

Minutes of the Extraordinary Parish Council Meeting

Held Monday 29th July 2019 at 7.30 p.m.

In the Cabin, Salhouse Rd, Rackheath

Attendance: Paula Lowe (Chair), Stephen Oakley, Rebekah Hughes, Brian Gardener, Tracy Buckley, Pippa Nurse

In Attendance: Anne Tandy, Parish Clerk Designate, Diana Dring, Parish Clerk

Public: 0

1. **Apologies for absence** – Fran Whymark, Joel Whymark, Julie Hunt
2. **Declarations of Interest in items on the Agenda** – None
3. **Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is Contracts.**

Exception – Graham Sibley, Pavilion Works Co-ordinator. Proposed by Brian seconded by Tracy.

4. **Review of the progress of the Pavilion Extensions & Refurbishment Project and approval of proposals for completion of the work**

The Administrators had agreed to a payment of £20,000 in 'full and final settlement' of all work carried out.

Electricians would need to return to wire in the hot water tank once the plumbers had finished. Invoices for electrical and plumbing work would be issued once Graham has commissioned the work and then warranties will be provided

One sensor light in right hand changing room is not working. Graham to resolve with electricians.

Discussed flooding of Pavilion. Suggested plumbers should pay for any resulting damage. GS to ensure they will resolve all plumbing issues before invoice is issued.

Roller shutter for the kitchen to be fitted during week, invoice to follow for balance of payment.

New serving hatch window has now been fitted and door restrictors. Invoice to be forwarded to the Clerk. Catches were needed for the serving hatch window, to hold them open when in use.

Painting and decorating due to be completed this week, invoice to follow.

Keys for contractors to be issued by Brian Gardener while the Clerk (Anne) is on holiday. Graham to provide contractors with required contact details.

The wall hung notice board needed to be installed. Consideration to be given as to where this should be.

Mirrors, soap dispensers, toilet roll holders, electric handdryers all through the building to be sourced and supplied via Graham Sibley. Kitchen to have a supply of hand towels.

Contingency fund to cover: boxing in of air conditioning pipes, door locks, benching, mastic sealant throughout the building, assembly of tables and racks. Tracy to contact the School Caretaker about assembling the tables and racks.

Final cleaning will need to be completed throughout the building at which point a skip will be needed to take away the last of the rubbish.

Landscaping allowance of £1,945, need to consider how this would be spent. Landscaping required for 2 beds to the front of the building, one to the rear and the rear play area. Quotes and ideas to be obtained by Clerk as to how best to complete these areas.

There is an issue with vehicles driving onto the football pitches from the car park. Suggested installing a low level fence or post and rail around the edge and a gate/barrier for emergency/authorised access near the tennis courts. Car park signage to be added to prevent any unauthorised parking.

Clerk to get quotes for 2 picnic benches for area outside the serving hatch and bench of Pavilion overlooking Bowls Green. Also need additional quote for bowls green gate

Parish Council agreed Graham Sibley to continue as Contract Administrator in organising the works to complete the Pavilion and that the payments listed in his cost be paid as invoices received and the works approved by GS. Proposed by Brian, seconded by Tracy.

Provisionally agreed the official opening event to be held on 28 September. This date is not to be publicised for 2 more weeks.

All matters having been discussed the meeting was closed at 8.30pm