

Minutes of a meeting of the New Pavilion Committee held 19:00hrs Tuesday, 09 November 2021, held in the library at the Curlew Centre, Sutton Bridge.

Present: Cllr C Brewis (chairman), Cllr S Booth, Cllr D Bruch, Cllr K Davies, Cllr Perkins, Cllr Robinson, Cllr York, Mr D Earth (SBUFC, co-opted), Mr D Smith (SBUFC, co-opted), Mr R Smith (clerk), Mrs K Croxford (Admin Asst.)

Absent: Cllr M Booth, Cllr Goodwin & Cllr Scarlett

Due to a technical issue with the lift the meeting was moved into the library at the Curlew Centre.

21.49 Apologies were received from Cllr M Booth, Cllr Goodwin, Cllr Scarlett

21.50 There were no declarations of interest or requests for dispensations.

21.51 It was **resolved** to approve the minutes of the meeting held on 21 September 2021.

21.52 It was **resolved** to move into closed session in accordance with the public bodies (Admission to Meetings) Act 1960 s.1(2).

21.53 Progress report.

i. The clerk reported on his conversation with another Parish Council undertaking a similar project.

19.07pm Cllr Bruch entered the meeting

ii. The clerk reported that there were several tenders on the Government Contracts Finder website, as circulated to members, that would be worth referring to when drawing up the Parish Council's own tender documents.

iii. The clerk reported that he had reviewed the approved list of client advisors as published by Royal Institute of British Architects (RIBA), but any which were in anyway local were all architectural service companies very similar to those already approached.

iv. The clerk had approached a King's Lynn Quantity Surveyor, who had recommended a project management company. Unfortunately, when contacted the company declined to tender for the opportunity primarily due to the project's location and their current workload.

v. A further independent project manager was identified who was sent an invitation to tender but to which no reply had yet been received.

21.54 Proposal for architectural services for writing a project brief.

i. It was **resolved** to defer consideration of quote received until further quotations were available.

ii. It was **resolved** for the clerk, using the Governments Contract Finder website and other contact methods, to obtain quotes from project management contractors to assist the Council with drawing up of a design brief and to provide advice with the construction and the tendering process.

iii. Councillors with information about potential contractors were to pass contact details to the clerk.

21.55 The next meeting would be arranged as required.

The chairman closed the meeting at 19:50 hrs.

Signed

Chairman

Date.....