

Minutes of a meeting of the New Pavilion Committee held 18:00hrs Tuesday, 07 June 2022, held in the Bridge Room at the Curlew Centre, Sutton Bridge.

Present: Cllr C Brewis (chairman), Cllr D Bruch, Cllr K Davies, Cllr R Goodwin, Cllr R Perkins, Cllr Pitt, Cllr A Scarlett, Mr D Earth (SBUFC), Mr R Smith (clerk), Mrs K Croxford (Admin. Asst.), Mr R Sandell (Ridge & Partners).

Absent: Cllr M Booth, Cllr S Booth, Cllr C Robinson, Cllr T York, Mr D Sones (SBUFC).

- 21.008. It was **resolved** to elect Cllr Brewis as Chairman for the year 2022/2023.
- 21.009. Apologies were received from Cllr M Booth, Cllr S Booth, Cllr Robinson, Cllr York, & Mr D Sones.
- 21.010. There were no declarations of interest or requests for dispensations.
- 21.011. It was **resolved** to approve the minutes of the meeting held on 03 May 2022
- 21.012. The committee's updated terms of reference were noted
- 21.013. It was **resolved** to move into closed session in accordance with the public bodies (Admission to Meetings) Act 1960 s.1(2).
- 21.014. **Report on matters arising from the last meeting**
01. The clerk reported that the project directory (appendix C) had been updated from the last meeting and any further changes would be sent through to Mr R Sandell.
 02. The clerk would take up outstanding matters about land registration with solicitors.
 03. In time for the next Parish Council meeting to be held 28 June 2022, Mr Sandell would supply the clerk with timescales of estimates of future expenditure, so that approval for delegated authority can be granted by the Parish Council to the Committee.
- 21.015. **Next Steps**
01. The Project Execution Plan (PEP) was circulated to members and would continue to be updated throughout the process.
 02. The project brief now included section 2.3 RIBA stages to take the project through to stage 4.
 03. Section 2.6 Grants and Funding of the project brief included a list of funding sources. Cllr Brewis would provide Mr Sandell a list of local companies to be included within the list
 04. Appendices under section 9.8 Change Control Schedule & section 9.9 Action Tracker had been added which would be updated as the project progressed.
 05. RIBA Plan of Work had been added for reference only further details about this could be found on their website
 06. The project budget (appendix F) which had originally been calculated based on the size of the Hethersett pavilion would now include a caveat to explain this.
 07. The chairman in liaison with the clerk would draft a letter to be sent to local businesses for potential funding sources.
 08. The clerk would revise the internal procedures for the tender process included under section 11 of the Financial Regulations in consultation with councillors, this would then be ratified at the next full Council meeting 28 June 2022.
 09. Mr Sandell noted that a Prior Information Notice (PIN) could be actioned. This would indicate an expression of interest to prospective tenders
 10. It was **resolved** to hold a Parish meeting 18:00hrs Tuesday 05 July 2022 to undertake a public consultation about the proposed pavilion as well as play equipment for the village parks.
 11. Mr Sandell would draft a program of stages for the next meeting any further feedback or ideas please let the clerk know
 12. A copy of a draft invitation to tender and scoring matrix was noted
- 21.016. The next meeting was scheduled to take place 18:00hrs 12 July 2022.

The chairman closed the meeting at 19:18 hrs.

Signed
Chairman

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