

**Minutes of the Community Centre Committee of Aston Clinton Parish  
Council, held on Wednesday 23rd October 2019 at 8.30pm  
at Aston Clinton Parish Meeting Room**

**Present**

Cllr Tubb (Chairman) Cllr Ronson  
Cllr Mason  
Keith Loxley (Co-opted Member)

**In Attendance**

Clerk E Barry and S Kenny (recording) 1 member of the public  
Apologies - Apologies were received from Cllr Read

**19.126 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests**

There were no declarations of interest

**19.127 Minutes of the last Committee & Community Centre finance working party meetings held on the 25<sup>th</sup> September and 10<sup>th</sup> October consecutively -**

was PROPOSED by Cllr Ronson & SECONDED by Cllr Mason and AGREED

**19.128 Public Participation –**

there was no public participation

**19.129 Project update**

- Contractors for the new build had been appointed and letter of intent been issues
- Café tenants were now set up in the temporary accommodation and open for business. This had been advertised on facebook and Cllr Mason will put information on the website.
- A meeting with tennis club to discuss the electrical arrangements needs to take place.
- A meeting between the Design team, members of the committee, and representatives from the appointed contractors had taken place on the Monday. It had been agreed that everything must go through the Architect as the appointed Contract Administrator. Everything was discussed from Contract start dates, Health & Safety, bollards, fencing etc.
- Contractors will be Fencing the site the week before.
- Clarity is still need on the perimeter fencing by the football pitch, to ensure appropriate run off for the pitch. There may be a problem with footballs going over the fencing. If this happened they will be thrown over on a Monday but on no account must anyone go on site to collect them. The Clerk suggested asking the contractors if they have anything they can put over the fencing to stop the balls going over. Mr Loxley suggested netting.
- The Clerk wanted further clarity on roles and responsibilities of the Parish Council in respect of the Architect and QS. To avoid the inevitable duplication of effort and to ensure nothing was missed.

- CCTV had been moved to the roof of the PC building.
- Building Control had inspected the temporary accommodation and are awaiting the emergency lighting and fire certificate from Portable Offices

### 19.130 Value Engineering -

**MOTION:** to recommend main contractor quote for re-inclusion of PV panels and External bollards – Maximum £19,000, this is not final price as we are taking out some of the bollards. This is approximately £3,000 over the original quote. PROPOSED Cllr Mason SECONDED K. Loxley all AGREED

### 19.131 Invoices for Payment –

#### i. Hayward Smart Architects –

uplift fee in line with agree contract sum – in the amount of £7,560.

#### ii. Invoice from the QS for value engineering work and meetings –

in the sum of £3,406. The Clerk explained that this had been received today and there had been no time to check the details. It was AGREED that this would be deferred as it looked to be for far more than expected.

#### iii. Invoices for Carpentry work –

The Clerk had put together everything received to date for labour and materials, but was still waiting on invoices from Jewsons. This item was also deferred to the next meeting when it was hoped all invoices would be in.

**MOTION:** to agree and recommend payment of invoices as above was PROPOSED Cllr Mason SECONDED Mr K Loxley AGREED.

### 19.132 Quotes

#### i. Temporary Accommodation

Plumber - Connection of hot water supply to temporary accommodation Kitchen £300 as AGREED by Chairman L Tubb and the CLERK. The Clerk explained that the works were approved outside of the committee meeting as this was an urgent job that was needed prior to the re-opening of the café.

#### ii. New Community Centre – The Clerk presented the schedule for payments

<b>Schedule of quotes for sign off at Community Centre Committee meeting on 23rd October 2019</b>				
<b>Company</b>	<b>For</b>	<b>Net amount</b>	<b>VAT</b>	<b>Total</b>
UK Securities	broadband re-routing	£300.00	£60.00	£360.00
Sandys Plumbing	potential water re-routing	£400.00	£80.00	£480.00
Sandys Plumbing	Potential Molding works for contractors electrical	£300.00	£60.00	£360.00
Sandys Plumbing	Phone line & broadband temporary re-routing	£250.00	£50.00	£300.00
E Sharp	1) Refeed the sewage pump from the Parish Office mains. 2) Provide a 63amp single phase	£960.00	£192.00	£1,152.00
Hayward Smart	appointment of contract administrator role and	£27,500.00	£5,500.00	£33,000.00
Dawn Lodge Associates	Post contract Stage QS services	£15,755.00	£3,151.00	£18,906.00

**MOTION:** to approve and recommend proposals/quotes for the Community Centre project –PROPOSED Cllr Tubb SECONDED Cllr Mason all AGREED, with the exception of the following item:

**QS proposal** - The Committee questioned the extra fee for reviewing and commenting on minutes and the Clerk suggested the Committee took a bit more time to look at the fee proposal as it had only been received that morning and was for a large sum. This item wouldbe deferred to the next meeting.

Items over £5,000 would be recommended to Parish Council for approval.

**19.133 Finance Working Party**

**i. Report from working party meeting –**

these minutes have been circulated and noted.

**ii. Delegated authority –**

Cllr Tubb explained that in order to execute project decisions in a timely manner, it would be beneficial for the Committee to AGREE a delegated authority who were empowered to make certain decisions within AGREED parametersand outside of Committee meetings. The Committee discussed several options and it was felt that more detail would be required on the type and size of decision expectedthroughout the project and that it would be prudent to wait for further information from the Architect and QS to help inform the Committee’s decision.

**MOTION:** to agree a delegated authority for financial and project decisions, was deferred to the next meeting.

**MOTION:** to agree delegated authority financial and project decision parameters, was deferred to the next meeting.

**19.134 Budgets 2020/2021.**

The budget for 2019/20 had been set at £50k and the Committeerecommending setting the same for the following year. This would be reviewed by theClerk when she put together the budget recommendations from all of the committees.

**19.135 Date of next meeting –**

no meeting date was set.

Signed.....

Date.....