



**Minutes of the Grounds Maintenance Committee Meeting held electronically
on Wednesday 4 November 2020**

Present: Cllrs J Bond, G Broadhead, S Glover, W Mills

1. **Election of Chair** – Cllr Broadhead was elected Chair of the Grounds Maintenance Committee
2. **Public Speaking Time** – no members of the public were in attendance.
3. **Apologies for Absence** – no apologies for absence were received.
4. **Declarations of Pecuniary Interest** – none were received.
5. **Grounds Maintenance Specification and Treework Specification 2021/22** – the grounds maintenance specification was updated for 2021/22 and approved. The treework specification (additional works) for 2021/22 was approved. The final treework specification will be drawn up once the tree survey has been received.
6. **Tender Process** – It was resolved that the specification be sent out to tender with a return date of noon on 24 December 2020. Quotes for the grounds maintenance contract will be requested for 1 and 3 years. The tenders received will be considered at the next Ground Maintenance Committee meeting scheduled for Thursday 7 January 2021.