MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An Extraordinary Meeting of this Council was held on Monday, 10 May 2021 in the Marquee at the front of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ at 8.30pm

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Davey, Hart, Kilmurray, Travis

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO) Jose Hales (Director MCHMG)

1 To receive and approve apologies for absence

Apologies received from Cllrs Buxton and Wilson – acceptable reasons were given.
It was:
RESOLVED to accept apologies for absence from Cllrs Buxton and Wilson.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

2 To receive any Declarations of Interest and Dispensations.

a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate

Cllrs Travis and Kilmurray declared an interest in item 4 as Directors of the Hub Management Group. They were given dispensation to participate in the discussion but would abstain from the vote.

Cllr Cowley declared an interest in item 4 (A1 Decoration) as a friend of one of the contractors. He was given dispensation to participate in the discussion but would abstain from the vote.

3 **Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

There were no members of the public in attendance.

4 To consider approving expenditure on additional post-construction works to Melbourn Community Hub

Chair introduced the item and referred to supporting documentation. Questions were invited from councillors.
A member queried why these items of expenditure had not been identified in February when tenders were considered and contracts awarded. Noted that discussions in February had not indicated further expenditure at this level would be required
Response: Work on the Hub extension needed to progress in order to obtain costs for post construction works.

A member queried if Hub Management is confident that there is sufficient money available from original budget to complete the works and noted that lessons could be learned about discussing additional works earlier in the process. Query also raised as to how the project would have proceeded in the event of an earlier overspend.
Response: There is confidence that no further funds will be required. However, this is a complex project. If earlier elements of the build had overspent, this would have reduced the amounts available for post construction items.

A member noted that there had been 30% contingency built in to the original budget. Current proposals will have 8.4% contingency. Some elements of the budget are nearly exhausted. How will this be managed?
Response: Main contractor's costs are fixed in the contract. Budgeted costs will only change if there is a change to the scope of works. Noted that materials budget is likely to be underspent.

A member noted at A1 Decoration - there is great variation in the decorating quotes under consideration.
Response: Lowest cost quote is a small local business which has satisfactorily carried out previous decorating works at the Hub.

A member noted at A5 Electrical Work – amount under consideration is an estimate.
Response: Formal quote from yet received but this amount is based on previous works and quantified by the Project Manager.

A member queried what safeguards the Parish Council has in place to protect against modern slavery.
Response: No formal safeguards or due diligence but further guidance will be sought in this regard.

A member queried if expenditure would be prioritised to ensure sufficient funds are available.
Response: Confirmed.

Noted that the building would require redecoration following build works. Would be cost effective to have all areas decorated at the same time. Noted importance of minimising disruption and impact on Parish Office.

A member queried whether items under A4 Meeting Room Furnishings were required prior to re-opening.
Response: Need to ensure there is no delay to availability of meeting rooms and associated revenue.

A member noted concern that IR heaters are included in A5 Electrical Works.
Response: These are a necessary item.

Chair presented each element of spend in line with supporting notes for consideration:

A1 Redecoration

It was:
RESOLVED to accept the quotation from PAA Maintenance in the sum of £8,215.00 for redecoration of the Hub.
Proposed by Cllr Hart, seconded by Cllr Baker. In favour: Cllrs Hart, Baker, Barnes, Davey, Clark. Abstain: Cllrs Travis, Kilmurray, Cowley.

A2 Flooring

It was:
RESOLVED to accept the quotation from PL Cooper & Sons Ltd in the sum of £11,031.25 for flooring.
Proposed by Cllr Davey, seconded by Cllr Cowley. In favour: Cllrs Davey, Cowley, Baker, Hart, Barnes, Clark. Abstain: Cllrs Travis and Kilmurray.

A3 Air Conditioning Equipment

It was:
RESOLVED to accept the quotation from Airway Group for supply and installation of air-conditioning units in the sum of £8,625.00.
Proposed by Cllr Cowley, seconded by Cllr Baker. In favour: Cllrs Cowley, Baker, Hart, Clark, Barnes, Davey. Abstain: Cllrs Kilmurray and Travis.

A5 Electrical Works

It was:
RESOLVED to approve additional electrical works to be arranged by Brownstone up to an amount of £3,500.00.
Proposed by Cllr Hart, seconded by Cllr Barnes. In favour: Cllrs Hart, Barnes, Clark, Davey, Baker. Against: Cllr Cowley. Abstain: Cllrs Kilmurray and Travis.

A4 Meeting Room Furnishings

It was:
RESOLVED to approve expenditure up to £6,820.00 on meeting room furnishings.
Proposed by Cllr Barnes, seconded by Cllr Baker. In favour: Cllrs Barnes, Baker, Hart, Cowley, Davey, Clark. Abstain: Cllrs Travis and Kilmurray.

5 To note the date of the next meeting : 24 May 2021

The meeting finished at 9.14pm.