropriate response.
5. **Tender documents**
  - a) To approve the adoption of the draft Tender Working Party Terms of Reference (enclosed) which outlines the process to be followed from receipt of tender documents to the submission of the working group's recommendation report to full council.
  - b) To confirm the appointment of members of the Tender Working Party.
  - b) To witness the formal opening of the tender documents and to declare any interests regarding the contractors who have made submissions.
6. **Finance and administration**  
To approve the immediate payment of £1028.00 to Veolia (invoice enclosed), as the third-party contribution to the Campbell Close Play Area grant application. On approval the payment will be entered on the Unity Trust schedule of payments for authorisation by Cllrs. Banner and Hoey. The payment will be included in the monthly payment schedule.

## Ordinary Meeting Agenda (cont.)

### 7. Planning

To discuss the parish council's response to the following planning application:

**20/04154/FUL 4 Eyston Close Northwich Cheshire CW9 8UP**

Erection of Single storey rear extension and removal and relocation of boundary fencing.

### 8. Agenda items for the next meeting

To note agenda items to be considered at the meeting scheduled for 21 December 2020, commencing at 7.30 pm

### 9. Close of meeting

#### Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

*Public Bodies (Admission to Meetings) Act 1960 s.2*

*A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*



**KINGSMEAD**  
**PARISH COUNCIL**

Tender Working Group  
Terms of Reference  
DRAFT

## Document details

<b>Release date:</b>	December 2020
<b>Version:</b>	0.1
<b>Author(s):</b>	Lara Jacob
<b>Owner:</b>	Kingsmead Parish Council
<b>Document name:</b>	Tender Working Group Terms of Reference 2020

## Revision history

Revision date	By	Summary of changes	Version

## Approvals

This document requires the following approvals:

Date of Full Council Meeting	Minute Reference	Date of issue	Version

## Distribution

This document has been distributed to:

Name	Date of issue	Version

## Tender Working Group Terms of Reference

### 1. Objective

Kingsmead Parish Council's Tender Working Group is constituted to consider the documents submitted by contractors following an Invitation to Tender for a grounds maintenance contract to cover the period 1 April 2021 to 31 March 2024, and to make a recommendation to full council.

### 2. Membership of the group

The Working Group will consist of the Clerk as Proper Officer, and three councillors elected at a meeting of the full council.

### 3. Meetings of the group

The group shall meet as often as required to complete the tender process.

The group, being a working group, does not need to meet with public notification.

### 4. Responsibilities

The group has delegated responsibility to follow the process of determination as outlined below, to reach a recommendation to put before the full council on (date) being the preferred contractor to fulfil the Grounds Maintenance contract from 1 April 2021 to 31 March 2024.

### 5. Process of determination

Following the opening of the tender document envelopes received at the council meeting on Monday 14 December 2020, members of the group will:

a) hold electronic copies of all tenders received, keeping such documents secure and confidential during the process of the tender consideration, until the full council has resolved the winner of the contract.

b) Individually and without reference to any other, record their scoring of each submission against the quality questionnaire, applying the adopted scoring system (appendix 1) and recording adequate narrative notes to justify the scoring applied.

c) on completion of individual scoring, submit the spreadsheet of scores to the clerk. Those submissions not meeting the minimum threshold criteria of 30 points in the quality questionnaire will be removed from the process. The scores given by all members will be collated and any areas of difference will be highlighted.

d) meet as a group to discuss the areas of difference and consider any further clarification questions to be put to the contractors. Such questions will be sent in writing and a written response will be requested. The written responses will be shared to the members of the group on receipt.

e) at the completion of the clarification process, meet as a group to discuss the information received and move to make a decision on the recommendation of the preferred option.

f) present a written report with the recommendation and reasoning to full council on (date).

### 6. Process following determination

a) All bidders (successful and unsuccessful) will be informed as soon as possible after the decision has been made.

b) Unsuccessful bidders will receive feedback on why their tender failed, based on the narrative notes recorded on the scoring sheets.

c) The successful bidder will be entered on the OJEU and Contracts Finder portal.

d) The group will input into an evaluation report on the process, to include recommendations on the process to be followed in future tender processes for full council to consider.

## Appendix 1

## Scoring methodology for quality questionnaire

<b>1. Organisation and Management</b>		<b>Total Points for section – 5 Points</b>		
How will the service be managed?				
	<b>Max points available</b>	<b>Points Awarded by scorer</b>	<b>% of Total points</b>	<b>Point Score out of 5 available</b>
			Points awarded divided by max point available then multiplied by 100%	5 multiplied by percentage figure from previous column
Example:				
Works scheduling/programming arrangements.	4	3		
Communication links between supervisors and work force and with Service Provider and Parish Council.	4	3		
Emergency cover arrangements	4	3		
Complaints procedure.	4	3		
Procedures for dealing with risks and accidents and compliance with Health and Safety at work regulations.	4	3		
<b>Total for section</b>	<b>20</b>	<b>15</b>	<b>75%</b>	<b>3.75</b>
<b>2. Transport/Equipment/Machinery</b>		<b>Total points for section - 5 Points</b>		
Details of vehicles and machinery to be used on the contract.				
What is the age profile of the fleet, i.e. will it be new.	4			
Arrangements in place of transport/machinery breakdown.	4			
Vehicle and plant replacement policy	4			
<b>Total for section</b>	<b>12</b>			
<b>3. Service Delivery</b>		<b>- Total Points for section - 15 Points</b>		
How the personnel will deliver the service				
Details of staff who will be employed on the contract, e.g. qualifications, experience, training courses	4			

Seasonal Working Hours Arrangement	4			
What arrangements will there be in place to cover for absenteeism	4			
Out of normal working hours contact arrangements	4			
How staff will be deployed across the various activities	4			
Company policy with regard to: <ul style="list-style-type: none"> <li>• Wearing of uniforms.</li> <li>• I.D. cards.</li> <li>• Public awareness.</li> <li>• Items found whilst performing services.</li> <li>• Conduct of staff.</li> </ul>	4			
Depot facilities	4			
Work programming	4			
<b>Total for section</b>	<b>32</b>			
<b>4. Mobilization and Action - Total points for section - 10 Points</b>				
Ability of a Service Provider to ensure that there is a seamless provision of the service when at the commencement of the contract				
Resourcing the contract, i.e. recruitment arrangements prior to contract start date	4			
Understanding of Council's standing orders and codes of practice	4			
Communication systems	4			
Premises to be used	4			
Administration and central support proposals	4			
Submission of a detailed operational programme.	4			
<b>Total for section</b>	<b>24</b>			
<b>5. Exit Strategy - Total points for section - 5 Points</b>				
Prior to the end of the contract period, the Service Providers proposals should indicate what arrangements will be put in place to ensure that there is a seamless transition of service delivery into the following contract including:				

Disclosure of T.U.P.E. information	4			
Provision of work programmes	4			
Completion of work programmes	4			
Liaison with new (if appropriate) service provider	4			
<b>Total for section</b>	<b>16</b>			
<b>Total score calculation</b>				
Section 1				3.75
Section 2				
Section 3				
Section 4				
Section 5				
<b>Total of all sections</b>				





**CONTRIBUTING THIRD PARTY INVOICE**

<b>Invoice Address:</b> Kingsmead Parish Council PO Box 448 Knutsford WA16 1FJ		<b>Please Remit To:</b> The Veolia Environmental Trust Ruthdene, Station Road Four Ashes Wolverhampton WV10 7DG <b>Registered Charity No. :</b> 1064144		<b>INVOICE NUMBER: CTP 007121</b>  INVOICE DATE: 23/11/2020  ORDER NUMBER:  PURCHASE ORDER NUMBER:	
<b>CONTACT NAME:</b> Mrs S. Morgan <b>CONTACT EMAIL:</b> <a href="mailto:clerk@kingsmeadpc.org.uk">clerk@kingsmeadpc.org.uk</a> <b>CONTACT TEL NUMBER:</b> 01606533858		<b>PAYMENT INSTRUCTIONS: State CTP007121 as the BACS Reference</b>			
ITEM	QUANTITY	DESCRIPTION OF GOODS OR SERVICES	PRODUCT CODE	UNIT PRICE	VALUE
1		Third Party Contribution for <b>007121 - Campbell Close Play Area, Northwich - New play equipment</b>	<b>CTP/007121</b>		£1028
2					£0.00
3					£0.00
4					£0.00
<b>If you have any questions regarding this invoice please contact Lorraine Womack on 0203 567 6805 or email <a href="mailto:lorraine.womack@veolia.com">lorraine.womack@veolia.com</a></b>		<b>Payments to :</b> Veolia ES (UK) 210 Pentonville Road, London, N1 9YJ  <b>Barclays : Account Number</b> 90882305 Sort Code 20-00-00  <b>Payment is due from date of invoice</b>		<b>GOODS VALUE £1028</b>  <b>TOTAL DUE £1028</b>	