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UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 23 SEPTEMBER 2026 AT 5.30 PM

Chair – Councillor R Hawkins

Councillors: T Ashby, D Boot, J Glandfield, B Houlihan, Z Krupski (Town Mayor ex-officio)
Officers in attendance: T Jeffery, Town Clerk

1. **CHAIR'S WELCOME**
The Chair provided a brief on the fire procedure in the event of a fire, the provisions of the Recording and Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council had Signed up to the Civility and Respect Pledge and regarding the use of mobile phones during the meeting.

2. **APOLOGIES FOR ABSENCE**
(a) The Clerk reported that approved apologies had been received from Councillors D Holland (Vice-Chair), C Sylvester and A Mansfield (Deputy Mayor ex-officio).

RECOMMENDED that the same be accepted and approved.

(b) The Clerk reported that all other Members were in attendance.

RECOMMENDED that the same be noted.

3. **PUBLIC PARTICIPATION**
In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda. The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that members of the public may not take part in the Council meeting itself.

It was noted that there were no members of the public in attendance in the meeting.

4. **DECLARATIONS OF INTEREST**
Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. **GRAVE DIGGING CONTRACT 2027-2030 TENDER**
The Chair reported that as Recommended by Committee on 23 June 2026, that the Specification for the Grave Digging Contract for Uttoxeter Cemetery for 1 April 2027-31 March 2030 was accepted and approved, and was duly advertised by Council's Office Manager. The Clerk confirmed had been duly advertised from 17 August 2026, closing date of 14 September 2026.

The Chair reported that two Tender Packs had been issued and he reported that one Grave Digging Contract Tender had been received. He reported that as in accordance with Standing Orders 18(c)(iv-v), he and the Clerk/RFO had opened the Tender on 17 September 2026, witnessed by a Council Officer and duly reviewed by the Mayor, Councillor Z Krupski.

It was noted that Members were provided with the Grave Digging Tender Breakdown Fees as received for 1 April 2027-31 March 2030, following normal procedure with the Contractors personal details redacted, as follows:
2027/28 Fees from £140 to £770
2028/29 Fees from £140 to £810
2029/30 Fees from £150 to £850

It was noted that Members were provided with the current Grave Digging fees for 2026/27 which were from £110 to £660.

Councillor Boot sought clarification on the removal of the Contractors personal details. The Chair and the Clerk reported that this was as in accordance with normal procedure under GDPR and that following due review of the Tender, upon Appointment by Recommendation by the Committee, the Contractor would be named within the Minutes. Councillor Boot requested it be recorded that he would be seeking advice with respect to the details of the Contractor being redacted from the Tender breakdown as issued to Members. The Mayor reported that he and the Clerk would further liaise with Council's DPO to seek clarification.

Committee's instruction was sought. Following due debate, it was

> RECOMMENED that Council appoints P M Gravedigging for the Grave Digging Contract for Uttoxeter Cemetery commencing from 1 April 2027 to 31 March 2030, as per the costings as recorded above, be accepted and approved, funded from the Grave Digging budget allocation.

It was noted that Councillor Boot abstained from the above-mentioned vote.

6. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be accepted and approved.

7. **GROUNDS MAINTENANCE CONTRACT FOR UTTOXETER CEMETERY AND ST MARY'S CLOSED CHURCHYARD 2027-2030 – TENDER UPDATE**

The Clerk reported that as Recommended by Committee on 23 June 2026 following a detailed review of the Specification and Programme of Works for Uttoxeter Cemetery and St Mary's Closed Churchyard for the Contract commencing from 1 April 2027-31 March 2030, Council's Office Manager had duly advertised the Tender from 17 August 2026, initially with a closing date of 14 September 2026.

She reported receipt of an email on 7 September 2026 from Council's current Contractor regarding possible Transfer of Undertakings (Protection of Employment) Regulations 2006 which was immediately discussed with the Mayor, Deputy Mayor and Chair of F&GP.

It was noted that Members were provided with a detailed update from the Chair, the Clerk and the Mayor, Councillor Z Krupski following receipt of extensive advice from initially WorkNest who had advised that it was not a Council Staff matter and they recommended that the Council appoint an external Commercial Legal HR Advisor with immediate effect to advise the Council on this matter accordingly, as approved by the Mayor, Deputy Mayor and Chair of F&GP.

The Clerk reported that as in accordance with the legal advice received, the Advert for the Grounds Maintenance Tender had been extended to 12 noon on 25 September 2026. The Chair reported that as in accordance with Standing Orders 18(c)(iv-v), the Tenders would be opened by him, the Mayor and the Clerk/RFO on 25 September 2026 following the closing time.

The Clerk reported that an update had been received from Council's Commercial Legal HR Advisor earlier in the afternoon which had been duly reviewed by the Mayor, and had been provided to all who had previously requested Tender Packs which included documentation as provided by Council's current Contractor. The Mayor reported that they had been advised that the Council has not independently verified the information received and does not warrant or represent that TUPE applies (or does not apply) in relation to any individual and that bidders were

responsible for carrying out their own due diligence and reaching their own conclusions regarding any potential transfer implications prior to issuing their Tender to the Council.

The Clerk sought instruction from Committee for the review of the Tenders, by Council on 13 October 2026 or by Committee on 27 October 2026. She reported that the Estimates Meeting was scheduled to take place on 24 November 2026 which would include the Grounds Maintenance figures.

It was noted that Members unanimously agreed for Council to consider the Grounds Maintenance Tenders at its next meeting to avoid any unnecessary delays.

Committee instruction was sought. Following due debate, it was

RECOMMENDED that:

(i) The advice received from Council's Commercial HR Provider to date, be accepted and approved.

(ii) The Tenders received by the Clerk as Proper Officer, and opened by the Chair, the Mayor and Clerk/RFO, be included for consideration by Council on 13 October 2026.

The meeting closed at 5.50pm.