



**Minutes of the Extraordinary Parish Council Meeting held on 8<sup>th</sup> March, 2011 at 7.30pm in the Parish Office**

Present: Cllrs    S Berlyn (Chairman)                    A Pemberton  
                      D Bolwell                                    D Powell  
                      Mrs Y Burton                                    M Telling  
                      H Clacy    J Thomson  
                      Mrs S-J Court                                   D Whiteing  
                      A Keeler     M Wood

In attendance: Mrs M Saunders, Clerk  
                      Mr P McMeeking Brand Leonard Limited  
                      Consulting Engineers

**167 Apologies for absence**

Apologies were received and accepted from Cllrs Mrs A Chapman, S Freeman and M. Telling.

**168 Declarations of Interest**

Members were reminded that they must declare any personal or prejudicial interests they had in any items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must similarly be declared at the appropriate time.

No interests were declared.

**169 Public Question Time**

No members of the public were present.

**170 Exclusion of Press and Public**

RESOLVED: in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960, that in view of the nature of the business to be discussed it was in the opinion of the Council advisable that the Public and Press be excluded.

This was due to the commercial sensitivity of the tendering process.

**171 To receive Report from Brand Leonard Consultants**

A representative from Brand Leonard Consultants gave a report on the tenders. It had been disappointing that more tenders had not been returned after indication by Companies that they would be submitting tenders. The tenders received represented a comprehensive return both offering acceptable alternative construction details for the southern car park. The tender received from R M Contracts Limited represented a fair and reasonable return.

Members asked questions regarding the tenders of the Representative of Brand Leonard.

*Mr Mc Meeking left the meeting at this point.*

### **172 To consider Tenders**

Members agreed to accepted the consultants report and accept the recommendation to appoint RM Contracts Limited.

Cllr Mrs S J Court put forward the proposal to formally appoint R M Contracts Limited in accordance with the response by the Consulting Engineers Brand Leonard. This was seconded by Cllr Clacy and unanimously agreed.

RESOLVED: that the Parish Council formally appoint R M Contracts Limited in accordance with the response by the Consulting Engineers Brand Leonard to complete the following works to Dawson Memorial Field:

- a) North car park lights, drainage, resurfacing and height barrier
- b) South car park, resurfacing and height barrier
- c) Disabled Footpath to Parish Office, Tennis Club and Bowling Club
- d) Gate to Pitch 2

the cost of the works to be £131,721.70 plus VAT. This was also below the ceiling figure set for the project at the Meeting held on 17<sup>th</sup> January 2011.

### **173 Funding**

The Clerk supplied the meeting with details of finances for the project. £73,005 was to be taken from Earmarked Reserves Fund held by the Parish Council which had been set aside for the project over many years. £24,350 was to be from Grant Funding and an additional £15,000 had been awarded by the Community Initiatives Fund in February, 2011. (These grants would be available on submission of invoices)

The Parish Council also had sanction for a £50,000 Public Works Loan to be paid back over 10 years.

RESOLVED: that the information was noted and that the Parish Council was extremely pleased that an additional £15,000 had been awarded.

### **174 Public Works Loan**

Discussion took place regarding the amount to draw down for the Public Works Loan but it was decided to draw down the full amount of £50,000 as there had been no contingency figures set into the project.

Cllr Clacy put forward the proposal that the Parish Council draw down £50,000 for the project so that there was enough contingency monies available. This was seconded by Cllr Mrs S J Court and was unanimously agreed.

RESOLVED: that the Clerk draws down £50,000 from the Public Works Loan Board as soon as possible.

It was also agreed that Cllrs Berlyn, Clacy, Pemberton, the Groundsman and the Clerk meet with the appointed contractors and the civil engineers before commencing the project.

RESOLVED: that Cllrs Berlyn, Clacy, Pemberton, the Groundsman and the Clerk meet with the appointed contractors and the civil engineers before commencing the project.

Business having been concluded, the Chairman closed the meeting at 8.20pm.

Signed: ..... Cllr S Berlyn, Chairman

Date: .....