Oldbury on Severn Parish Council

Clerk/RFO: Mrs Victoria Bailey
88 Badger Road
Thornbury
South Gloucestershire
BS35 1AD
Tel. 07922807405
oldburyonsevernpc@gmail.com
www.oldburyonsevern.uk

Minutes of the extraordinary meeting of the Full Council held on Monday 3rd October 2022 at The Memorial Hall, Camp Road, Oldbury on Severn, BS35 1PR at 10.00am

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1. Present

Chairman Cllr Keith Sullivan, Vice-Chair Cllr Dylan Griffiths, Cllr John Cornock, Cllr Sheila Bedford

Parishioners: Simon Ingram, Linda Jennings and Keith Miller

Cllr Matthew Riddle arrived for part of the meeting from 11.10am to the closure of the meeting at 11.35am as recorded in the minutes below

2. Apologies

Apologies received from Cllr Laura Day as she has an interest as her company, Longcroft, had put forward a tender for the project so it was felt appropriate to not attend.

3. Declarations of interest and dispensation requests

None *(MR declared an interest in appointing a contractor upon his arrival at a later point in the meeting – as minuted below)*

4. Review of previous minutes 20/09/2022

CJ updated all that the RSC were meeting that evening and agreeing a measurement scheme for the bank erosion (possibly quarterly although SRB suggested more frequently.) LD has offered to lend a laser.

Action
VB to update AH regarding the plan for measuring bank erosion once hearing back from RSC

CJ had submitted a list of points on the minutes; VB screen shared these.

All in favour of approving the minutes subject to the inclusion of CJ's additions.

Minutes accepted (subject to CJ's amendments)

5. Appoint a contractor for the work on the Memorial Hall

KS asked for more details as to why the lottery were unhappy with LD being a councillor and tendering; CJ said that it's not a concern anymore as Meachin is the preferred contractor from the EMC's perspective. CJ reminded all that LD's quote was prior to her becoming a councillor and that the lottery were satisfied with her tendering but if she were offered the contract the Parish Council and EMC would need to provide solid evidence to why Longcroft was the chosen builder.

SRB queried why Meachin said that the work would take 12 weeks and Longcroft 18 weeks; CJ replied that bigger contractors are probably more aware of penalty clauses and prefer more wiggle room.

DG said that if the EMC have decided they want Meachin and have explained fully why then KS's queries regarding Longcroft are irrelevant. DG agreed with the EMC that Wren's quote was too high to pursue. Meachin, based on Quantity Surveyor rates of £1620 per square metre, was a good option. DG stated that Longcroft was 30% higher on QS rates; therefore Meachin was a decent choice and has been in business since 1998, is local and VAT registered so DG was happy to support EMC's decision.

SRB noted that this had been a learning experience for all involved.

KS queried why the details on work to be undertaken were described on the Wren and Longcroft quotes and not in Meachin's; CJ replied they have admin teams to do it but all three quotes were from the same exact specification and are for the same work.

KS enquired about electricians; CJ said Meachin will hire directly and it is included in the quote.

KS asked who will take responsibility for the contract; CJ replied he will and that the builders have insurance; plan is to have EMC take responsibility for the contract.

KS asked that, should there be an issue with the builder who fault is it; the lotteries or the Parish Council's? CJ responded it is the Parish Council's.

11.10am: MR arrived but declared an interest (his nephew is Stephen Meachin) so retired to the committee room until it was appropriate for him to return

DG asked the following:

Do any councillors vote for the contract to be appointed to Wren?

No votes

Do any councillors vote for the contract to be appointed to Longcroft?

No votes

Do any councillors vote for the contract to be appointed to Meachin?

Four councillors in favour; one abstained

Motion carried that Meachin will be the appointed contractor for the Memorial Hall project.

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SRB noted that she would have like to have seen the original specification; CJ believed it had been sent at some point but assured SRB if a project like this one happens again he will be sure to do so. Discussion on emails as SRB said she often loses the trail; VB suggested sending important documents separately so they are easier to find rather than multiples contained in a single email. This was agreed as a good idea.

MR was called back into the meeting and informed Meachin had been agreed as the contractor

6. Decision on how to manage the project

VB screen shared the email listing details on this which was sent on 24/09/2022.

CJ said that the lottery are very strict regarding CDM regulations; Meachin is inexperienced so LD has volunteered to support him with this.

CJ suggested a small management team 'First Team' consisting of himself, Cllr Laura Day and Keith Miller. CJ welcomed all councillors to view the project (by prior agreement and as long as health and safety procedures were being followed.)

CJ went on to describe a 'Second Team' which consists of the Parish Council, Clerk and the media officer/ promoter of the project. The lottery would like it widely publicised that they gave the grant award to the Memorial Hall.

JC said that parking could start to become an issue; CJ said this will be dealt with as and when.

MR and DG voiced approval for CJ's plan for the management structure. MR will be the media's point of contact and promote the project. CJ suggested Jane Perkins and Angela Conibere will assist him in this role.

VB suggested her and CJ have a designated time scheduled in their diaries and blocked for a check-in; this was seen as a good idea.

Action
VB and CJ to agree a regular 'check – in' time which suits them both on a weekly basis

SRB stressed the importance of a paper trail; CJ said that they are likely to have a JCT contract with Meachin and will organise this later this week.

KS voiced concern regarding additional costs; CJ said aside from the tank and boiler (around £4,000) there shouldn't be too many. CJ thought insulation could be added should there be any unspent funds.

DG clarified; the project is costing £98k, the lottery are providing £99,999 and there is around £30,000 in the Memorial Hall's account. CJ confirmed this is roughly correct. DG wanted to confirm

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the Memorial Hall will cover any overspend; CJ said this is correct and that the £5,000 previously asked for by the Memorial Hall from the Parish Council is unlikely to be required.

JC asked when Meachin's quote was received – CJ replied around August 2022 – and JC advised him of rising building costs. CJ said Meachin was holding his price and, subject to him being nominated as the contractor, will start mid November 2022.

KS concerned about work going ahead without prior approval; CJ stated that all work will be authorised beforehand so there are safeguards in place. KS added that in building there can be unexpected costs. DG said that there is a 30% contingency (due to the Memorial Halls funds) so it shouldn't be a concern. CJ reiterated that any deviation from the project will be agreed beforehand. SRB said that if any concerns are raised or an incident occurs the Parish Council will hold an emergency meeting. KS insisted this point be minuted.

7. Close of meeting 11.35am.

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