

HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Community Centre held at Wootton Room, Herne Mill, on Thursday 23rd February 2017 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Cllr Rafferty, Cllr O'Donnell, Linda White, Ann Berry.

Not Present: Mabel Wright

01/17	Election of Chairman and Vice Chairman. Cllr Davis was elected as Chairman with Cllr Rafferty as Vice Chair. Co-option of 3 residents, Linda White, Ann Berry and Mabel Wright were co-opted.
02/17	Apologies for absence, from Mabel Wright
03/17	The minutes of the meeting held on 31 st March 2016, were approved.
04/17	Declarations of interests and requests for dispensations. None
05/17	Matters Arising. None

Public adjournment

The meeting will be adjourned to allow members of the public to speak about items on the agenda.

Confirmation that they are residents in the parish

None present

06/17	<p>Details of the tender process and confirmation of successful tender.</p> <p>Report on Extraordinary Parish Council Meeting.</p> <p>The Quantity Surveyor Peter Thorpe, from Betteridge & Milsom, had been asked to attend the Extraordinary Parish Council Meeting, to answer questions that members had regarding the tenders and the process.</p> <p>Peter explained the tender process and that it had been decided to go with a Bill of Quantities, which gives an itemised cost, how he had looked at all the quotes received, (7 in total) and had scored them, this led to the conclusion that there were really only two in the running.</p> <p>The two companies, were quite close in price. Meetings had been held with both, attended by our QS, Architect, Parish Council Chair and Vice Chair and the clerk and site manager, QS, etc. from the companies.</p> <p>There were savings to be had and it was likely that the quoted prices could be reduced slightly.</p> <p>The parish council had requested copies of both company's accounts, which were sent to a local accountant for his opinion. He has responded that both were broadly similar and show substantial profits on their turnover. One needed to be asked for a detailed breakdown of costs as this was not provided, should parish council decide to appoint them. Both companies have strong balance sheets. Liquid assets of one showed a much bigger cash balance compared to the other. He didn't feel there were any concerns regarding insolvency.</p> <p>Members looked at other issues; the programme, one had a shorter programme for the build by about 3 weeks. Cllr Blatherwick told members that she thought that one had taken on board the Health and Safety issues, better than the other company, especially regarding the pedestrian traffic that would be using the site.</p>
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	<p>One site manager took a big part in offering advice during the discussion at their meeting, he understood the necessity of deliveries being controlled out of school time and dealing with the public, when issues arise. Both companies would work with the schools.</p> <p>Members asked for clarification of a few points. There was a query on fire doors, the alarm system and liquidated damages. Peter confirmed that there would be a 5% retention on completion. Half of this would be held for 12 months after completion, which was the snagging period.</p> <p>On snagging Peter was asked about previous projects that the preferred company had completed and he said that there were few snagging issues and on one project none at all, they were a good company to deal with.</p> <p>There were queries on the restoration of the car park should damage occur and it was confirmed that both companies would be expected to take that on board as part of their contract.</p> <p>There was a question regarding site security at night. Cllr Blatherwick pointed out that site security was down to the contractor, when the site is closed, it should be left secure. There was a question on 6.5.1 Insurance.</p> <p>The clerk then went through the figures for the outstanding costs, what was held in earmarked reserves and what was expected to come forward in the way of funding. It was agreed that a loan of up to £1,475,000 would be applied for, the clerk would do some more work on the figures to try and reduce the loan if possible. It was agreed that the parish council needed to ensure there were satisfactory funds to complete the project in full. The repayments will be up to £80,000pa and up to 30 years loan period. It would be a fixed rate loan.</p> <p>The clerk reported that a meeting had been arranged with Terry Martin from KALC to discuss the loan, as this will take a couple of weeks to agree. The clerk reported that, once approved the loan could be drawn down in stages and she suggested that the Unity Trust Account be used for the funds and payments. Members agreed with this suggestion.</p> <p>Following this, the clerk updated the committee, she reported that the Parish Council had decided on borrowing £1,425,000 over a 25 year period and the application had been submitted. The queries raised with the preferred contractor would be dealt with and if satisfactory answers were received, a letter of intent would be sent out. It is hoped that an approval letter will be received within 10 days for the borrowing approval. She will inform members as soon as this is done.</p> <p>Cllr Blatherwick reminded the committee that the information they had been given was Confidential until such a time that a Letter of Intent had been sent to the preferred contractor.</p>
<p>07/17</p>	<p>To discuss further fund raising events. Another Race Night has been booked for 6th May, City Cllr Robert Jones is willing to do another Bingo Night. Members were asked to think up events that could be held in order to raise additional funds. Members thought better signage was required for events held in the Community Centre. Cllr Davis has requested that the funds raised from both Garden Safari and Fun Day should go to the project (half share of Fun Day profits), this was agreed and will be recommended to full council for approval. It was agreed that anyone donating over £500 would go on the sponsor wall and members were asked to put together a list of companies who</p>

	could be approached and asked to donate, the clerk suggested it was better if people were approached in person rather than by letter, wherever possible.
08/17	To discuss how to manage the existing hall during construction of new building. This item and 12/17 were discussed together. While the contractors would be responsible for site safety etc and they had agreed to talk to users, residents and the schools, members needed to discuss the initial notification to users etc. A letter will need to be sent to all users explaining what will be happening and when. The hall manager will need to notify all those making bookings regarding the build timetable and the enabling works.
09/17	To discuss how to manage the parking when the new building is open. It has been suggested that an entry barrier will be required to allow access into the car park, this could be by fob or a number pad, it was considered easier to have a number pad as fobs are about £80 each. The numbers can be changed if it is found people are abusing the system. A solar powered system would be favourable. The access from St Martin's View would be via drop down posts. Cllr Rafferty agreed to look at suppliers and costs for barriers.
10/17	To discuss what grants are available for fittings such as curtains, crockery, chairs etc. Put together a list of requirements. It was agreed that curtains would be used in the rooms being hired out, partly due to helping noise reduction, vertical blinds would be used in the office areas. This can be looked at again when the build is under way. There would need to be crockery supplied, to start with mugs and side plates, cutlery, a hot water supply for drinks. Tables were discussed and it was suggested that fold up tables on wheels might be better and easier to move around. The round room will have a permanent circular table. The storage area has been designed to take trolleys with fold up chairs. A ceiling fitted projector would be required in both the main hall and the smaller one with a TV/DVD in the reception area. Wall mounted speakers would be required. Cllr Davis reported that she had had donated a Mimio Xi Interactive Whiteboard System. Once the centre is up and running a computer for public use may be needed. It was agreed there would be paper hand towels in the toilets as well as hand dryers. A lottery 'Awards for All Grant' will be applied for towards the costs of fittings, etc.
11/17	Current Finance report on existing hall, including 100 club. The clerk reported that the income to date for CC was £9,587.05 and expenditure including salaries £6,348.16 showing that the current CC was making a small profit. There was currently £18,396.21 in the earmarked reserve, so quite a healthy balance. The 100 club had received £396 and paid out £124 to date. Cllr Davis thanked Linda for running this. Linda said renewals were due but we needed more people to take part.
12/17	Informing/meeting existing users of hall of programme of works, problems, issues etc. See 08/17
13/17	Considered what fittings from old hall would be kept, sold etc. Any items that were not needed would be sold, if possible.
14/17	Members' reports and clerks correspondence. Ann Berry told members that the Flower Arranging group meet once a month and if they were able to have a regular booking they would allow their fold up stage to be available to any of the hall users. The clerk reported that the gas supply needs to be removed, she had also received a quote from the electrician for curtain heaters to heat the existing CC these were £175 each and £190 to fit. It was agreed that this would be done,

	<p>although there were a few concerns regarding how noisy they would be. The clerk pointed out there wasn't a lot of choice without spending a considerable sum and it was for a relatively short time period.</p> <p>Cllrs Davis and Blatherwick were going to the kitchen showroom the following day to look at the units etc that had been offered to the parish council, free of charge.</p>
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Meeting closed 9.10pm