
**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held
on Wednesday 5TH August 2020 VIA ZOOM AT 6.30pm**

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

APOLOGIES: Cllr D Boyle, Mr J White

CB54 **MINUTES OF THE PREVIOUS MINUTES**
The minutes of the meetings held on 1st & 16th July 2020 were APPROVED.

CCB55 **PROCUREMENT UPDATE**
The award letters were sent out on the 4th August 2020. Paul Milton from the Kent Framework had advised that the successful contractor could be announcement immediately. DD would seek confirmation of this and confirm to the Clerk.

DD advised that he would be contacting Baxalls to agree the terms of the Pre-Contract Service Agreement and to confirm the Terms and Conditions.

A pre-commencement meeting would be set up with the key personnel from Baxalls.

CCB56 **PUBLICITY**
It was agreed that once name of the successful contractor could be announced a statement would be sent to the Times of Tunbridge Wells, Kent Messenger, Kent & Sussex Courier and the Town Crier. The statement would also be posted on the council's website as well as the Council's Social Media accounts.

CCB57 **COVID 19 RISK REGISTER**
The risk register was reviewed and no amendments were recommended.

CCB58 **FUNDING**
TWBC has advised that the first section 106 payment of £384,750 has been authorised for payment to the Town Council and should be

transferred by the end of the week. DH would check to see if there was any interest to be added to that amount.

Work on the application for the PWLB loan now needs to start. Borrowing permission only lasts for 12 months so the funds need to be drawn down within that time frame.

The £400k contribution from TWBC would also need to be further discussed with the Town Council.

CCB59

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 2nd September 2020.

Meeting closed at 7 pm.

CHAIRMAN