



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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31 July 2024

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Monday, 5 August 2024 at 6.00 pm** in the **Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Steven Chowns
Town Mayor

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A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. Nolan Principles

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

- 4. To consider quotations received in respect of contract works to cover staff absence in relation to the Cemetery and hanging baskets
(Pages 1732 - 1733)**

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LEDBURY TOWN COUNCIL

EXTRAORDINARY COMMITTEE	5 AUGUST 2024	AGENDA ITEM: 4
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Report prepared by Julia Lawrence – Deputy Town Clerk

QUOTATIONS FOR CEMETERY MAINTENANCE AND HANGING BASKETS

Purpose of Report

The purpose of this report is to ask Members of the Extraordinary Committee to consider the quotations received for works to take place on a temporary basis to cover the absence of the post holder. The work will include watering the hanging baskets and maintaining the Cemetery.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Members will be aware that the Groundsman is currently absent for work for personal reasons and therefore urgent arrangements need to be put in place to maintain the Cemetery to a satisfactory standard as well as watering the hanging baskets in Town for a period of six weeks.

Four contractors were contacted on 24 July 2024 and invited to submit their quotations to carry out the following works:-

- 1 **Hanging Baskets** – for all baskets to be watered three times per week. This equates to approximately four hours per session. A proviso had been given to contractors stating that if the weather conditions remain dry then provision for a

fourth watering may need to take place. The contractor would be using Ledbury Town Council's truck to water the baskets.

- 2 **Cemetery** – For all the grass to be mown, strimmed and then for headstones to be “blown” to remove any grass cuttings that may be left after mowing/strimming, undertake any other general maintenance within the Cemetery and to empty the bins three times a week. The contractor would have the use of Ledbury Town Council's equipment (two mowers, strimmer and blower) and the Council would be providing the fuel for this equipment.

As stated above, four contractors were contacted. The summary of their response is set out below.

Company	Location	Comments	Cost
1	Ledbury	Quotation received.	£880.00 per week Cemetery £360.00 per week Hanging Baskets
2	Withington	Quotation received. This company is not VAT registered.	£1,000.00 per week Cemetery £360.00 per week Hanging Baskets
3	Ledbury	Company responded immediately to confirm they were already too busy and could not help.	
4	Ledbury	No response.	

Company 1 has allowed for two men for two days per week at the Cemetery, to carry out all the tasks set out above and has allowed for five hours per visit to water the hanging baskets three times a week. This company has undertaken a similar contract at the cemetery in previous years.

Company 2 will be supplying a full time (five days per week), 9.00am to 5.00pm, trained Greenkeeper to maintain the Cemetery, covering all the tasks set out above, and has allowed for one man to water the hanging baskets three times a week. Please note that the Greenkeeper used to maintain Worcestershire Golf Club before he retired from the Club.

Recommendation

That Members of the Extraordinary Committee consider the two quotations received and instruct officers to appoint contractor no. 1 to undertake these tasks for a period of six weeks, either:

Company 1	Cemetery	£880.00 per week (ex VAT)
	Hanging Baskets	£360.00 per week (ex VAT)