

# Frodsham Town Council

Minutes of the Cemetery Committee  
held on Wednesday 16<sup>th</sup> October at 3pm  
in the Town Council Office, Castle Park, Frodsham



## Meeting 3

**Present:** Cllrs Lord Pennington (Chair), J Critchley & M Poulton

**In attendance:** Liz Kenny (Admin Officer), Clare Halestrap (Director, Harrison Design and Development) - part

No	Item
25	<b>Apologies</b> Apologies were accepted from Cllrs Dawson and Nield. Cllr Williamson did not attend the meeting and no apologies were received.
26	<b>Declarations of interests</b> None.
27	<b>Opportunity for the public to speak</b> No member of the public attended the meeting. In view of the commercial sensitivity of some of the information being discussed, it was <b>agreed</b> that no audio recording of the meeting would be made.
28	<b>Cemetery tenders</b> It was <b>noted</b> that five contractors had been invited to tender and three valid tenders had been received. Clare Halestrap of Harrison Design Development presented a tender evaluation report. The three tenders had been scored on a 40% Quality, 60% price basis. The lowest priced tender scored highest on the combined price/quality score. A budget of £45,000 had been set aside for the project, while the lowest tender was priced at £55,951.09. Savings could be achieved by: <ul style="list-style-type: none"><li>• omitting some of the memorial rafts as some of them will not be required for several years;</li><li>• reducing the specification for the tap;</li><li>• reducing the length of time that the contractor cuts the established grass.</li></ul>
29	<b>Approval of contractor</b> It was <b>noted</b> that income generated by the cemetery in the financial year was likely to be sufficient to meet the shortfall in the project budget. <b>Resolved:</b> It was proposed by Cllr J Critchley, seconded by Cllr Lord F Pennington and unanimously agreed: <ol style="list-style-type: none"><li>a. to accept the lowest tender, from AJK Plant Hire Ltd of Higher Whiteley, Warrington in the sum of £55,951.09.</li><li>b. to retain the full schedule of works as tendered but to instruct Harrison Design Development to investigate the options for reducing the specification of the tap and minimize the removal of soil from the site as far as practical.</li></ol>
30	<b>Programme of works</b> AJK Plant Hire Ltd have proposed an 8-week contract period. A precontract meeting will be arranged week commencing 21 October, after which a start on site date will be agreed. It was <b>agreed</b> that information on the project, including dates and impact on cemetery users would be provided on the FTC website, cemetery notice board, and letters to local funeral directors and churches. Work on site would stop for a two-hour period around an interment. Cllr Lord Pennington asked that the issue of road safety for contractors' vehicles entering and leaving the site be given special attention at the pre-contract meeting.

Members: Lord F Pennington, J Critchley, M Poulton, P Williamson, M Neild, A Dawson  
Frodsham Town Council, Castle Park, Frodsham WA6 6SB

Tel: 01928 735150

Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk)

Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)

No	Item
31	<b>Merging of Cemetery and Policy &amp; Process Committees</b> <b>Resolved:</b> It was proposed by Cllr J Critchley, seconded by Cllr Lord F Pennington and unanimously agreed to <b>recommend</b> that the Cemetery and Policy & Process Committees be merged to form a Policy, Process & Revenue Committee.
32	<b>Agenda items for the next Committee</b> None.
33	<b>Date of next meeting</b> Deferred, dependent on decision of Policy & Process Committee regarding agenda item 31.
34	<b>Close of meeting</b> The meeting closed at 3.35pm.