CLYFFE PYPARD & BUSHTON PARISH COUNCIL

EXTRA-ORDINARY MEETING

Tuesday 31st March 2026 at 5.00pm
Venue: Clyffe Pypard Village Hall

Members:
Cllr David Hagen
Cllr John Hughes
Cllr Gemma Greenway

This is a meeting of a formal sub-committee of the Parish Council. Members of the public are welcome to attend.

AGENDA

1. Apologies for Absence

To receive apologies and consider acceptance of reasons given.

2. Declarations of Interest & Dispensations

To receive any declarations of pecuniary or other interests in items on the agenda, and to consider any requests for dispensation.

3. Public Participation

Members of the public may make representations on items on this agenda.
(Public participation is at the Chair's discretion and limited to matters on the agenda.)

4. To Confirm the Sub-Committee's Delegated Authority

To note that the Sub-Committee has delegated authority from the Parish Council (Parish Council Meeting 18 March 2026, Minute reference 5c) to award the maintenance contract for St Peter's Churchyard on behalf of the Council.

5. To Approve the Specification for the Maintenance of St Peter's Churchyard

To formally approve the specification previously circulated to Sub-Committee members and confirm that it forms the basis of the procurement process.

Proposed Resolution:
"That the Sub-Committee approves the specification for the maintenance of St Peter's Churchyard, as circulated to members, and confirms its use as the basis of the contract to be awarded."

6. To Award the Contract for Maintenance of St Peter's Churchyard

To appoint a contractor for the 2026–27 season and confirm renewal options.

Proposed Resolution:
"That the Sub-Committee appoints _____ as the contractor for the maintenance of St Peter's Churchyard for 2026–27, with an option for the Parish Council to renew for up to two further seasons. Any proposed price change on renewal shall be subject to negotiation, may not exceed CPI or RPI (whichever is lower), and shall not require a further tender process.

The Clerk/RFO is authorised to prepare and circulate the draft contract for Sub-Committee approval and, once approved, issue the contract and put the arrangement into effect. The Sub-Committee also authorises ongoing payments to the contractor in line with the agreed contract and the Council's Financial Regulations."

7. Authorisation of Salary Payment to the Clerk

To approve the Clerk's salary payment for the relevant period and authorise payment in line with Financial Regulations.

Proposed Resolution:
"That the Sub-Committee approves the Clerk's salary payment for the period January 2026 to March 2026 and authorises payment in accordance with the Council's Financial Regulations."