

## Record of officer decision

<b>Decision title:</b>	Decision to spend from the Property Services Estates Capital Works Programme to replace floor finishes at Hereford Crematorium and Cemetery
<b>Date of decision:</b>	30 July 2021
<b>Decision maker:</b>	Assistant Director for Technical Services.
<b>Authority for delegated decision:</b>	This decision is to apply for the spend of the budget as agreed by the key decision made on 31st March 2021 (Report Ref: Property Services Estates Capital Works Programme). <a href="http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7736">http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7736</a>
<b>Ward:</b>	Greyfriars
<b>Consultation:</b>	None.
<b>Decision made:</b>	That authorisation be given to implement the above recommendation in respect of the key decision dated 31 <sup>st</sup> March 2021 and spend within the approved budget for Condition Survey works at Hereford Cemetery and Crematorium, Property Services Estates Capital Works Programme CAP1143, of not more than £17k (inclusive of professional fees, contingencies, etc) and enter into an Agreement with Vince Mantle Flooring Ltd.
<b>Reasons for decision:</b>	<p>The carpet to the Chapel is highlighted in the condition survey as worn and deteriorated and needs replacing.</p> <p>Vince Mantle Flooring have been identified as the bidder representing best value for money following a competitive tender and assessment process in accordance with Council procurement procedures. Quotations were invited from three prospective companies and two returned valid quotation for consideration.</p> <p>The work to be awarded to Vince Mantle Flooring Ltd at a cost of £14,380.00.</p> <p>The overall budget of £65k is also to fund access paths improvements and the replacement of the screen to the Book of Remembrance building; all at Hereford Crematorium and Cemetery.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	None.

<b>Details of any alternative options considered and rejected:</b>	Do nothing – This was rejected because a lack of investment on building improvement works on council property estate assets could render them to deteriorate further with likely risk to personal injury and in this case mourners.
<b>Details of any declarations of interest made:</b>	None.

Signed:  
Chris Jenner, Assistant Director Technical Services

Date: 30 July 2021