



# COUNCIL OF THE ISLES OF SCILLY

Town Hall, St Mary's, Isles of Scilly, TR21 0LW

0300 1234 105

[enquiries@scilly.gov.uk](mailto:enquiries@scilly.gov.uk)

Westward Farm,  
St. Agnes,  
Isles of Scilly

Attn: Aiden Hicks

By email to: [westwardfarm@hotmail.com](mailto:westwardfarm@hotmail.com)

Date: **17/3/2025**

Dear Sir,

**Award of contract for the supply of St Agnes Waste Management Services (the Services)**

Following your proposal for the supply of a Waste Management Services to the Council of the Isles of Scilly we are pleased to award this contract to you.

This letter (Award Letter) and its Annexes set out the terms of the contract between the Council of the Isles of Scilly as the Customer and Westward Farm as the Supplier for the provision of the Services. Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract set out in Annex 1 to this Award Letter (the "**Conditions**"). In the event of any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Supplier terms and conditions to this Agreement as they will not be accepted by the Customer and may delay the processes.

For the purposes of the Agreement, the Customer and the Supplier agree as follows:

- 1) The Services shall be performed on St. Agnes, the St Agnes waste bring site facility and the suppliers offices.
- 2) The charges for the Services shall be as set out in the Supplier's quotation dated 3<sup>rd</sup> March 2025 (Pricing Schedule).
- 3) The specification of the Services to be supplied is as set out in the Supplier's quotation dated 3<sup>rd</sup> March 2025.
- 4) The Term shall commence on 1<sup>st</sup> April 2025 and the Expiry Date shall be 31<sup>st</sup> March 2028].
- 5) The address for notices of the Parties are:

**Customer**

Council of the Isles of Scilly,  
Town Hall,  
St Mary's,  
Isles of Scilly,  
TR210LW

Attention: Russell Thompson

Email: [Russell.Thompson@scilly.gov.uk](mailto:Russell.Thompson@scilly.gov.uk)

**Supplier**

Westward Farm,  
St. Agnes,  
Isles of Scilly

Attn: Aiden Hicks

By email to: [westwardfarm@hotmail.com](mailto:westwardfarm@hotmail.com)

- 6) The following persons are Key Personnel for the purposes of the Agreement:

Name	Title
Russell Thompson	Waste Site Manager

- 7) For the purposes of the Agreement the environmental policy are available upon request.
- 8) The Customer may require the Supplier to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Supplier shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Supplier to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

### Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to: [invoices@scilly.gov.uk](mailto:invoices@scilly.gov.uk) or Council of the Isles of Scilly, Accounts Payable, PO Box 727, Truro TR1 9GP. Within 10 working days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section: either by email to [financeprocessing@cornwall.gov.uk](mailto:financeprocessing@cornwall.gov.uk) (for remittance advice: [paymentscontrol@cornwall.gov.uk](mailto:paymentscontrol@cornwall.gov.uk)) or by telephone 01872 323000 between 09:00-17:00 Monday to Friday.

### Liaison

For general liaison your contact will continue to be Russell Thompson

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) **within [7] days** from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of Council of the Isles of Scilly

Name: Keith Grossett

Signature:

Date: 17/3/2025

We accept the terms set out in this letter and its **Annexes**, including the Conditions.

Signed for and on behalf of [*insert name of Supplier*] WESTWARD FARM

Name: [*insert name*] AIDEN HICKS

[*insert job title*] PARTNER

Signature: A HICKS

Date: 20/03/2025