

# SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Extraordinary Meeting of The Saundersfoot Community Council, held on Thursday 15<sup>th</sup> June 2023 at the Regency Hall, Saundersfoot at 6.00pm.

## Minutes – 15<sup>th</sup> June 2023

All Saundersfoot Community Council meetings are open for members of the public to either attend the meeting in person or via a live Zoom link.

All Saundersfoot Community Council meetings are regulated by its Standing Orders.

Present in Person: Cllrs M Williams BEM (Chair), C Evans (Vice chair), D Ludlow, A Cormack, L James and the Clerk

Meeting commenced at 18.00

### **Agenda**

#### **2023/06 EM 52 Apologies for Absence**

Cllrs S Cole, S Clarke, M Knibbs, L Harper, R Hayes MBE and N Cleevely

#### **2023/06 EM 53 To receive any Declaration of Interests.**

Councillors are asked to declare any pecuniary or personal interests they hold in items on the current agenda.

None

#### **2023/06 EM 54 To consider the tenders received regarding the reconfigurations works to the MUGA area.**

Four tender documents were distributed, one via Email by the Clerk and three hand delivered by the Chair.

Three responses were received, by the Chair, in sealed envelopes prior to the closing time and date. One contractor thanked the Council for the opportunity of tendering but advised that, due to agreed work commitments, he would not be able to tender on this occasion.

It was agreed at the June 2023 meeting for the Clerk and the Chair to meet on the morning of this meeting, open the tenders and assess such, to enable a proposal be put to the Council at this meeting.

On inspection of the tenders received it was confirmed that all three contractors had priced for the same works using the same specification of materials/goods.

The three received tenders the following were considered

- Price (Value for money)
- Date of when works could commence (works are required to be carried out ASAP) and when expected to be completed
- Knowledge of previous works carried out by contractor (Recommendations)

Cllr Williams BEM confirmed that all tenders received were from bona-fide contractors with good reputations.

	Total Price	Price Points	Commencement	Total Points
Contractor A	£54,963	1	1 October	2
Contractor B	£34,346	3	3 July	6
Contractor C	£40,300	2	2 End August	4

## Proposed Finances –

As the proposed tender is above the money budgeted for these much needed works the Council were requested to consider the following finance suggestions:

Taken from -	Amount		leaving in budget for:
MUGA Upkeep	£ 750.00		£ - It was agreed that these works would upkeep the MUGA area
Grounds Upkeep	£ 7,700.00		£ 1,000.00 For any ongoing grounds upkeep costs
Grant received from PCNP	£ 8,275.00		£ -
Hanging Basket	£ 750.00		£ - Baskets have been paid for and are maintained by the Grounds Contractor
Car Park Maintenance	£ 1,000.00		£ - It was agreed that these costs would upkeep the carpark area
Public Toilet Budget	£ 13,178.00		£ - It was agreed that, as PCC have advised any monies to be paid would be in the next financial year, this money would not be required for the purpose it was drawn down from the Precept and would be beneficial to this project.
Part of VAT Refund	£ 2,693.00		£ 4,525.00 This money is not budgeted
Total:	<u>£ 34,346.00</u>		
Proposed total Cost:		<u>£ 34,346.00</u>	

## Various points discussed:

- Are the proposed works essential to be carried out this financial year?
  - It was agreed that the safety of the area between the MUGA and play park requires addressing as soon as possible.
- Could the four tasks be carried out over the next few years, prioritising them to address safety first.
  - It was agreed that the cost would increase if the tasks were split and carried out at differing times as the contractors would have to disturb works carried out previously.
  - Also materials are only increasing in cost over time
- When would the works be carried out?
  - It was agreed that the works should be carried out following the already planned Saundersfest to take place on the Sports field.
- What disruption would be caused to the Sports Club, Bowling Club and Regency Hall.
  - It was agreed that if the works commenced on the 10<sup>th</sup> July 2023 (after Saundersfest) It would not intrude too much on the school holiday times and the advantages of the works, to be completed, would outweigh a short time of disruption.
  - It was agreed to request if the works to the MUGA area could be carried out first and the installation of the electric cable second, as the electrical works are on land behind the MUGA and would not be as disruptive to the Sports Club, Bowling Club and Regency Hall.
- Communication with the Sports Club
  - It was agreed that Cllr Williams BEM would meet with the Sports and Social Club to advise the Council's decisions.
- What safety precautions will be carried out?
  - The Clerk advised that the contractor would be liable for the area while works are being carried out.
  - It was agreed that a barrier will be placed within the Saundersfoot Community Council owned carpark preventing cars and pedestrians passing through the working area.

Following a lengthy discussion and consideration of the above, it was proposed and seconded that Saundersfoot Community Council award the contract to contractor B, requesting if they could commence after the 9<sup>th</sup> July 2023. Vote taken – All Cllrs in full agreement.

**2023/06 EM 55 To receive and consider the Internal Auditors Report.**

All Councillors confirmed that they received a copy of the Report prior to the meeting.

Following consideration of the Report it was proposed and seconded that the report be acknowledged and signed by the Chair as received and acknowledged. Vote taken. All Cllrs in full agreement.