



LOOE TOWN COUNCIL

KONSEL TRE LOGH

THE GUILDHALL, FORE STREET, EAST LOOE PL13 1AA

Tel: 01503 262255

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

Invitation to Tender

Legal Services

**LOOE TOWN COUNCIL ARE
TENDERING**

FOR THE SERVICES OF A SOLICITOR.

OUR REQUIREMENTS CAN BE OBTAINED

EITHER FROM:

Website: www.looetowncouncil.gov.uk

Email: looetowncouncil@ymail.com

Telephone: 01503 262255

Mrs Anne Frith – Town Clerk

Looe Town Council is a non profit making local Government Organisation, bound by Law and Financial Regulations, serving our local community and providing best value for money with public funds.

The legal services required will include, but not be limited to:

A twelve month initial contract for legal advice, representation and services as follows with the option of 2 x 1 year extension:

- Dealing with property leases and land transfers
- All legal matters relating to potential devolution packages from Cornwall Council
- All legal matters relating to employment law

We would require a breakdown of costs i.e. hourly rates for each service, letters, phone calls etc

The deadline for responses to this tender is **31st October 2016**

Responses should be sent by email, backed up by a hard copy postmarked 31st October 2016 at the latest.

Tenders will be assessed on the following criteria:

- Experience of advising local authorities
- Value for money
- Timely and efficient service
- Other legal matters and representation as may be required from time to time by the Town Council