

MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on Wednesday 2nd September 2020 VIA ZOOM AT 6.30pm

PRESENT: Cllr M Flashman, in the Chair
Cllrs Boyle C. Williams
Borough Cllr C Mackonochie (Portfolio holder for Community & Welfare)
Mrs N Reay (Town Clerk) Mr J White (Project Manager)
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)
Mr Dan Deed, Technical Project Manager (Gen2)

CB60 **MINUTES OF THE PREVIOUS MINUTES**
The minutes of the meeting held on 5th August 2020 were APPROVED.

CC61 **PROCUREMENT UPDATE**
Mr Deed (DD) updated members on the progress of the Pre-construction Services Agreement. The Covid Relief period from the initial draft expired on the 30th June 2020. Due to the delays in appointing the contractor and signing the agreement, this will need to be extended.

Discussions were still ongoing between the Contractors consultants and the town council's representative with regards to the Collateral Warranty. The contractors felt that the proposed wording was not the standard wording normally found in the agreements. They had presented alternative wording which was the standard wording which was accepted by the procurement framework.

DD advised that the alternative wording did not increase or materially alter the risk to the Town Council and still met all the requirements.

The board members agreed that the alternative wording could be accepted.

Members had queried whether this should have been raised prior to awarding the contracts. JW & DD confirmed that this was not an issue with Baxalls but with their subcontractors.

Members also discussed who should be the signatory to the contracts. The Councillor's Auditor had advised that as the Proper Officer of the council the Clerk had to sign the contract, but also recommended that the Chairman should also sign the document.

The Board Members agreed that the Chairman of the Council and the Town Clerk should both sign the contract.

They also asked that the PPP Committee should review the council's governance to ensure this was clear going forward.

DD would document the meetings with Baxalls, and these would form part of the project documentation.

Pre-application advice was expected to be applied for in October.

Tit was agreed that the Clerk could approach potential tenants for the community centre.

CCB62

WORKING PARTY

More frequent meetings for both the Working Party and the Board would be required going forward. Discussions would need to be had with the Working Party on any value engineering which was required. It was anticipated that fortnightly meetings would be required.

Dates would be agreed once the timeline was received from Baxalls, however a provisional date WP meeting would be scheduled for the 16th September. The next board meeting would take place on the 22nd September.

Representatives from Baxalls would be asked to attend WP meetings.

CCB63

COVID 19 RISK REGISTER

No amendments were made to the register.

CCB64

FUNDING

The funding from the section 106 money had been transferred to the town council. This is £384750.00 plus indexation of £9709.78 as per the agreement

CCB65

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd September 2020.

CHAIRMAN