



BRIDLINGTON TOWN COUNCIL
Minutes of the Contract Committee
held on 31st July 2019 in the
Bridlington Town Councils Offices, 62 Quay Road, Bridlington

Present: Councillors Finlay, C Marsburg, T Milns & Walker. Mr Melles, Mrs Exon, Mrs Tyler and Mrs Turner attended the meeting and the minutes of the meeting were taken by Mrs King.

10.19 Apologies for absence:

RESOLVED: *Apologies were received and accepted for Councillor Holmes & Norman.*

11.19 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: *A non-pecuniary interest was declared at the meeting by all present (Councillors Finlay, C Marsburg, T Milns & Walker) as the contractors considered are known to all Councillors as they are all local people.*

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

RESOLVED: *There were none.*

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

RESOLVED: There were none.

13.19 To consider the shortlisted tenders for Principal Contractor. The meeting considered the tenders provided from the Tenders Electronic Daily (TED) process. The meeting, with the Project Manager, then evaluated how and when the work for stage one could be undertaken and at what costs. The meeting then resolved the following regarding:

RESOLVED: *The Committee selected a Principal Contractor. The Committee resolved to have the selected Councillors (Holmes and C Marsburg with the addition of Councillor Walker for renewable energy and Councillor Finlay when required) work with the Project Manager to ensure that selected works were appropriate for Council expenditure and an appropriate contract was drawn up for Phase 1. The meeting also resolved that the Clerk was to seek a majority vote in advance of the full council meeting in August to enable the commencement of work at the earliest opportunity.*

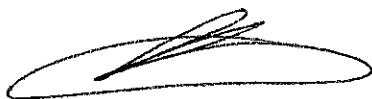
At this point Fiona Turner and Detty Tyler from East Riding Voluntary Action Services (ERVAS) joined the meeting.

14.19 To receive and consider the details required for the Two Funding Applications. The meeting was updated with the details required for both CLLD and Lottery applications. There is specific information that is required to be able to submit funding applications and the meeting

mainly focused on the essential elements at this time. The committee resolved the following elements at the meeting:

RESOLVED:

1. *To work with ERVAS on both applications to be able to submit by the required deadline dates which would mean that the CLLD application is submitted first followed by the Lottery application, with assistance from the Project Manager for the costs relating to Phase 2,*
2. *To continue to seek alternative refurbishment funding with the help of ERVAS with a focus on renewable energy,*
3. *The selected councillors to meet regularly at the most appropriate location to consider the renovation and to regularly feed this information back to full council,*
4. *The Town Council and ERVAS would create an index linked Full Repair and Insurance Lease (FRI Lease) that incorporated specific details:*
 - a. *A 5-year FRI Lease that incorporated a reducing subsidy over each year to enable ERVAS to be supported by the Town Council to establish the delivery of the wide range of Services in Bridlington. The lease is to commence once funding is secured for the Phase 2 (upstairs) element of the building and when ERVAS has access. The rental costs agreed will reflect current market rates for the first-floor provision of the upstairs and be agreed at the next meeting:*
 - *1st year – with a relief of 100% applied,*
 - *2nd year – with a relief of 80% applied,*
 - *3rd year – with a relief of 60% applied,*
 - *4th year – with a relief of 40% applied &*
 - *5th year – with a relief of 20% applied.*
 - b. *ERVAS will have responsibility to pay from the commencement of the lease the following:*
 - *Business rates*
 - *Tenants Liability Insurance*
 - *Utilities & essential services*
 - *Staffing & management costs.*



Signed:

Mayor of Bridlington

Date:

12.08.19