



## MINUTES

Minutes of an extraordinary meeting of Kingsmead Parish Council  
held on Monday 26<sup>th</sup> January

Present: Cllr B Boylan, Cllr D Boylan, Cllr Herring, Cllr Martin, Cllr Reed, Cllr Swift (Chair)  
Also present: Mrs W Maddock (Clerk & RFO)

The meeting started at 7.31pm

235	<b>Apologies</b> Cllr Lynch (work), Cllr Weltman (family)		
236	<b>Declarations of Interest</b> No declarations of interest were made.		
237	<b>Public Forum</b> No members of public were present.		
238	<b>Grounds Maintenance Contract</b>		
238.1	To receive from the Tender Evaluation Panel a review of the bids submitted for the Grounds Maintenance contract. <b>Noted</b> – the summary provided by Cllr Swift outlining the process undertaken by the panel to assess the tenders received and a brief summary of the major points of each bid submitted. Councillors had also received prior to the meeting a copy of all the tenders and the evaluation outcome for their own review.		
238.2	To consider and approve the winning bid for the contract, which will run for a minimum of 3-years from 1 <sup>st</sup> April 2026. <b>Resolved</b> – to award the contract to Countrywide Grounds Maintenance, who received the highest evaluation score based on competitive pricing and an excellent response to the non-financial criteria detailed in the tender.		
238.3	To approve the communications to be sent to all contractors who submitted a tender bid. <b>Resolved</b> – to approve the draft emails to be sent to the contractors who submitted a bid, which will be issued on Tuesday 27 <sup>th</sup> January. The council also noted that the formal “Contract Award Notice” will be posted on the Gov.uk “Find a Tender” website on this date.		
239	<b>AOB</b>  Items to be placed on the agenda for future meetings. There were no items requested for future meetings.		
240	<b>Next Meetings</b>	Parks and Environment Committee	Monday 2 <sup>nd</sup> February at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 9 <sup>th</sup> February at 7.30pm in Kingsmead School

The meeting closed at 7.53pm.