

Minutes of the Benson Parish Council meeting held on Monday 7th August 2006 at 7:30pm in Benson Parish Hall Committee Room

Present: Cllr W Pattison (Chairman)
Cllr N Bailey
Cllr Booker
Cllr J Fowler
Cllr D Fletcher
Cllr I Leppard
Cllr Moseley
Cllr D Olley
Cllr P Peers
Cllr Spence
Cllr Stevenson

Proper Officer: Mrs S Brown

Members of the Public: Mr Martin Clark EEP Ltd

1. Apologies: Cllr Keogh (holiday)

2. Declaration of Interest: None

3. To accept the recommendations of the Project Manager (EEP Ltd) with regard to the tenders for the main Parish Hall Heating and Ventilation Upgrade project.

Cllrs were given a spreadsheet containing costs and funding acquired for the project. Figures showed that there was a shortfall in funding of due to the increase in costs. It was agreed that the Clerk should write to the funders to see if an increase in grant would be feasible.

The project manager, Martin Clark, had requested clarification as to asbestos in the ceiling of the boiler room. It was indicated that the cost would increase if this was an issue.

As Mr Clark was to arrive late, Cllrs voted unanimously to suspend Standing Orders for the Chairman to inspect. It was thought that asbestos was unlikely. Standing Orders were resumed and Mr Clark arrived at 19:50pm.

Costs of the project were discussed. Mr Clark advised that the Planning Supervisor would not be required as the project timescale was within the limits of the CDN Regulations. He reported that he asked within the tender to comply with the regulations in spirit. Copies of the tenders were presented to the Parish Council by Mr Clark. They were as follows:

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| 1. Darnells Ltd of Eynsham | £43,391 |
| 2. Sydney Cabbage (Heating & Ventilation) Ltd of High Wycombe | £48,438 |
| 3. Uniheat (Oxford) Ltd | £55,862 |

Prices were fixed tenders exclusive of VAT. VAT would be re-claimable on the full amount. The price increases were in line with materials rise and as expected.

Mr Clark confirmed that there were no anomalies with any of the tenders and that Darnells' tender was the cleanest of the three except for the issue of the asbestos. He was happy to recommend accepting Darnells tender and they had confirmed that a start date of 18th September 2006 was feasible. The works should be completed with the 4 week period but there may be a need to return for commissioning in the week after.

The work would carry a 1 year defects liability period which may have an extension on the boiler in line with manufacturer's guarantee.

All the quotations had comparable man days and none had indicated insufficient time.

The type of boiler specified by EEP Ltd was in line with Regulations.

Invoice would be presented via EEP Ltd on completion as normal monthly payment invoice. EEP Ltd will issue an approval certificate for payment on satisfactory completion. A retention of 2.5% will be applicable for 12 months and £1,000 contingency sum had been included within the tender.

All Cllrs voted unanimously to accept the recommendations of EEP Ltd with regard to the tenders.

4. To appoint the Contractor for the main Parish Hall Heating and Ventilation project and discuss a start date.

If the Parish Council was happy to appoint Darnells Ltd as the Contractor, the next stage would be for EEP Ltd to raise a draft order for the Parish Council to transfer onto headed paper and forward to the Contractor. Mr Clark would arrange a pre-contract site meeting for week beginning 21st August to discuss the agenda for work, access to Parish Hall and disruption to hall hire.

All Cllrs voted unanimously to appoint Darnells Ltd as the Contractor.

Chairman thanked Mr Clark for his attendance. Meeting closed at 20:15