

Clachan Cemetery - West Kintyre

1.0 EXECUTIVE SUMMARY

A request has been received via the West Kintyre Community Council to upgrade the access road into Clachan Cemetery and carry out surfacing works at the cemetery entrance to allow for vehicle parking.

The Council manages a trust fund known as the Clachan Cemetery Trust. It is proposed that any works are funded from reserves held in the trust.

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2. INTRODUCTION

- 2.1 This report provides information regarding a request to upgrade the access road and entrance area at Clachan Cemetery.

3. RECOMMENDATION

- 3.1 It is recommended that Members agree that the works be instructed via the Council's own in house provider and that funds required to cover these works be met from the Clachan Cemetery Trust Fund.

4. DETAIL

- 4.1 In September 2014, a request was made to Argyll and Bute Council to access funding from the Clachan Cemetery Trust which is held by the Council. The request for funding is to allow improvements to the access road and cemetery entrance area, create an area for parking vehicles adjacent to the main cemetery gate and improve the access road to the cemetery.
- 4.2 A written request was received via West Kintyre Community Council in October 14 requesting that Argyll and Bute Council release funding to allow a local contractor to undertake this work as part of a community project.
- 4.3 The Scope of works includes:-
- Remove grass segments at entrance area / lay type 1 material and dress off with gravel to allow vehicle parking.
 - Loosen up top surface of existing driveway to cemetery and dress off with suitable materials.
 - Deepen side channels at driveway for run-off surface water.
 - Cut out run-off channels in concrete plinth at road entrance to take surface water to side channels.

- 4.4 As part of Argyll and Bute Council's procurement policy, it is necessary to obtain more than one quotation for this type of work. A quick quote request was made via the Council's procurement team and placed on the Public Contract Scotland portal. One quotation was received at a value of £7,430.
- 4.5 Argyll and Bute's Roads Department have indicated these works can be carried out in-house at an estimated cost of £2,500 - £3,500.
- 4.6 A local contractor had provided a written quotation of £1,824.00 direct to a representative of the community and not via the portal as required by Argyll and Bute Council. The council's procurement section have been touch with the local contractor to advise that they would need to register on the council's approved contractors list and submit quotations for any work via the public portal. The local contractor has since indicated they are not in a position to register their company with the council and do not intend submitting a formal quotation.

5. CONCLUSION

Given that the only formal quotation received was higher than the in-house quotation, it is recommended that the works be instructed via our in house provider and that funds required to cover these works be met from the Clachan Cemetery Trust Fund. The maximum value of the works will be £3,500.

IMPLICATIONS

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| 6.1 | Policy | Procurement Policy |
| 6.2 | Financial | Funds from Clachan Cemetery Funds held by the Council |
| 6.3 | Personnel | None |
| 6.4 | Equalities
Impact
Assessment | None |
| 6.5 | Legal | Duty of care to the public |
| 6.6 | Risk | None |
| 6.7 | Customer Service | None |

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