



**BRIDLINGTON TOWN COUNCIL**  
**Minutes of the Contract Committee**  
**held on 13th November 2018 in the**  
**Bridlington Town Councils Offices, 62 Quay Road, Bridlington**

**Present:** Councillors C Croft, Finlay, Heslop-Mullens, Holmes, Marsburg & T Milns.  
Detty Tyler & Fiona Turner from ERVAS were present. Minutes of the meeting were taken by Mrs Exon.

**07.18 The Chairman's Welcome:**

The Chairman welcomed everyone to the meeting. Councillor Heslop-Mullens arrived after the meeting had commenced.

**08.18 Apologies for absence:**

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

**09.18 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.*

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

There were none.

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:

**11.18** The Architect level of service was discussed:

**RESOLVED:** *The committee noted with concern that the Architect is not providing the level of service required.*

**12.18** The CLLD Funding was discussed and the finer details as to what this grant would be used for was established:

**RESOLVED:** *The committee received and noted details of the update.*

**13.18** Developing the Quotes Advert, the committee discussed the advertising options:

**RESOLVED:** *The committee resolved to formulate a suitable advert and relevant documentation for quotes. The committee resolved to utilise the Council's Newsletter, Website, Facebook page and Twitter account to advertise for tradesmen.*

**14.18** The stages of development:

**RESOLVED:** *The Stages of Development were resolved as follows:*

- a) *Receive notification of possible grant funding by 1<sup>st</sup> December 2018*
- b) *Receive Notice of Decision from ERYC Planning Department*
- c) *If 'a' and 'b' are as expected, sign contract*
- d) *Formulate an advert for tradesmen*
- e) *Seek a Project Manager*
- f) *Ensure Big Lottery Funding is applied for*
- g) *Commence Works*

**15.18** Costings for upstairs part of the building. The costings had not been provided to the meeting.

**RESOLVED:** *The committee noted with concern that the Architect is not providing the level of service required.*

**16.18** Contract signing:

**RESOLVED:** The committee discussed and resolved that it would not sign the contract until the Notice of Decision has been received by the council, approving the change of use.

**17.18** Correspondence from Solicitor:

**RESOLVED:** The committee reviewed the email from the solicitor and resolved not to proceed with question 1, not to proceed with question 2 and to request an asbestos survey in response to question 3.

**18.18** Next meeting date:

**RESOLVED:** The committee resolved to schedule the next meeting for Tuesday 4<sup>th</sup> December 2018 at 12pm.

**Signed:**

  
**Mayor of Bridlington**

**Date:** 21.11.18