

Agenda No 3a

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday 6 June 2017 on the rising of the Resources Committee at 20:42 hrs

Present:

Chair: Cllr Keitch

Councillors Cllr Belobaba, Cllr Burton, Cllr Fowler, Cllr James, Cllr Makillop, Cllr Shearman, Cllr Shepherd, Cllr Swann and Cllr Walker.

In Attendance

Officers Miss J Norris (Town Clerk) Mrs J Skinner (Admin officer (Support)) and Mrs D Speed (Deputy Town Clerk)

Mr I Pamplin (Project Leader for the toilet block)

No members of the public attended the meeting

249 Apologies for Absence

Apologies for absence were received from Councillors Drayton, Fagan and Kinder

250 Declarations of Interest

No Declarations of Interest were made regarding any items on Agenda at this point in the meeting, however Declarations were made as the meeting progressed and are minuted accordingly.

251 Minutes

RESOLVED to confirm the minutes of the meeting held on 16 May 2017 as a correct record.

252 Wharf Lane Recreation Ground Toilet Block

(a) Insurance Offer

The offer regarding the insurance payment for the fire damaged toilet block was considered.

Issues discussed during consideration of this item included:

- Should the more detailed information regarding the tender prices be sought before deciding whether or not to accept the offer from the Loss Adjuster
- The Loss Adjuster's offer could down as well as up
- Wish to avoid any further delay in getting the toilets back to working order
- Need to make a modern provision for the toilet block but not an extravagant one
- the Town Council took over the toilets from South Somerset District Council some years ago.

RESOLVED to accept the offer from the Loss Adjuster as set out in the email dated 25 May 2017.

(b) Tenders

The tenders submitted for the work to the Wharf Lane Toilet block and awarding a contract for the work were considered.

Chair's Initials

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The Project Leader said he was familiar with both the companies who submitted the lowest 2 tenders and believes they are both capable of doing the work required.

Issues discussed during consideration of this item included:

- Work needs to be started as soon as possible
- If a fundamental error was made on pricing the tender there is a concern that a similar issue may arise as work progresses
- The fact that the Project Leader checked the submitted prices shows the value of employing such a person
- Neither of the companies which submitted the lowest 2 tenderer are based in Ilminster – one is based near Chard and the other in Yeovil
- Potential start dates
- Financial references and customer references have been requested but not yet received
- It is a fixed price tender
- The fixtures and fittings were specified in the tender documents
- The tender includes a sum for contingencies

Note: 20:59 hrs –

- (i) Cllr Shepherd declared a personal interest –as he knows the owner of one of the of the tender companies
- (ii) Cllr Keitch declared a personal interest as a Yeovil Town Supporter - one of the tender companies is a sponsor of Yeovil Town Football Club

RESOLVED to accept the lowest tender in the sum of ££79,260.subject to

- (i) the contractor being able to start the work within 4 weeks and
- (ii) satisfactory financial and customer references being received

(c) Funding the Proposed Improvements

Consideration was given as to how the proposed improvements to the toilet block could be funded.

Issues discussed during consideration of this item included:

- The amount of £17,460 is in earmarked reserves for the toilet block
- The need to protect reserves and to use the appropriately

RESOLVED

- (i) That the shortfall (between the Loss Adjuster's offer and the accepted tender price) is taken from the earmarked reserves for the toilet block
- (ii) If the sum in earmarked reserves (£17,460) is insufficient to meet the project shortfall this is to be a) reported to Council and b) met from un-earmarked reserves

The meeting closed at 21:18hrs

Chair's Signature and Date