



TODMORDEN TOWN COUNCIL

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REPORT TO FULL COUNCIL

REPORT AUTHOR	Colin Hill, Town Clerk and Responsible Financial Officer
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Date	15th December 2021
SUBJECT	Patmos Gardens

PURPOSE OF REPORT

1. To inform Members that following the decision of the Resources Committee to proceed with landscaping works for Patmos Garden, a tender document has now been issued.
2. To seek approval from Full Council for tenders to be considered and the award of contract by the Town Clerk in consultation with the Chair and Vice Chair of Resources Committee.

BACKGROUND

3. Resources Committee approved a budget of £25,000 to be allocated towards this project.
4. Whilst financial regulation 11.1c only requires three quotes to be provided, nevertheless it was felt appropriate to seek this by way of tender, to ensure that as part of the process, quality of submission, experience of the contractor and pricing, could all be considered when awarding the contract.
5. As part of the overall cost of the project, funding has been obtained through Todmorden in Bloom to the extent of c£2,600 in respect of works around the War Memorial area. The proviso is that work must be completed in that area by end of March 2022.
6. The closing date for the tender is 13th January 2022 and award will have to be made that week to stand a chance of delivery, especially given February is not normally a good period to plan out surfacing works.
7. The next meeting of the Resources Committee is not until 16th February 2022 and therefore delegated powers need to be agreed to enable the tenders to be assessed and award made.

FINANCIAL

8. Budget provision has already been made within this financial year.

RECOMMENDATION

9. That Full Council delegates powers to the Town Clerk in consultation with the Chair and Vice Chair of Resources to award the contract.

REASONS FOR RECOMMENDATION

10. To avoid the need to call an extraordinary meeting of the Resources Committee to consider the tender submissions.

POLICY IMPLICATIONS:

11. None

DETAILS OF CONSULTATION:

12. None from this report.

CLIMATE CHANGE:

13. None arising from this report.

IMPACT EQUALITY ASSESSMENT

14. None arising from this report.

SUPPORTING PAPERS:

15. None

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill