



## **Minutes of the Tenders Committee**

**Held Remotely Via MS Teams**

**On Friday, 23 October 2020 at 6.00pm.**

**Present:**

**Councillors:** P Baker, P R Crayford & P Gibson

**Clerk to the Council:** Huw Evans

### **1 Election of Chair**

**Resolved** that Councillor P Gibson be elected as Chair of the Tenders Committee for the Municipal Year 2020-2021.

**Councillor P Gibson (Chair) Presiding**

### **2 Election of Vice-Chair**

**Resolved** that Councillor P Baker be elected as the Vice Chair of the Tenders Committee for the Municipal Year 2020-2021.

### **3 Apologies for Absence**

No apologies of absence were received.

### **4 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

### **5 Exclusion of the Public**

The Committee were requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendations to the report(s) on the grounds that it / they involve the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report(s).

The Committee considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item of business where the Public Interest Test was relevant as set out in the report.

**Resolved** that the public be excluded for the following item(s) of business.

**(Closed Session)**

**6 Christmas Tree & Illuminations 2020 - Contract Award**

The Clerk stated that traditionally, the Council places a Christmas Tree and Illuminations, in the grassed island of land (owned by Swansea Council) and known locally as the Village Green, opposite the Plough & Harrow, Swansea Road, Llangyfelach. Council of 9 September 2020 resolved that the Clerk seek three quotes to supply, erect and maintain a Christmas Tree and the installation of Illuminations.

The Clerk outlined the quotation(s) received to the Committee.

**Resolved** that Tenderer 1, namely Phillips Services (Wales) Ltd. be awarded the tender for the sum of £1,999.99 (excluding VAT).

**7 Christmas Newsletter 2020 - Contract Award**

The Clerk stated that traditionally, the Council produces an Annual Christmas Newsletter for the residents of the Llangyfelach Community Council area. Council of 9 September 2020 resolved that the Clerk seek three quotes to produce the Newsletter.

The Clerk outlined the quotation(s) received to the Committee.

**Resolved** that Tenderer 1, namely LowCost Print Group be awarded the tender for the sum of £1,512.00 (excluding VAT).

The meeting ended at 6.45pm

**Chair**