



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Contract Committee**  
**held on 8th January 2019 in the**  
**Bridlington Town Councils Offices, 62 Quay Road, Bridlington**

**Present:** Councillors C Croft, Finlay, Heslop-Mullens, Holmes, Marsburg & T Milns.  
Fiona Turner from ERVAS was present for part of the meeting and the minutes of the meeting were taken by Mrs King.

**19.18 Apologies for absence:**

**RESOLVED:** *Detty Tyler of ERVAS offered her apologies to the meeting.*

**20.18 Declarations of Interest:**

a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

**RESOLVED:** *There were none.*

b) To note dispensations given to any member of the council in respect of the agenda items listed below.

**RESOLVED:** *There were none.*

**21.18 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes):**

There were none.

**22.18** To consider information for CLLD Application. The meeting discussed the reasons for the refusal of the grant application and considered the options available to the council and how to move forward with re-applying in the future. The committee resolved the following regarding:

**RESOLVED:** *The meeting resolved to place the CLLD grant consideration on the next Contract Committee agenda as there would be more information and a clearer way forward in order to make a better decision. In the meantime the Clerk is instructed to contact Advantage Coast Programme Coordinator to inform that the Council will re-apply in the near future and to seek clarification regarding areas of community use.*

**23.18** Lottery Funding & Community Interest update by Fiona Turner from ERVAS. The meeting was updated about the Lottery Funding application and the meeting was updated with regards to the best way forward with ensuring a positive outcome from an application.

**RESOLVED:** *The Contract Committee were invited to attend an ERVAS meeting which will investigate the collation of community led initiatives in Bridlington.*

**24.18** To consider the Notice of Decision for DC/18/03467/PLF:

**RESOLVED:** *The decision was noted.*

## Section B

In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

**25.18** To action paperwork from the solicitor. The meeting discussed at length the many aspects involved. Councillor Finlay requested a recorded vote:

**RESOLVED:** *With a majority vote the Town Council resolved to sign the contract in accordance with resolution 16.18 of the Contract Committee Minutes dated 13.11.18 and the two allocated councillors signed the solicitor paperwork. The proposal was seconded and carried with a 5-1 majority with Councillors C Croft, Heslop-Mullens, Holmes, Marsburg & T Milns voting for and Councillor Finlay voting against. Councillors Holmes & Heslop-Mullens are to arrange an appointment at the HSBC on behalf of the Council following the full council meeting on 16.01.19.*

**26.18** To consider the insurance provision and security of the building. The meeting considered the quote from the current insurance provider. The meeting considered the security and safety of the building. The Committee resolved the following regarding:

**RESOLVED:**

1. *The building is to be added to the current council insurance policy from the date of purchase.*
2. *The committee resolved to instruct a local company to secure the upstairs of the building from the date of purchase.*

**27.18** The stages of development for the downstairs of the building – the way forward. The meeting considered the stages of development.

**RESOLVED:** *The committee resolved to commence immediate investigations into appointing a Project Manager to be able to effectively move forward the project in its entirety and decide the stages of development. All aspects of the project including preparation of advertising for tradesmen and all works will then be the responsibility of the Project Manager on behalf of the Town Council.*

**28.18** To examine the processes for appointing a Project Manager. The Committee resolved the following regarding:

**RESOLVED:**

1. *The Town Council is to obtain three quotes immediately for a project manager and for the Contract Committee members to select and meet with the most appropriate company in the first instance.*
2. *Councillors Marsburg and Holmes are selected to be the Town Council representatives to liaise directly with the future appointed Project Manager.*
3. *Terms of Reference for the Councillors to make decisions on behalf of the Council are to be prepared for approval at the next full council meeting*

**29.18** To consider correspondence. The Council noted the correspondence and resolved to respond to the Humber Teaching NHS Foundation Trust as follows:

**RESOLVED:** *The Council considered your correspondence and would inform you that it is now further into the project and will keep ALL community groups abreast of the developments as they move out of commercial sensitivity. The Council would like to take up the offer to attend future meetings of the Bridlington Partnership Trust, please provide future dates and times so that this can be arranged. Member(s) of the Council will be selected at the Full Council meeting in January to attend a future meeting on behalf of the Council.*

**Signed:**

  
**Mayor of Bridlington**

**Date:** 16<sup>th</sup> January 2019