

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the Council Offices Sub-Committee held in the Council Chamber, Bank Place Offices, Holywell on Monday, 12 October 2015 at 5.15pm.

PRESENT: Councillor J.M. Johnson (Chairman)
Councillors: P.J. Curtis, P.J. McGarry (Mayor), E.B. Palmer and Mrs. S.E. Wallbanks.

APOLOGIES FOR ABSENCE were received from Councillors Mrs. K. Davies and Mrs. R. Dolphin.

Councillor B. Scragg (non-voting Member).

IN ATTENDANCE: D.C. Pierce (Clerk)

CO11. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, CO13, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to contractual matters.

CO13. OFFICE ACCOMMODATION : 14 BANK PLACE, HOLYWELL TENDERS – PUBLIC MEETING FACILITY/ASSOCIATED WORKS

The Contract Administrator (CA), G.L. Brown of GBS Design Services of Holywell and C. Rees-Jones, THI/Conservation Officer, Flintshire County Council, joined the meeting for this item.

Consideration was given to the 4no. tenders received. The Clerk circulated details of these on a cost comparison sheet from the CA together with a list of those who had been invited to submit a tender but had not replied. The CA explained that all tenders were over the original allocated budget for the work (£22,000) but had taken into account the proposed new rear lobby area and particularly materials consistent with work to a Grade 2 listed building.

The CA and the THI/Conservation Officer responded to Members' questions on the variations in the schedule of works in each tender and in respect of the choice of materials. The CA also informed Members that the relevant requirements of the disability legislation had been incorporated into the scheme.

Members acknowledged that the principle of the scheme had been supported by the Council some while ago but it had been unfortunate that the original CA had, for personal reasons, withdrawn his interest in his continued involvement with the scheme which in turn had meant a delay in moving matters forward. Members remained of the view that the proposed scheme in its entirety would meet the Council's expressed objectives of providing a ground floor meeting area that facilitated Member/public access generally, compared with the limitations of the existing first floor accommodation at 12/13 Bank Place, as well as providing much needed additional office/storage space at the Bank Place offices to meet the Council's present and future requirements.

The Clerk advised Members of the total cost of the scheme, based on lowest tender, including the agreed professional fees (£3,166.03 ex VAT) for design and contract administration, planning and building regulations approvals and inspections. Subject to Council approval for the scheme, the cost element above budget would require to be met from savings to be identified in the current budget and/or the Council's reserves.

RESOLVED:

- (1) That the Council be recommended to accept the lowest tender, that submitted by JWM Roberts, in the sum of £38,885.00 ex VAT, for the erection of a rear extension to form a store room and passage and internal alterations to form a new Council Chamber with office above at 14 Bank Place, Holywell.
- (2) That the cost above budget for the scheme be met from identified savings in the 2015/16 budget and/or reserves.

CO14. CLOSE OF MEETING

The Chairman closed the meeting at 6.05pm.

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Chairman