



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Contract Committee**  
**held on 12 February 2020 in the**  
**Bridlington Town Councils Offices, 62 Quay Road, Bridlington**

**Present:** Councillors Finlay, Holmes, C Marsburg, T Milns & Walker. Mrs Exon was in attendance and the minutes of the meeting were taken by Mrs King.

**32.19** Apologies for absence:

**RESOLVED:** *Apologies from Councillor Norman were received and accepted.*

**33.19** 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.*

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

**RESOLVED:** There were none.

**35.19** To receive an update from the Project Manager (via the Clerk). The Clerk updated the meeting with the issues with Building Regulations. The meeting inspected the plans and considered that they were virtually ready but there were some alterations the Council considered were required.

**RESOLVED:** *The update was noted. The preliminary plans were considered. The Clerk is instructed to relay the requested minor amendments to the Project Manager for them to be implemented unless they are required to be in place to accommodate Building Regulation requirements. The Clerk is instructed to arrange an onsite meeting with the Project Manager.*

**36.19** To consider the Report for the way forward with the Lease and Partnership Agreement for the Community element of the building. The meeting discussed the legal information and options.

**RESOLVED:** *The Committee selected a local solicitor to draw up a lease and the Clerk to liaise with ERVAS with all elements including; Parties, Property - Unit 1 (downstairs) and Unit 2 (upstairs), Term of lease, Rent, Utilities, Insurance, Repairs, Use & subletting arrangements.*

**37.19** To consider the correspondence from Martin Belt Architects & Supplementary information:

**RESOLVED:** *The Committee considered all the information and resolved to respond to the architect to convey the decisions made. The letter will be signed at the next full council meeting and sent to Mr Belt accordingly.*

**Signed:**

**Mayor of Bridlington**

**Date:**