

ERPINGHAM with CALTHORPE PARISH COUNCIL

Clerk to the Council: Martin K Campbell Well Cottage, High Street, Southrepps, Norwich, NR11 8AH

Telephone: 01263 834551

E-mail: nnparishes@tiscali.co.uk

Minutes of the extra-Ordinary Meeting of the Council held on Tuesday 23rd April 2013 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr B Foord, Mr N Smith (Chairman), Ms G Thorne, Mr A Witham;
In attendance: Mr G Gladden (MUGA project) and 4 members of the public.

1. The Chairman welcomed all those present with apologies from Mr R Daniels and Mr R Goodliffe.

2. Declarations of interest – AW as member of the MUGA project team.

3. MUGA Project review

3.1 Awarding of the contract for the construction of a MUGA in Erpingham – the Chairman outlined the current position and it was confirmed that all members had received a briefing on the project. The cash-flow situation which would be affected by the payment of VAT was explored and the Clerk confirmed that he can make VAT reclaims on a calendar month basis. The Chairman stressed the need for the project team to satisfy the conditions of the planning application. DC proposed that the contract be awarded to Safe and Sound, at a total cost of £97,600, agreed nemcon. The Clerk would advise Safe and Sound by email, awaiting any agreement which it was agreed he would sign with the Chairman. The lead-in time to commencement was understood to be about 6 weeks. GG advised the Council that the electricity connection charge was £3915 +vat; with other financial support this was within budget.

3.2 Payment protocol to ensure stage payments are made in a timely manner – the Clerk outlined the timing schedule and the Clerk explained that he would make calendar monthly VAT reclaims once the payments commenced. It was agreed that DC and RG would oversee the payment scheduling by approving each stage for payment; the Clerk would report payments to Council meetings. The Clerk was asked to check with the Council's bank if any short-term overdraft needs to be arranged.

3.3 Consider the longer-term strategy to manage the MUGA – this was reviewed and the Chairman outlined the kind of areas which would need to be addressed; it was seen as a subject to be revisited over the next few months and the MUGA project team would look at similar projects to identify best practice.

The meeting closed at 19.25. In open session a member of the public alerted the Council to his dealings with NCC concerning a piece of land in Erpingham.

SignedChairman

Date..... May 2013