

# GOTHERINGTON PARISH COUNCIL

## Extraordinary Meeting – Church Centre

### Minutes of Extraordinary Meeting Held on 23 May 2017 at 7.30pm

**Venue:** Rex Rhodes Building, Gotherington.

**Present:** Councillors David Hearn, Sylvia Stokes, Howard Samuels, Eddie McLarnon, Caroline Ryman, Bryan Cosgrove, Bev Osborne and Rodney Churchill

**Attendees:** Clerk/RFO, Jules Owen

<b>Minute Ref.</b>	<b>Details</b>	<b>Action</b>
<b>23.5.17.1</b>	Clerk reported apologies for absence from Cllr. Harmer, they were accepted.	
<b>23.5.17.2</b>	No declarations of interest received and clerk confirmed meeting was quorate.	
<b>23.5.17.3</b>	There were no public present.	
<b>23.5.17.4</b>	<p>Parish council insurance policy due for renewal on 31 May 2017 - Cllr. Howard had researched insurance with the clerk and presented following:</p> <ul style="list-style-type: none"><li>• Renewal notice from Community First (Zurich) was £1328.00 (year 3 of LTA)</li><li>• Quote from Came &amp; Company (Hiscox) was £987.85 (£947.96 if taking out a LTA over 3 years)</li></ul> <p>Came &amp; Co. very experienced company who specialised in parish council sector. Current provider is very difficult to liaise with as their dedicated person only works 2 days per week. There would be £74.56 penalty to leave Community First due to LTA but new company is £380.00 cheaper and level of service would be much improved. This year the list of items to be insured had increased significantly. After a discussion Cllr. Samuels proposed moving the insurance policy to Came &amp; Co. for 3 year fixed LTA at a cost of £947.96. This was agreed.</p>	
<b>23.5.17.5</b>	<p>Cllr. Osborne had previously circulated details of 4 companies she had contacted regarding the appointment of conveyancing solicitor for purchase of Church Centre:</p> <ol style="list-style-type: none"><li>1. Willans LLP – £1,000.00 plus disbursements circa £300.00 plus VAT</li><li>2. Harrison Clark Rickerbys Ltd. - £950.00 plus disbursements circa £841.00 plus VAT</li><li>3. Michael Steedman - £2,500.00 plus disbursements/third party costs plus VAT</li></ol>	

Cllr. Stokes asked when payment would be required and Cllr. Osborne confirmed it would be paid out of PCC donation which they understood would be available in July 2017.

Clerk also wished to confirm parish council funds would not be used to fund the payment and it was confirmed that PCC donation would cover this payment.

Cllr. Osborne proposed Harrison Clark Rickerbys Ltd. This was agreed.

**23.5.17.6.** Cllr. Osborne had previously circulated details of 4 chartered surveyors she had contacted regarding the appointment of Design and Contract Administration Element of Church Centre Renovations, quotes were as follows:

Fees are expressed as a percentage of the overall project costs and are all subject to VAT

1. KBW 8.5%
2. Kirkham Pryer 10%
3. Evans Jones 10-12%
4. Bevans SCS – declined to quote as contract too small

Cllr. Cosgrove outlined Scope of Service and Fee Proposal as per document which had been circulated to councillors prior to the meeting. Proposal from KBW was discussed.

Cllr. Ryman asked if KBW would be responsible for preparing the actual formal tender specification document and the chairman, Cllrs. Osborne and Cosgrove confirmed they would.

Stage payments to Huntingdon Trust was discussed - £10,000.00 due on first stage, this would enable PC to use rest of PCC money to pay conveyancing and KBW fees.

Cllr Stokes asked when the PWBL would be drawn down and Cllr. Cosgrove said October 2017 in order to have precept in April 2018 to cover the first repayment. Clerk pointed out that precept would not be received until end of April 2018, (this year received precept on 30.4.17).

Chairman confirmed donation from PCC would be circa £21,600.00 to be made in one payment, probably in July 2017.

Cllr. Cosgrove proposed appointment of KBW for Design and Contract Administration Element of Church Centre Renovations. This was agreed.

Cllr. Stokes suggested that as Church Centre financial information etc. was now on parish council website it should also be displayed in the village – a copy in the phone box, in the village shop etc.

Meeting closed 20.15pm

Chairman .....

Signed .....

Date .....