

**MINUTES OF AN EXTRAORDINARY MEETING OF MILLOM TOWN COUNCIL HELD
ON THURSDAY 19TH OCTOBER 2023 COMMENCING 006.30PM IN THE COUNCIL
OFFICES**

PRESENT: Cllr G McGrath (Chair), Cllr S Faulkner, Cllr R Kelly, Cllr J Brown, Cllr B Amos, Cllr D Billing, Cllr D Barry, Cllr A McDonald, Cllr J Kellett, Cllr A Gager-Leibhart, Cllr J Micklethwaite and Town Clerk Mrs Cath Jopson

108/23: APOLOGIES:

Apologies were received from Cllr E Ormesher (ill health) and Cllr B Crellin (due to other commitments)

109/23: EXCLUSION OF PRESS & PUBLIC:

No items on the agenda needed the exclusion of the press or public.

110/23: DECLARATIONS OF PECUNIARY INTEREST:

No declarations of pecuniary interest were received

111/23: OPEN TO THE PUBLIC:

No members of the public were present

112/23: PROCUREMENT:

The meeting was called to discuss the procurement policies that the town council had now got to have in place.

- **MTC Procurement Standard Terms and Conditions:** The chair emphasised the need to make some alterations to this policy. The main one being that the wording "*The Chair of the Finance Committee*" should now read as "*The Finance Committee*" this is to ensure that the onus is not put onto one individual but the whole of the finance committee. Other slight changes were to be made by the clerk as discussed to adopt the policy. It was proposed by Cllr Barry, seconded by Cllr Gager-Leibhart and agreed.
- **MTC Procurement & Contract – Management Strategy:** Due to new government guidelines¹ the contract value limits had changed. Cllr McGrath proposed that item 5 on this document change from "£25k" to "£25k plus VAT" to adopt this policy. This was seconded by Cllr Micklethwaite and agreed.
- **MTC Contract Procedure Rules:** Subject to spelling error Cllr Kelly proposed that this document be adopted, this was seconded by Cllr Leibhart-Gager and all agreed.
- **MTC Procurement Risks and How to Manage Them:** It was proposed by Cllr Faulkner to adopt this policy, seconded by Cllr Brown and agreed
- **MTC Procurement Check List:** It was proposed by Cllr Kelly that this be adopted, seconded by Cllr Brown and agreed
- **MTC Procurement Check list and Project Monitoring Sheet:** These two sheets were proposed to be accepted by Cllr Faulkner, seconded by Cllr Brown and agreed.

113/23: MILLOM & HAVERIGG TOWN DEAL STRATEGIC OBJECTIVES

Alignment of Key Objectives to the Millom Park Vision/Millom Park Phase II Strategy

Rationale: Cllr Faulkner explained the rationale of these documents to the councillors and stated that this was one of the requirements of the South Copeland GDF Community Fund to be put in place prior to being awarded the money for the re-development of the Millom Park Phase II. Cllr Billing stated that he thought that it was of poor execution and felt that it needed more work. Cllr Faulkner informed Cllr Billing and the councillors present that it was a document that had been forwarded from the Community Fund in liaison with Millom Town Deal representative and had been drawn up to their specification. Cllr Micklethwaite proposed that it be submitted as requested, this was seconded by Cllr Kelly and agreed.

¹ Procurement Policy Note – Update to legal and policy requirements to publish procurement information on Contracts Finder -Item 2

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- **INVITATION TO TENDER:**

Cllr Amos queried specific items in this document and asked if this document was going out to tender. Cllr Faulkner informed the councillors that this was a template to be agreed on and that the document would be amended accordingly for any works that the council were looking to carry out. Cllr Faulkner also stated that we had to have some format for a tender document to show that MTC was acting in the correct way. It was proposed by Cllr Kelly that the tender document be agreed subject to it being changed in anyway before submission for quotations for works to be carried out. This was seconded by Cllr McGrath and agreed.

There being no further business the meeting closed at 07.25pm.

Signed: Chair Dated: 29th November 2023