

Kesgrave Town Council

Finance and Resources Committee

Minutes of the Extraordinary meeting of the Finance and Resources Committee held on Friday 7th February 2014 at 9.00am in the Council Chamber.

Present: Mr N Beecroft-Smith (Chairman) Mr G Lynch Mrs S Ogden
Mr A Comber Mr P Mills Mr C Rayworth

In attendance: Mrs V R Read (Clerk to the Town Council)
Mrs L Bennett (Assistant Clerk to the Council)

1. Apologies were accepted from

Rev R Spittle – work commitments

2. Declaration of interests

Mr Rayworth declared a Local Non-Pecuniary interest in item 4, MJH Tenders, being the Project Manager, and remained in the meeting during consideration and discussion of the matter took place.

3. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Committee resolved that the public and the press be excluded for consideration of Item 4. MJH Tenders, since publicity would prejudice commercially sensitive information.

4. MJH (Millennium Jubilee Hall) Tenders

Members were issued with documentation including the Project Managers report, the recommendation from Hyams Quantity Surveyors, a costs and cash flow projection, and a cost monitoring report. Copies of **these** are held on file. Mr Rayworth reminded the Committee that four invitations to Tender had been issued and three received at the office by the deadline date of the 24th January. They were opened at the appointed time of noon, and dated and signed by the Clerk and initialled by the Project Manager.

He ran through the evaluation process undertaken by Hyams Quantity Surveyors and himself as Project Manager. Questions were posed regarding the analysis of costs by Hyams, solar panels, the electrical supply system installation, overall responsibility on completion, payment settlement terms and the possible site possession date. These were all explained and answered to members satisfaction. Mr Rayworth then expanded on the cash flow projections, the grant applications and the anticipated totals for the project. He also produced a cost monitoring report to 24th January.

Following discussion and consideration, the recommendations from Hyams and the Project Manager was to consider for acceptance the Tender from Mixbrow at a cost of £316,766 excluding VAT and fees.

Mr Beecroft – Smith proposed and Mrs Ogden seconded that the Mixbrow Construction Tender be accepted and the vote was **unanimous**. **Mr Rayworth did not vote.**

Mr Rayworth explained his monthly Project Manager report will now include a cost monitoring report.

The Committee acknowledged the diligence applied by Mr Rayworth on the project to date.

5. Date of next meeting: 28th April 2014. The next Full Council Meeting will be 10th February 2014.

The Chairman closed the meeting at 10.05am.

Chairman