

GAINSBOROUGH TOWN COUNCIL

MINUTES of a Meeting of the Levellings Site Improvement Working Group held at Richmond House,
Morton Terrace, Gainsborough on Friday 6 March 2020 at 3.00pm

Present: Councillor Richard Craig (Chairman)
Councillor Paul Key
Councillor Keith Panter – ex officio

In Attendance:

Tom Clay Town Clerk
Rachel Allbones Deputy Clerk / RFO

1. APOLOGIES FOR ABSENCE

Councillor James Ward

2. DECLARATIONS OF INTEREST

None received.

3. MINUTES OF THE PREVIOUS MEETING (Paper A)

- i. Minutes of the meeting of Levellings Site Improvement Working Group held Friday 7 February 2019

RESOLVED that the minutes of the Levellings Site Improvement Working Group meeting held on Friday 7 February 2019 be confirmed and signed as a correct record.

4. PROJECT AIM

The Town Clerk advised that before engaging a consultant Members should consider setting out formally and clearly the aims of the project.

Committee set out that the main aims in the following order

- i. Repair current equipment and surfacing
- ii. Replace removed equipment
- iii. further work generated by any consultation work

The Deputy Clerk advised that regarding the repair and replacement of equipment stating GTC did not need to engage MRA to repair / replace equipment.

Committee Members stated they had been told previously that the office did not have the capacity to complete grant applications for the project, and that was why a consultant had been approached.

5. MAGDA READ ASSOCIATES (Paper B)

Members considered the following: -

- i. Fee for the provision of professional services

Members NOTED that MRA are not VAT registered and that the total cost to the Council for the works would be £9,828.

Members NOTED that the Town Council did not have some previous consultation documents and that those which had been found were outdated.

RESOLVED that the Committee accept the fee proposal for the provision of professional services of £9,828 on the proviso that 8.6 be amended, as consultation would need carrying out again due to no results being available, and 11.0 be added to include 'Advising and Scoping works for Grant Applications'.

- ii. Conditions of Engagement

Members requested that 2.3 of the conditions be amended as it currently reads "All fees and charges under the Agreement are inclusive of VAT". MRA has since advised "that MRA is not registered for VAT and therefore our total fee bid is exclusive of VAT".

RESOLVED to accept the Conditions of Engagement on the provision that 2.3 is either removed or reworded to make clear that all fees and charges are exclusive of VAT, and 2.6 – 2.13 renumbered as 2.4 & 2.5 are missing.

6. PROJECT PLAN (Paper C)

Members NOTED the project plan and highlighted that some elements need updating.

7. REPORT FOR THE COMMUNITY SERVICES COMMITTEE & MANAGEMENT AND FINANCE COMMITTEE

Members agreed to distribute the updated Proposal and Conditions of Engagement from MRA Associates, along with an updated Project Plan. Councillor Key is to present them at the Community Services Committee meetings.

The meeting closed at 4.12pm