



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL **Held on Tuesday 2nd June 2025, at 5.45pm held at the Briars Centre, Briar Avenue,** **Lightwater**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	PA	Hardless	P
Du Cann	A	Hartshorn	P	Lewis	-
Gordon	-	R Jennings-Evans	A	Marr	P
Wilson	A	Malcaus Cooper	PA	Richardson	A
Willgoss	P	Turner	A	Wheeler	PA
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council

P – present A – apologies PA – part of the meeting - no information
R - resigned

Cllr White was in the Chair

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		Action
C/24/28	Apologies for absence Apologies for absence were received and accepted from Cllrs Du Cann, Turner, Richardson, Wilson, R Jennings-Evans, and D Jennings-Evans. Cllr Harris and Cllr Malcaus Cooper contacted the Clerk, informing her that they were held up and on their way.	
C/24/29	Declarations of interest There were no declarations of interest.	
C/24/30	Public Questions No public were present.	
C/24/31	Exclusion of the press and public. There were no items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	
C/24/32	To review procurement progress for the current Christmas Tree and Festive Lights Tender.	

Members were informed that, following the evaluation of the five tenders received for festive lights and Christmas trees, it was recommended that the current procurement process be formally terminated due to concerns regarding non-compliance, quality, and eligibility.

This recommendation is made in accordance with the principles of the Procurement Act 2023, due to compliance, quality, and eligibility concerns across all submissions.

It was resolved unanimously to:

- 1. Formally terminate the current tender process on the grounds of noncompliance, quality, and eligibility concerns.**

17:50 Cllrs Harris, Malcaus Cooper, and Wheeler joined the meeting

- 2. Reissue a simplified tender for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027, as set out in the attached documentation, with the inclusion of clarification of pass and fail criteria if over budget and a change to the scoring criteria as set out below.**

Proposed Tender Evaluation Criteria and Weighting:

Criteria	Weighting (%)	Description
Value for Money	30%	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.
Experience & Track Record	30%	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.
Quality of Products & Services	40%	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.

Price Evaluation Method

The lowest priced tender will score 100% of the price marks (30%). All other tenders will receive a proportionally lower score using the following formula:

Score = (Lowest Tender Price ÷ Tenderer's Price) × Maximum Price Score (30%)

This method ensures fairness while rewarding competitive pricing.

Scoring Method:

Each qualitative criterion (Value for Money, Experience & Track Record, and Quality of Products & Services) will be scored out of 10 based on the following matrix:

	<table><tr><th>Score</th><th>Description</th><th>Percentage of Total Marks</th><th>Definition</th></tr><tr><td>10</td><td>Excellent/Exceeds requirements</td><td>100%</td><td>Submission exceeds expectations and adds innovative or extra value.</td></tr><tr><td>8</td><td>Meets all requirements</td><td>80%</td><td>Fully meets specification with no shortcomings or enhancements.</td></tr><tr><td>6</td><td>Satisfactory</td><td>60%</td><td>Meets requirements with minor weaknesses or limited detail.</td></tr><tr><td>2</td><td>Less than satisfactory</td><td>20%</td><td>Significant weaknesses: some requirements not adequately met.</td></tr><tr><td>0</td><td>Fails to meet any requirements</td><td>0%</td><td>No relevant submission or wholly inadequate response.</td></tr></table> <p>The total weighted score determines the most advantageous tender in accordance with the Procurement Act 2023</p> <p>3. Suspend Standing Orders and delegate authority to the Clerk, along with the Chair and Vice-Chair of each village committee, plus Chair and Vice-Chair of Council if required, to open, evaluate, and award the tender.</p>	Score	Description	Percentage of Total Marks	Definition	10	Excellent/Exceeds requirements	100%	Submission exceeds expectations and adds innovative or extra value.	8	Meets all requirements	80%	Fully meets specification with no shortcomings or enhancements.	6	Satisfactory	60%	Meets requirements with minor weaknesses or limited detail.	2	Less than satisfactory	20%	Significant weaknesses: some requirements not adequately met.	0	Fails to meet any requirements	0%	No relevant submission or wholly inadequate response.	
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C/24/33	<p>Grants - To consider a grant request from the Windlesham Fete Committee</p> <p>Members reviewed a grant application from Windlesham Fete Committee requesting £1,018.32 to support:</p> <ul style="list-style-type: none">• The hire of a 6m x 6m marquee with lighting, to be used on the day of the Fete as a refreshment tent- £651.60 (incl. VAT)• The purchase of two ‘feather flags’ with poles to be used at the Fete to highlight key attractions - £366.72 (incl. VAT) <p>It was resolved unanimously to suspend the current grant policy allowing retrospective grants and to award £1,018.32 from the Windlesham Grants budget line</p>	Clerk																								
	<p>There being no further business, the meeting closed at 17:57</p>																									