**Draft Minutes of the Extraordinary meeting of Upwell Parish Council, Monday 6th September 2021, 7pm**

**Committee Members**: Cllr. Williams (Chair), Cllr. Aston (Vice-Chair)Cllr. Melton, Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose.

**Those Present**: Cllr. Williams, Cllr. Melton, Cllr. Lester, Cllr. Gooch, Cllr. Aston, Cllr. Rose, Cllr. K Harrison, Cllr. A Harrison, Cllr. Shorting, Cllr Robinson, Clerk Melanie Hilton, Russell Swann from Swann Edwards Architecture.

**Public**: none

**Apologies** : none

**MINUTES**

1. **Welcome and opening remarks**

The Chairman welcomed everyone to the meeting and introduced Russell Swann. The Chair altered the agenda due to recent developments.

1. **Apologies:** none
2. **Discussion the Standing Orders 2020 Section 18:** the Chair explained that the tender should have been advertised on <https://supplierregistration.cabinetoffice.gov.uk/>. this was posted on the website on Friday 3rd September for two weeks. Two expressions of interested had been received so far.
3. **Presentation by Russell Swann of Swann Edwards Architecture:**

Russell explained where the Council are with the project of the refurbishment of Upwell Village Hall so far.

* There was a measured survey of the building, to establish what is here now
* Sketches were produced of the new porch area
* Tender documents were produced
* An asbestos report was obtained
* Papers were produced so that all tenders produced were priced the same way
* Five were selected and wrote to, only two replied. To keep the process transparent, they were in sealed envelopes and opened by the Chair. The architect that checked that all the details were correct. Both were given a four-week period, plus a weeks extension in which to price the work.
* The Chair opened sealed bids in presence of the Architect.
* The next process is retender with new contractors, adding in additional items and the two contractors that have previously tendered will have to retender.
* A start date for the work is mid-January 2022, the price of the tender is fixed once it has been signed, there are penalty clauses for time keeping etc.
1. **Q and A for Russell Swann:** The price for labour and goods have risen over the last year. Everything has been priced as individual items, this way if the cost is too high some items can be completed at a later date when funds have been raised. The essentials that must be completed are, the flat roofs need replacing, the hall needs rewiring, and a new heating system, this will be air source heat pump (air to air).

The Council asked for extras to be priced, this was for bifold doors or patio doors and a fixed glass panel to the rear of the building, also a new patio area with a canopy over. Mr. Swann was also asked to price for E type glass in the windows.

1. **Discussion of tenders:** this did not happen due to recent developments
2. **Vote of which tender the Council favours:** this did not happen due to recent developments
3. **Discuss the financing of the project:** the Chair has applied for several grants, so far £56,000 has been approved. Two other grants are waiting for approval or not, hopefully the answers should be by mid-October. The Council could apply for a Public Works Loans Board (PWLB) Grant. The Blunt Trust has unofficially said they would not approve a grant application. Although the Council owns land at Low Side if this was sold the money could not be used to pay off the loan. Clerk to contact PWLB to establish how much the loan would cost and how long the application process takes. Clerk will send all new tender interests to Russell Swann who will deal with them accordingly. The Council had a proposal and a seconder to borrow no more than £400,000 from the PWLB. four of the Council voted for this and two against the rest abstained. Therefore, this motion was carried.
4. **Close:** this meeting closed at 8.30pm

**Signed by the Chairman ……………………………………………………………………………………. Date ……………………………**