

## MINUTES OF THE PARRETT FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 27 APR 21

| <b>Attendance:</b>  |  |  |                |
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| <b>Elected Members:</b><br>Mr C Passmore (C)<br>Mr T Bradford<br>Mr P Betty | <b>Appointed Members:</b><br>Cllr A Betty<br>Cllr I Dyer | <b>Officers:</b><br>Mrs C-A Morgan<br>Mr I Sturdy<br>Mr M Wall | <b>Public:</b> |
| <b>Apologies:</b>   |  |  |                |
|   | Cllr M Caswell<br>Cllr S Kingham                         | Mr R Burge   |                |
| <b>Non-Attendance:</b>  |  |  |                |
| Mr J Winslade   | Cllr J Pay   |  |                |

| <b>Agenda Item:</b>               | <b>Detail:</b>  | <b>Action:</b> |
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| 1. Attendance and Apologies       | 1.1. The Deputy Clerk reported the Meeting required 5 Members to be quorate and no decisions could be made until that time.<br><br>The Chair requested the Meeting continued as Cllr Dyer would be joining.<br><br>1.2. Apologies as per the above Attendance List. |                |
| 2. Items Additional to the Agenda | 2.1. No additional Items were reported.   |                |
| 3. Declarations of Interest       | 3.1. No declarations were provided.   |                |
| 4. Approval of Minutes            | 4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 22 Mar 21 could not be approved as the Meeting was not quorate at this time.   |                |
| 5. Matters Arising                | <u>Review of Actions</u>  |                |

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|   | <p>5.1. As the Meeting was not quorate the Chair did not discuss this Item of the Agenda.</p>  |  |
| <p>6. Annual Maintenance Contract Tenders</p> | <p>Cllr I Dyer joined the Meeting.</p> <p>6.1. Mr T Bradford commented that he was very unhappy with the Tender documents that had been sent out and Contractors had personally spoken to him about the following which they felt made the work much more difficult to do:</p> <ul style="list-style-type: none"> <li>a) All programmed timescales had been shortened for Environmental reasons. This is unnecessary, did not have approval of the Board and was one of the reasons why contractors were less able to offer to do the work</li> <li>b) The daily working times been changed to between 8am -6pm Mon-Fri. This made it impossible for the contractors to complete the work needed as they often have early starts, late finishes and work at the weekend.</li> </ul> <p>6.2. Dir Ops replied that both of these matters were reported incorrectly and explained as follows</p> <ul style="list-style-type: none"> <li>a) The Chairman had previously spoken to the Dir Ops and explained that one of the contractors had complained to the Chairman personally that the timing of one lott (RW02 Moorlinch) had a reduced period to undertake the work.</li> </ul> <p>Officers had changed the programme for this work to ensure it would not be undertaken during the winter in the Moorlinch SSSI area. However Officers recognised the opportunity to split the programme so that SSSI work could still be done at a less sensitive time whilst allowing the remaining work to be done later in the year.</p> <p>A revision to the programme was made and a Tender variation sent to all contractors who had</p> |  |

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|  | <p>expressed an interest in RW02. No other issues had been raised regarding the programme.</p> <p>b) The Tender documents state that work will not be allowed before 0800 or after 1800 or at weekends, without the approval of the supervising Officer. This is intended to ensure that supervising staff are fully aware of where and when contractors are at work, and arrangements can be made in advance and so that staff are available to advise contractors and deal with problems that may arise.</p> <p>As an example Officers have particular concerns regarding reduced water oxygen concentrations early in the mornings during hot weather. The work can worsen these conditions causing the onset of fish distress/kill and a reportable environmental incident. The Boards have been involved in such incidents in the past and must take measures to avoid this and other environmental incidents in the future.</p> <p>Other reasons include, Health and Safety, Land Owner and residents liaison and traffic management amongst others.</p> <p><u>Review of Briefing Note</u></p> <p>6.3. Dir Ops provided an overview of the Tender process and the Tenders received reporting that the recommendations would fall within the maintenance budget available.</p> <p>He stated that the tenders received provide potential for good, well managed contracts for the next three years.</p> <p>6.4. Several Members expressed their considerable discontent at the Tender process, reporting that several contractors had complained to them personally about the Tenders being offered.</p> |  |
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|  | <p>After significant discussion between Officers and Members it was agreed to consider the detail of the Tenders received.</p> <p>6.5. Figure 1 Award recommendation, was presented indicating that tenders had been received for all areas recently offered except for RW03 and RW06.</p> <p>6.6. Figure 2 Parrett Contracted Rhyne Maintenance Works all Areas, was presented indicating that all of the previous in house work had successfully been let to contract in the previous year and recently extended to become 3 year contracts and when combined with the current Tenders covered almost all of the Boards routine maintenance.</p> <p>6.7. Each Tender was considered individually and approval in principal as follows:</p> <ul style="list-style-type: none"><li>• RW01 Currymoor, Perry, 35p/m</li><li>• RW02 Moorlinch, Tucker, 33p/m</li><li>• RW03 Somerton, No Tender</li><li>• RW04 Henley, Newton, 23p/m</li><li>• RW05 Butleigh, Rousell, 32/34p/m</li><li>• RW06 Cary , No Tender</li><li>• RW07 Langport (Parrett,) Perry 50p/m</li><li>• RW08 Langport (Isle &amp;Yeo), Perry 50p/m</li><li>• RW10 West Sedgemoor, Spratt, 35p/m</li><li>• RW12 Cannington &amp; Wembdon, Tucker, 33p/m</li><li>• RW17 Stanmoor &amp; Southlake, Newton, 23p/m</li><li>• RW18 Allermoor, Newton, 23p/m</li></ul> <p>6.8. The Director of Operations advised that he had expressed concern to the Chairman about appointing Trevor Newton to work in Southlake SSSI due to the Environmnetal sensitivity of the area. However the Chairman had assured him that Officers would have the full support of the Members in managing Trevor Newtons work.</p> |  |
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|                         | <p>6.9. Dir Ops also advised he was concerned at the higher costs submitted by Bernard Perry for the Langport contracts and that he felt there was potential through post tender negotiation to achieve savings in this area.</p> <p>6.10. Agreed Actions:</p> <ul style="list-style-type: none"> <li>• Confirm Trevor Newton understands the contract requirements and has suitable equipment.</li> <li>• Post tender negotiation with Bernard Perry to investigate the prospect to separate routine work from the more complex ad hoc work to achieve savings.</li> <li>• Figures 1 to 3 to be shared to the group who attended. Documents would be marked as Commercially Sensitive and held in the Strictest Confidence.</li> <li>• A further extraordinary F&amp;W Meeting to be held Tue 04 May 21 at 0930, at which Members will be briefed on offers received and Officer recommendation.</li> <li>• The Meeting will consider the best option for the current unpriced work once decisions have been finalised for the Tenders currently received.</li> </ul> <p>Cllr I Dyer left the Meeting prior to formal Resolution.</p> |  |
| 7. Any Other Business   | 7.1. No other business reported.   |  |
| 8. Date of Next Meeting | <p>8.1. Extraordinary Meeting to conclude Tender discussions:</p> <ul style="list-style-type: none"> <li>• F&amp;W: 04 May 21 @ 0930</li> </ul> <p>8.2. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 10.45</p>   |  |

Annex:

A. Parrett F&W Meeting – Table of Outstanding Actions

CHAIRMAN.....DATE .....

**ANNEX A TO  
PARRETT F&W COMMITTEE MINUTES  
DATED 27 APR 21**

**PARRETT F&W MEETING – TABLE OF OUTSTANDING ACTIONS**

| Action Number: | Action:   | Actionee: |
|----------------|---|-----------|
| P/20191007-02  | To prepare a formal letter, to be reviewed by Ashfords Solicitors, of further justification of the Boards' claim to Somerset County Council regarding the collapsed Culvert at Admiral's Table. | Clerk     |