



**Minutes of the Estates & Finance Committee Meeting  
Town Council Chamber, Cinderford  
Tuesday 26th July 2022 at 6.15pm (prior to Council meeting)**

**Present:**

Cllr A Davies  
Cllr S Reader  
Cllr M Turner  
Cllr T Holder  
Cllr N Taylor  
Cllr D Martin (Chairman)  
Cllr J Charlton-Wright  
L Love (Estates Manager)  
E Bennett (Clerk)

**Apologies:**

Cllr G Morgan (illness- Covid)  
Cllr C Witham (existing appointment)  
Cllr R Sterry (holiday)

1. **To receive apologies for absence**  
Recorded and accepted as detailed above.
2. **Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest**  
Cllr Martin declared a non-pecuniary interest as Trustee of FVAF.
3. **Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person)**  
Not applicable.
4. **Chairman's Urgent Business (information only item)**  
None.
5. **To confirm the Minutes of the Meeting held on 12th July 2022 (copy herewith)**  
The minutes of the 12th July 2022 meeting, having been previously circulated, were confirmed and signed as a true record.  
Proposed: Cllr M Turner, Seconded Cllr S Reader. Remaining Councillors were in favour.
6. **Matters Arising from Minutes**  
Actions were on the agenda or would be followed up with non attendees at the next meeting.  
  
The Estates Manager outlined the procurement process which including using the Contracts Finder/find a tender www on gov.uk. The process was to identify the contractors to undertake the necessary works at the three premises. The process followed, roles and responsibilities, health & safety, insurance, risk assessments, method statements, references, information provided, the weighting and due diligence was discussed. Councillors were provided with detailed packs relating to items 7, 8 and 9 and noted the budgets for each building.
7. **To receive quotes for Rheola House following the tender on gov.uk and recommend contractor(s) to Council**  
Three tenders were received. Council discussed the information provided noting that the third company had not visited the building. The first company had visited both the inside and outside and had provided the most comprehensive information. The second company had quoted for painting work only. Councillors noted the budget position.

Cllr D Martin recommended full Council to appoint the company 1 (MBM) which was seconded by Cllr S Reader. All Councillors were in agreement with the recommendation being made. .

**8. To receive quotes for 6 Market Street following the tender on gov.uk and recommend contractor(s) to Council**

Councillors received an update on the signing of the lease and the additional works to be undertaken by the planned tenant. It was noted that CTC would undertake initial works to the building to meet the standards required. Additional works would be undertaken by the tenant. The scope of works were discussed.

6.35pm Cllr J Charlton-Wright joined the meeting.

Four quotes were received and these were discussed in detail.

The first quote was comprehensive with some elements not quoted for.

The second quote was for electrical works only.

The third company had not visited the building and some information was lacking.

The fourth quote was comprehensive. The contractor had spent two days on site to provide the specification. A greater understanding of the works required had been provided. The quotation was for the shell of the building with some elements not quoted for. The contractor was local and also understood the requirement to work with the potential tenant.

Cllr Davies and Cllr Turner recommended full Council to appoint company 4 (Bob Smith) for building works and company 2 (ECES) for the electrical works. All Councillors were in agreement with the recommendation being made. .

**9. To receive quotes for The Wesley following the tender on gov.uk and recommend contractor(s) to Council**

Council discussed the under estimated budget for The Wesley which was a G2 listed building. Permission had been received from FODDC that any underspend from 6 Market Street and Rheola House works could move to The Wesley budget. Works to the roof required architect drawings to be submitted to FODDC for works and solar panels. It was noted that some internal works would need permission. The Council wished to keep all historical items and also renovating large parts of the building was required.

Four tenders were received and discussed.

Company 1 was comprehensive and competitively priced.

Company 2 was comprehensive, competitively priced, a local company and had working knowledge of the building.

Company 3 was for specialist stone masonry works only.

Company 4 was for electrical works only.

Following a detailed discussion Cllr Martin proposed and Cllr T Holder seconded Company 2 (Central Roofing) and Company 3 (SK Stone Masonry) for the works. All Councillors were in agreement with the recommendation being made.

**10. To receive an update on the leases for Dockham Road and 6 Market Street and update on meetings/progress to date**

Still with solicitors and progressing. It was noted that there were some discussions and movements.

**11. To receive an update on Dockham Road and note Councillor tour of premises on 20th July**

Three Councillors had visited the building for a detailed tour so far. Further visits could be arranged.

Councillors were disappointed to hear that the calorifier is leaking and one boiler is inoperative. Replacements were needed and options being investigated. Legionella testing was taking place with results due in the next 10 days. Initial results showed a low scoring. Costs for works are with CTC as landlord.

**12. H&S general update**

Asbestos report has come back for Dockham Road. Items were classed as low issues. Future building works will need to be managed by licensed contractors. Costs would fall to CTC as landlord. The NHS remained a tenant in the building. Council agreed to keep a list of costs.

**13. To receive an update on Changing Places facilities at Rheola House & 6 Market Street**

The Estates Manager would shortly meet with the structural engineer to discuss the pillar.

**14. To receive the revised BVC logo design for consideration**

The revised design was discussed. Cllr S Reader proposed and Cllr J Charlton-Wright seconded the design. All attendees were in favour.

**15. To receive an update on the finance package demonstration**

The Clerk updated on two demonstrations for Scribe and Edge which were specialist finance packages for Town and Parish Councils. Following demonstration the preference was for Edge. The Clerk had sought advice from the Clerk at West Dean Parish Council who were Edge users. Proposed Cllr J Charlton-Wright and seconded by Cllr T Holder.

**16. Date of next Meeting – TBC**

**Signed:**.....

**Date:**.....