

Minutes of the Parish Council Meeting of the Dersingham Parish Council held on 31 August 2018 at 5.30pm, at Parish Office 2a Post Office Road, Dersingham.

Present: Cllrs S Payne (Chair), C Hipkin, B Hopkins, C Shepherd, M Shepherd, J Houston, Cllr Murrell, K Hathaway, Cllr Davey, B Judd, D Wright, G Billard, T Bubb & V Brundle

Also Present: Mr D Brown (Contractor) Mr N Wright (Contractor's QS) & Sarah Bristow (Parish Clerk)
No members of the public present.

13009 To Receive and Consider Apologies for Absence
It was resolved to accept apologies from. Cllr K Manship and Cllr B Anderson

13010 To Receive Declarations of Interest and request for Dispensations by Councillors in any of the Agenda Items listed.
None Received.

13011 Report from Dersingham Centre Working Task Group
Cllr Shepherd passed round the current figures. Please see attached. Cllr Shepherd explained that she had attended a meeting with Cllr Davey, Martyn Howes and the Clerk on Tuesday and went over the figures. It is still not possible to obtain a final figures but taking into account everything outstanding and using the Contractors Figures we have a project shortfall of £194,000.00. this is the worst case. Cllr Payne advised that there will be savings with the footpath and legal fees but these will assist with the carpark etc. Cllr Shepherd also advised that the retention which we thought was to be paid in a years time, the Contractor has advised that 1.5% which is half of the retention needs to be paid on practical completion.

Cllr Davey advised that it was necessary due to the changing of the front door and handed round the follow report:

DERSINGHAM CENTRE FRONT DOORS

Background

In the initial design for the Dersingham Centre, after the decision was made to follow the requirements of Historic England, we had intended to retain the original front doors to the Church Hall. We recognised that they were not in good condition, but felt that if we were to keep the whole front façade, then we should keep the doors. However, once the decision was made to install the new flooring, the floor levels had to be increased substantially, to the extent that it made it impossible to keep the existing front door. Approval was given by the Parish Council to replace the front door.

Having installed new doors, we were now required to meet the new regulations with regard to accessibility and fire regulations. After extensive inquiries and discussions we discovered that the only option which, would be acceptable with regard to Fire Regulations would be to

install a Magnetic Lock. For Fire Regulations, it is necessary to insure that when the fire alarm sounds, then both front doors are immediately openable. This can only be achieved by the magnetic locking system linked to the fire alarm.

We have therefore made inquiries and obtained quotations to satisfy this option.

Options

We have two options:

- Install simple magnetic locks on the doors, which would be controlled by an internal switch. The doors would only be opened when someone hires the hall and is already inside, gaining access past the Parish Office. Disabled persons would gain access by ringing a bell, and someone would need to come and assist the person to enter.
- Install a complete electronic opening door set which, when activated would allow easy access to disabled persons.

Quotations

Quotations for the two systems are shown on the attached tables. In both cases the tender submitted by MPS was lower.

Recommendation

The recommendation to the Parish Council is that we should award the contract for the installation of the complete electronic door opening system to MPS for an amount of £3,318.98 excluding VAT.

It was resolved to purchase the electronic door opening system at £3,318.98 and this be added to the figures.

Cllr Shepherd advised that this figure has been included in the latest report.

13012

Dersingham Centre Finances

To agree to apply for an additional Public Works Loan to cover shortfall.

Cllr Shepherd said that the Council wish to take up a loan of £200,000.00 which should cover but we wish to take £150,000.00 immediately and hope that we do not need to take up the other £50,000.00 as saving are hoping to be made. This additional grant would mean a payment of £9,700.00 per year on current rates. Cllr Houston advised that he was not happy that this was a public meeting and this was another £800 per month more burden on the Parishioners and the project never should have started the money just was not available and not wanted by the Parishioners. Cllr Payne advised that it has to be a public meeting and the hall was required.

Cllr Payne proposed that the Council take out another Public Works Loan for £200,000.00. for a period of 30 years at around £9,700.00 per year. This was seconded by Cllr Wright and everyone in favour apart

from Cllr Houston who was against. **It was resolved for the Council to apply for a Public Works Loan for £200,000.00.**

Cllr Payne advised that herself, Cllr Davey, Cllr Shepherd and the Clerk had attended a meeting with the Contractors on site and explained the situation regarding payments etc. Cllr Payne advised that she had agreed to bring to this meeting the payment of £100,000.00, which is available as a part payment to the Contractor. This would include the Wren payment for the First Floor and the Flooring. This means that we can assist the cash flow by claiming this money back from Wren within the next two weeks. This payment would need to be made so that hopefully the Contractor will stay on site and finish the build. Cllr Payne advised that the Clerk had sent an email around advising that the Council should not pay more than £50,000 to the contractor keeping five months payment for council's standard expenditure in hand and the reserves to last until the new precept is received. Please see report and figures:

Dear All

I would be failing in my position as Clerk/RFO without giving you the Full Council the full picture. Please find attached what I believe to be our current financial position. Councillors are going to be asked to approve a part payment to T B Browne's of £100,000. I am not happy to recommend payment of that amount. I believe as per my sheet that the Council only has £50,000. It is recommended that the Council keeps three months running costs as all times, because of the nature of the amounts involved in this project and making sure that the streetlight burn until the 31 March, and not having a final figure from Browne's. I have agreed to Coral's figures of £47,000 to cover us until the new Precept is received, and taking into account the additional loan repayment if agreed tonight. I am not anticipating that there would/should be a problem with obtaining the additional public works loan but I have to advise, nothing is certain in this world and though I cannot foresee a problem I have to look at the worst case, and have a duty to make sure that all the Council are aware of all the facts, risks etc. It is a shame that we find ourselves in this position if every member of the Council were transparent then we could have applied for this loan at least a month ago and not be in this position.

FINANCIAL POSITION 30.08.18

Current Account	£486.60
Savings Account	£164,322.81
NS& I Account (cannot get for 10 days?)	£8,739.88
TOTAL	<u>£173,840.29</u>

Reserves	
Warren	£30,986.96
Skatepark	£13,520.00
TOTAL	<u>£44,506.96</u>

Working Capital as per Coral October to March	£47,000.00
September Payments	£18,678.10
TOTAL	<u>£65,678.10</u>

TOTAL THAT CANNOT BE TOUCHED £110,185.06
(Not allowing any emergencies)

TOTAL AVAILABLE TODAY £54,624.35

Brown's Bills still to Pay	£149,068.01
Kitchen Order Placed	£20,925.55
PVC	£15,500.00
TOTAL	<u>£185,493.56</u>

VAT that can be claimed after 31.08.18 £30,073.47
Should be received around middle October

Cllr Shepherd said that herself and Cllr Payne had looked at the Financial Situation and it will be tight but £100,00.00 is achievable as the loan should be received in 15 working days and only two months monies of the bare minimum of £12,000 should get us through. Please see the report with breakdown :

Financial position 31/8/18	
Current Account	£486.60
Savings Account	£164,322.81
NS and I	£8,739.88
Total 1	<u>£173,549.29</u>

Reserves	
Warren	£30,986.96
Skatepark	£13,520.00
Total 2	<u>£44,506.96</u>

September commitments	£18,678.10
2 months working capital	£12,000.00
Total 3	<u>£30,678.10</u>

Total 1 minus total 2 and 3	£98,364.23
Expected income Initial loan call down	£150,000.00
subsequent loan call down	£50,000.00
Big Lottery retention release	£27,793.47
VAT reclaim July/August	£30,073.47
September VAT reclaim min	£24,844.67
Total	<u>£282,711.61</u>

Cllr Payne advised that without paying the £100,000.00 the Contractor is more likely to walk off site and could take us to Court for non payment.

Cllr Payne proposed that the Council pays the Contractor £100,000.00 today. This was seconded by Cllr C Shepherd and everyone in agreement. **It was resolved to pay the Contractor £100,000.00 tomorrow 1 September.**

13013. Footpath –Dersingham Centre - Alignment

Cllr Shepherd said that she was concerned regarding the footpath and the ramp was now in the middle of the proposed path due to having to raise the floor. Cllr Shepherd felt that to change to the plan would be costly due to the Borough Council having to re consult. Cllr Bubb said that footpaths are never precise enough that people cannot walk around this ramp. Cllr Davey said that we could put in a gate for anyone not wishing to walk round but there would be a step down. Cllr Wright felt that this should have been covered in original plans. Cllr Davey explained that the floor was changed with the Wren funding to get the better floor. **It was resolved to take no further action.**

13014 Items for inclusion on the next agenda.

Cllr Payne advised everyone to let the Clerk know if you require anything for the agenda.

13015 Date & Place of next meetings.

Full Council Meeting on Monday 10 September 2018 starting 7.00pm at Dersingham Infant and Nursery School, Saxon way.

With no further business the meeting closed at 6.25pm