

**Minutes of the Community Centre Committee of Aston Clinton Parish Council, held on
Monday 12th August, 19:00 at Aston Clinton Parish Meeting Room**

Present:

Cllr Tubb (Chairman)
Cllr Read
Cllr Mason
Cllr Ronson

In attendance:

Clerk E Barry (recording) 1 member of the public
Cllr Tubb explained that notice had been given to resolve to exclude the press and public for item 19.108 due to the confidential nature of the business to be transacted during an active tender process. Proposed by Cllr Ronson, seconded by Cllr Tubb and **RESOLVED**, under the Public Bodies (Admission to Meetings) Act 1960.

19.103 Apologies and Co-option

Apologies were received from Cllr Stewart, Cllr Watton, G Holder (co-opted member) K Loxely (co-opted member)

MOTION: to co-opt Aafke Watton onto the committee, proposed by Cllr Mason, seconded by Cllr Ronson and **AGREED**.

19.104 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests –

There were none.

19.105 Minutes of the last meeting –

The minutes of the last meeting were PROPOSED by Cllr Mason, SECONDED by Cllr Ronson, AGREED and signed by the Chairman.

19.106 Public Participation –

Cllr Tubb explained to the member of the public present, the public participation section of the meeting. The member of the public introduced themselves as new to the village and interested in local politics. Cllr Tubb explained that Parish Council's were not political bodies.

19.107 Project update

i. New building –

The Clerk/PM reported that there was not much to update at this stage other than the tender would be active until end of August, there had been a good amount of interest already and currently still on target to meet the start date of 26th October.

ii. Temporary Accommodation –

The Clerk/PM had circulated the layout of the final plan. Start date on site by the temporary accommodation contractor was 16th September with hand over on the 27th September.

The Committee had received 3 estimates from carpenters for the building of the

ramps, stairs and skirting boards but as it was difficult to identify exact costings at this stage, the Committee were looking at day rates and it was anticipated that the work would take in the region of 7-10 days at approximately £350 per day plus materials. One of the quotes was substantially more expensive and it was between the two remaining quotes who were both offering a similar rate and it was AGREED that the final decision would be based on availability. The final costing would have to be AGREED once the temporary accommodation was installed and how much work and materials would be required, however, the Committee were anticipating costs in the region of £3,000 - £5,000.

19.108 Pre-Tender Estimate

(Note: this item was deferred to the end of the meeting so that the member of the public did not have to leave the room until then). The member of the public left before this item was discussed.

The QS had provided the Committee with a revised pre-tender estimate based on the final plans and designs presented for tender. The Committee discussed the figures and AGREED that it needed further interrogation and analysis and Cllr Read volunteered to do a line by line comparison with the original estimate of July 2018.

MOTION: to agree course of action, as detailed above, was PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

19.109 Budgets

The Clerk/PM reported the following:

i. Income/Expenditure

Development costs were still on target with approximately £2k overspend.

ii. S106 funds

- a. payments received to date - £117,400 had been drawn down from S106 funds.
- b. contingency planning – Cllr Tubb reported that she didn't see this as a major problem/risk at this stage but if the development did fall through, could look to other S106 allocations.

iii. Cash flow planning – S106 & NHB grant –

The Clerk/PM recommended setting up a finance working party group to look at cash flow for the project including draw down of S106, NHB grant and VAT payments and the Committee AGREED recommending Cllrs Watton, Duffield, Tubb & Read being members of that group. ACTION: The Clerk/PM to set up the meeting.

iv. Temp accommodation payments –

The next payment would be the £15.7K 12 week advance hire payment.

19.110 Invoices for payment

The following invoice was sum was approved for payment – upfront 12 week hire costs for the temporary accommodation in the amount of £15,732

MOTION: To recommend payment of invoices was PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

19.111 Quotes

i. Plan for utilities –

There was uncertainty on which option to go for and what the M&E were asking of the Parish Council with regard to the UK Power proposal/quote. However, the Committee discussed the options with A & B being the preferred options but Cllr Read agreed to get in touch with the M&E consultants for further clarification. In principle however, subject to receiving further advice from the consultants, the Committee agreed to option A.

MOTION: To agree a quote/course of action for UK Power networks, as detailed above, was AGREED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

ii. Utilities connections for temporary accommodation –

Sandy’s plumbing had been approached as the Parish Council’s preferred supplier and a quote had been provided. However, more recently it had been discovered that the fall of the drains would mean further work would be required with the possible addition of 2 pumps and the Committee AGREED that as long as the quote did not exceed £4,500, then the work could be commissioned.

MOTION: To agree quote for water and drainage connections, as detailed above, was PROPOSED by Cllr Read, SECONDED by Cllr Ronson and AGREED.

E Sharp Electrical had been approached as the Parish Councils preferred supplier and a quote provided for the following items: 200 amp rated DB in meter cabinet feeding - 2 x 50amp 3 phase supplies to consumers units in changing rooms, 1 x 63amp 3 phase supply to consumers unit in kitchen, 2x 50amp single phase supplies to W.C and Refs changing room. Quotation for this is £3315:00 + vat.

MOTION: To agree quote for electrical connections, in the amount of £3315 + VAT, was PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED.

19.112 Tender Process Update

The Committee discussed the fact that one tenderer had asked for an extension to the deadline. The Committee AGREED to the following action – the extension would be considered nearer the deadline if more companies also requested one. The decision to extend or not would be delegated to email due to the time sensitive nature of the process.

MOTION: to agree to tender extension deadline by a week, as detailed above, was PROPOSED by Cllr Mason, SECONDED by Cllr Tubb and AGREED.

19.113 Date of next meeting

To be confirmed.

.....Signed:

Date:.....