

Oakham Town Council

Report No.

Council

Appendix:

Date of Meeting: 12th August 2026

Item No. 25

Report Author: Martin Brookes

Title: **Establishment of Floral Display
Working Group**

Subject: **Establishment of Floral Display
Working Group to seek a obtain a new
contract for floral displays for 2027-2028**

Subject: Proposal for Floral Display Working Group and 2027–2029 Procurement Strategy

1. Purpose

This report seeks Council approval for the establishment of a formal Floral Display Working Group. The primary objective of this group is to oversee a comprehensive overhaul of the town's floral displays and to manage the procurement process for a new three-year contract (2027–2029).

2. Background

The current floral display contract is a one year extension of a previous agreement. A recent review has highlighted several issues, including:

- Inconsistent coverage throughout the town centre.
- Missing baskets and empty or removed planters that are currently omitted from the contractor's maintenance list.
- The need for a more structured, long-term approach to town aesthetics.

3. Proposed Working Group Mandate

It is proposed that at least two Council members be appointed to form the Floral Display Working Group. The Working Group, in collaboration with the Town Clerk, will be tasked with the following responsibilities:

- **Procurement Strategy:** Development of tender documentation for the supply, installation, maintenance (watering), and end-of-season removal of planters and baskets. Which will be submitted to council for approval.
- **Compliance:** Ensuring all processes strictly adhere to the Council's financial regulations and local government procurement procedures.

- **Property Consent:** Securing formal written permission from all relevant property owners (including Rutland County Council for lamp post usage) to ensure the legality and safety of all installations.
- **Project Oversight:** Delivering a comprehensive plan for an overhaul of town centre displays, ensuring it is ready for review and agreement by Full Council prior to the setting of the 2027–2028 budget.

4. Contract Timeline (2027–2029)

The working group will operate under a strict timeline to ensure the Council can finalise budgetary requirements:

Milestone	Target Completion
Establishment of Working Group	August 2026
Town Centre Surveys, Owners Consent: Decide on planter styles flowers & Obtain Property Owners Consent.	August – September 2026
Tender Preparation & Council Approval: Prepare the tender packs and seek council approval to go out to tender for the 2027- 2029 three year contract.	October 2026
Tender Review & Recommendations to Council: Review received tenders in accordance with financial regulations and make recommendation to council. Council will consider at least three tenders December meeting.	November 2026
Full Council Approval: Council award preferred contractor for 2027 – 2029 Three years	December 2026
Contract Start	2027

5. Recommendations

The Council is requested to:

1. **Approve** the formation of a Floral Display Working Group consisting of two Council members.
2. **Authorise** the Working Group to commence the process of securing land/property permissions and drafting tender specifications for the 2027–2029 contract period as set out above.
3. **Note** that all final contract awards will be subject to Full Council approval before the 2027–2028 budget is finalised.