

**DRAFT MINUTES OF EXTRAORDINARY MEETING OF PUDDLETOWN AREA PARISH COUNCIL  
HELD ON 20<sup>th</sup> OCTOBER 2016 AT THE PAVILION, PUDDLETOWN, COMMENCING 7pm**

**Present:** Cllrs P Cooke, S Langdon, P Stockley and P Walton

**Chair:** Cllr Baynard

**Clerk:** Cllr P Walton acted as minute taker for this meeting

**Also Present:** Alan Sheppard, Rachel Partridge, Michelle Simmons, Philip Hanson, Chris Evason

**Public Session**

No matters were raised by members of the public present.

**16.072 To receive and approve apologies for absence**

Apologies had been received from Cllrs R Belbin, M Cooke, P Drake, J Johnstone and J Ranger

**16.073 To receive declarations of interest in accordance with S94 of the LGA 1972 and consider any dispensations requested**

None received.

**16.074 To consider the contract for the Play Park improvements and approve**

Cllr Baynard said that Councillors had received costings from Parsons summing to just over £128,000. This took account of various cuts in the specification. The first issue was to be clear that the Council would be in funds for such a sum to enable it to sign a contract. It was understood that some £94,000 of the Viridor grant remained. The Play Park project had around £3,500 in its account. West Dorset had confirmed that some £1,300 old and £23,500 current Section 106 money was available. In addition, the project had a £5,000 grant from West Dorset Leisure Fund. All this summed to £127,300 which was in spitting distance of the contract sum.

Philip Hanson said a draft contract was available. It was crucial that this was signed as soon as possible so that the order for playground equipment could be placed. It had a delivery time of 9 weeks and would be funded through the Viridor grant, which had to be drawn down by January 2017.

In discussion, it emerged that project management costs - of which £5,800 was still outstanding - had not been included in the above figures and that the quoted costs excluded VAT. Total project costs would therefore be £133,100 plus £26,620 VAT.

In further discussion:

- it was considered that the Council would be able to recover VAT. This would however need to be checked urgently and it would still present a cashflow issue, though this might be covered, in the short term, from precept funds or a loan from the District Council. Cllr Langdon also mentioned a source of emergency funds for Parish Councils and undertook to check this out.
- Alan Sheppard suggested that further savings on the contract could be made to cover project management costs. Item 4.18 (hoggin footpath) could be omitted for the time being, saving some £7,694. If more were required, for example to provide some contingency, 4.19 (timber edging) might be left until later, saving a further £2,569. He added that there would be a 5% retention sum which would provide further flexibility.
- Rachel Partridge confirmed that, if signed, the contract - even as further constrained - would result in worthwhile enhancement of the Play Park - two new play areas and a new car park.
- Rachel Partridge confirmed that the Viridor money would be spent by the deadline, because the vast bulk of it (£90,000) would go to pay for the play park equipment. She further confirmed that Viridor were content for their funds to be used in this way.
- R Partridge said that the project continued to seek to raise funds from other sources - for example, Magna Housing Association had been approached for support.

Signed:

Date

- it was agreed that water and electricity points provided for caravans would be available to the contractor and it was confirmed that all caravan activity had ceased.
- It was agreed that Rachel Partridge would ensure the school was informed of the start of works, but otherwise existing notification (parish Magazine, notice boards) would be sufficient for the community.
- it was agreed that the landowners who had originally donated the land for a sports field might be involved in some way at the launch of the project.

**In the light of this discussion the Council resolved unanimously that a contract might be signed as soon as possible in the sum of around £123,000 excluding VAT - being the total cost of the project including project management (£133,100) less the further savings identified by Alan Sheppard (£10,263).** This would allow a small element of contingency. It was agreed that the draft contract would be circulated to Councillors for scrutiny and that the Chairman would, if all was in order, sign on behalf of the Council. It was further agreed that the additional savings on the contract could be by way of a contract amendment.

There being no further discussion, the meeting terminated at 7.55pm.

Signed:

Date