



Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan

Report

Agenda Item 10

Meeting: Finance Committee

Date: 7 September 2023

Report Author: Clerk to the Council

Invitation of Quotations and amendments to Financial Regulations (*proposed template report*)

Introduction

1. This report presents minor options to improve and regularise the Council's existing procurement arrangements.

Key Issues

2. Authority to Spend for items included for that class of expenditure in the approved budget is as follows.
 - (i) The Council for all items over £3,000.
 - (ii) For all items over £1,000 and up to £3,000, the Clerk in conjunction with Chair of the Council or Chair of the appropriate committee.
 - (iii) For all items below £1,000, the Clerk. The Clerk shall report such expenditure to the Council's Finance Committee or Full Council.

(In cases of extreme risk to the services or Events, the Clerk may authorise revenue expenditure up to £1,000. The Clerk shall report such action to the Council's Finance Committee or Full Council as soon as possible thereafter.)

3. Goods or materials more than £25,000 shall be procured by way of invitation of tenders.
4. Goods or materials worth £5,000 up to £25,000 shall be procured by way of invitation of three quotations.

5. Where the value is below £5,000 and above £1,000 the Clerk shall strive to seek 3 estimates as far as practical.
6. Where the value is below £1,000 the Clerk shall strive to always obtain value for money.
7. In accordance with paragraph 4 above, quotations have been invited for this project above. The following information is provided.

Details of Project:			
Name of Contractor		Price (nett)	£
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Financial Implications

8. Potential costs are set out above.
9. The scheme would be met from within the budget for ** (Code **)

Risk Management Implications

10. The Council's Business Risk Register includes provision to manage assets, land, and areas of open space safely.

Legal Implications

11. The scheme could be delivered under the following power:

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Recommendation

12. It is **recommended** that Members accept the quotation of **.

Quotes for Tree Works

Radyr Woods and Dan-y-Bryn Woods

Contractor	Woodland	Tree Type	Work to be carried out	Cost	Total Cost
TR33	Radyr Woods	1840 <i>Fraxinus excelsior</i> (Common Ash)	Fell to Ground Level	£768	£2,112 plus VAT
TR33	Radyr Woods	1841 <i>Fraxinus excelsior</i> (Common Ash)	Fell to Ground Level	£1,344	
TR33	Radyr Woods	1842 <i>Fraxinus excelsior</i> (Common Ash)	Ownership to be clarified: Possibly RMCC land		
TR33	Radyr Woods	Tag 1854 is a vast area of felling	Fell to Ground Level	160 Hrs at first look: costs to be reassessed if we want to go ahead with this.	Estimate: £15,360
Michael Boyer Tree Surgeon	Radyr Woods	<i>Fraxinus excelsior</i> (Common Ash) Trees numbered 1840, 1841, 1842, 1847, 1851, 1852, 1853, 1854, 1855 as listed on the Tree Survey results	Fell to Ground Level	£10,000	£10,000 plus VAT

Contractor	Woodland	Tree Type	Work to be carried out	Cost	Total Cost
TR33	Dan-y-Bryn Woods	1872 <i>Fraxinus excelsior</i> (Common Ash) Group of 4 trees	Fell to ground level	£768	£768 plus VAT
Michael Boyer Tree Surgeon	Dan-y-Bryn Woods	1872 <i>Fraxinus excelsior</i> (Common Ash) Group of 4 trees	Fell to ground level	£600	£600 plus VAT