

## **BRAUNSTONE TOWN COUNCIL**

### **MINUTES OF CIVIC CENTRE FACILITIES IMPROVEMENTS SUB-COMMITTEE**

**THURSDAY 19th MAY 2022 AT 7.00PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Anthea Ambrose and Amanda Hack (substituting for Councillor Robert Waterton).

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk.

**1. Apologies**

An apology for absence was received from Councillor Robert Waterton.

**2. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**3. Public Session**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**4. Tenders for the Civic Centre Facilities Improvements**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interest.*

The Committee received and shortlisted tenders received for the Civic Centre facilities improvements (item 4 on the agenda).

Tenders were received and opened in the presence of Councillor Nick Brown, Leader of the Council, on 9th May 2022 and the details were recorded as set out below:

<b>REF</b>	<b>TENDER AMOUNT £</b>	<b>RANK</b>	<b>START DATE &amp; COMPLETION TIME</b>	<b>COMMENTS</b>
A	355,075.61	3	2nd July; 12 – 14 weeks	
B	3,288.77	N/A	N/A	Decoration only
C	265,560.50	2	1st August; 12 weeks	
D	181,973.00	1	September; 10 weeks	

All tenders, including the details of the company, were recorded on the confidential project file.

Policy & Resources Committee on 28th April 2022 resolved to establish the Sub-Committee to shortlist the tenders received (Policy & Resources Committee minute 121 2021/2022). The short-listed tenders would be assessed by the Council's Quantity Surveyor who would check the priced bills for arithmetical and technical errors and appraise the general level and consistency of pricing throughout the document.

Having carried out such checks, the Quantity Surveyor would then issue a tender report of the short-listed tenders, which would be submitted to a subsequent meeting of Policy & Resources Committee, along with details of those tenders which were not short-listed, and a recommendation to appoint the contractor who submitted the most advantageous tender.

**RESOLVED** that tenders C and D, as detailed above, be short-listed for the purpose of further assessment and that full determination of the short-listed tenders and appointment of a contractor be made at a future meeting of Policy & Resources Committee.

*Reason for Decision*

*To ensure that the most advantageous tenders would be assessed to ensure that the contractors had the resources (financial or otherwise), experience and expertise to carry out the project.*

## 5. **Quotes for Changing Places Toilets**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interest.*

The Committee noted the quotations received for installation of a Changing Places toilet (item 5 on the agenda).

**RESOLVED** that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Sub-Committee, to liaise with the successful contractor in 4 above to determine which supplier should be appointed.

*Reason for Decision*

*The building works schedule could have an impact on which quotes could be accepted and therefore an appropriate and competent supplier could only be appointed to install the Changing Places toilet facility once the final building works schedule had been agreed.*

## 6. **Finance**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interest.*

The Committee received an update on funding secured and grant funding sources being progressed and assessed the Council's options (item 6 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*To note the financial situation and context for the progression of the project.*

The meeting closed at 7.30pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next scheduled meeting or a future meeting of the parent Committee.*