

OAKHAM TOWN COUNCIL MEETING

Item No. 6

Report Author: Martin Brookes

Council Date of Meeting: 2nd September 2026

Subject: Establishment of Floral Display Working Group to seek a obtain a new contract for floral displays for 2027-2029 and 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 the 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 recommendations to council. Council will consider at least three tenders for the December meeting.

November 2026 Full Council Approval: Council award preferred contractor for 2027 – 2029, Three years, Contract Starting 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.