

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Tuesday 25th May 2021 at 7pm at
Hellesdon Community Centre, Woodview Road**

Present:

Cllr S Gurney – Chair of the Committee
Cllr B Johnson – Vice Chair of the Committee
Cllr D King
Cllr M Fulcher
Cllr R Forder
Cllr R Potter
Cllr D Britcher

Also in Attendance:

N Carver – Clerk
M Marshall, DJ Designs

The Chairman welcomed members and opened the meeting at 7pm.

1. Nominations for Chairman of the Committee

Cllr King nominated Cllr Gurney as Chair of the committee, seconded by Cllr Johnson. There were no further nominations received. It was

**RESOLVED FOR CLLR GURNEY TO TAKE CHAIR AGREED BY ALL
CLLR GURNEY ACCEPTED**

2. Nominations for Vice Chairman of the Committee

Cllr King nominated Cllr Johnson as Vice Chair of the committee, seconded by Cllr Fulcher . No further nominations were received. It was

**RESOLVED FOR CLLR JOHNSON TO TAKE VICE CHAIR AGREED BY ALL
CLLR JOHNSON ACCEPTED**

3. Apologies and acceptance for absence

All Members were present

4. Declarations of Interest and Dispensations

No further declarations of interest made

5. To Approve the Minutes of the Meeting Held on 30th March 2021

Minutes had been circulated from the meeting held on 30th March 2021.

It was

**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR KING AND
SECONDED BY CLLR JOHNSON, AGREED BY ALL Cllr Britcher, Cllr Potter and Cllr Forder
Abstained**

4. Committee Terms of Reference

The committee terms of reference were previously circulated. Cllr Britcher brought to the attention that the following Page 3 first paragraph

- *to appoint 3 of its members to the Finance & Operations Working Group*

As this is no longer a working party of the Parish Council the line is to be removed. With the amendment it was proposed By Cllr King and seconded by Fulcher to accept the committee terms of reference. It was

RESOLVED TO ACCEPT THE PROPOSAL AGREED BY ALL

7. Public Participation

No public present at the meeting.

8. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR AND AGREED

9. Community Centre

This item was discussed after agenda item 11 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

10. Exchange of Information

No further information.

11. To confirm the date, time and venue of the next meeting

Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

9. Community Centre

a) DJ Designs gave a verbal update on the process followed up to the point of receiving the tenders. 5 tenders were submitted to the Parish Council in agreement with the conditions set. The tenders were opened, recorded and witnessed in accordance to the standing orders. It was agreed at the opening to ask all 5 of the tenders received to be analysed by DJ Designs. DJ Designs confirmed that from the 5 tenders submitted 1 withdrew prior to the meeting. DJ Designs gave an update on the 4 further tenders. The Committee were given an opportunity to ask DJ Designs any questions relating to the tenders.

b) The Committee discussed the tenders with the view to appoint. it was AGREED by the committee to discard one due them amended the final figure from that on the original tender documents opened. The remaining 3 were discussed further, It was proposed by Cllr Gurney to accept the Quote 2 this was seconded by Cllr King. It Was

RESOLVED TO ACCEPT QUOTAION 2 WITH THE VOTE 4 IN SUPPORT OF, 2 AGAINST, 1 ABSTENTION

Approved.....

Date.....

DJ Designs to contact the appointed contractor to confirm a start date for the works to begin inline with the tender. The contractor to provide a Health and Safety plan. Following receipt a letter of intent will be sent.

Following a discussion of the committee, it was confirmed that the windows will be kept as per the tender as Aluminium triple glazed frames, this was AGREED by all.

The meeting closed at 8:25pm

DRAFT

Approved.....

Date.....