

**MINUTES of a Special Finance Committee Meeting held to consider tenders for installation of a Multi-Use Games Area (MUGA) at Bowerhill held on Tuesday 17<sup>th</sup> December 2013 at Crown Chambers, Melksham at 2.30 p.m.**

**Present:** Cllr. Richard Wood (Chair); Cllrs John Glover; Alan Baines; Rolf Brindle; and Mike Mills.

**Apologies:** Cllr Pat Nicol

395/13 **Declarations of Interest:** None received

396/13 **MUGA for Hornchurch Road – Tender specification for 26 m X 14 m court.**  
*(i) Fencing around court:* Cllr. Glover suggested the MUGA needed to be fenced all the way round the court to avoid wear and tear on the grass when a game ran off court. Cllr. Mills reported that the Bowerhill Residents' Action Group (BRAG) were keen to have a MUGA like Shaw which catered for basketball and football but did not wish it to be flood lit or particularly complex. He was unsure of their views about fencing the whole court. It was noted that that a footpath ran adjacent between the east side of the court and Hornchurch Road. There was discussion regarding the merits or otherwise of having a fence. Cllr. Baines felt a fence all the way around could delay the game if a ball went outside court. The Finance Officer Teresa Strange emphasised the need for fencing to be of a non-climbing design to prevent young people trying to climb it. It was noted that permission would need to be sought from Wiltshire Council to have a fence all the way around the court, although if a snooker board was set on the east side, then this would need to be mounted on a panel. It was agreed that at the goal ends, there should be fencing the full width of the court (14 x 26 m).

**Recommended:** *The Council contact Wiltshire Council to a) Find out if a fence would be acceptable around the court b) find out if planning permission would be required for fencing.*

*(ii) Council Budget:* It was noted that the amount the developer was donating towards the installation of the MUGA was £32,500 and this amount would only cover the installation of the MUGA without the cost of additional fencing or a snooker facility. All tenders that were received supplied quotations net of VAT. The Council could claim back any VAT. The Finance Officer reported that there was £7,775 in the Community Projects reserve for match funding for grant aid. The Council also had funds in a contingency reserve should extra funds be needed for groundworks.

*(iii) Additional Snooker or board game facility:* For Option 2 on the specification, contractors had been asked to quote for an extra feature of a street snooker board at the side of the court. There was discussion as to whether the additional feature should be done when the court was installed or whether grants should be sought for this to be done as an extra facility later on. Cllr. Mills emphasised that youngsters and the Police were very keen to see the MUGA installed by next Spring and did not want any delays. Cllr. Brindle felt this facility could be better placed at the Bowerhill Sports Field. Cllr. Glover noted that one contractor had included game boards either side of the goals at either end which he felt was an attractive additional feature.

**Recommended:** *The Council install the facility in two stages: a) Stage 1 – MUGA court and Stage 2: Extra game board facility subject to the Council working in partnership with BRAG to obtain grants to cover this extra cost.*

(iv) *Disposal of soil spoil:* The Finance Committee noted that some tenders included the cost to take away the spoil from digging out the court. One contractor had suggested creating a bund with the extra soil. It was agreed that bunds were not required as these could encourage bike stunts by youngsters.

**Recommended:** *The selected contractor would be required to remove the extra soil from the site.*

(v) *Construction of tarmac and sub-base:* The Finance Committee noted that all contractors had been asked to supply a full cross-section diagram to show how the court sub-base and tarmac would be constructed.

(vi) *Goal-mouth construction:* There was concern to ensure that the goal mouth area was placed outside the main 26 x 14m court.

397/13 **Review of Tenders:** The Finance Committee reviewed the tenders received, particularly noting the suggested construction of the court base, extra costs and terms of the quotations. There was discussion as to whether to install the MUGA using two different contractors; one to install the groundworks and one to supply and install the equipment and markings. It was agreed to short-list four contractors and write to them to seek clarification on details within quotations.

**Recommended:** *The Council short-list four contractors and write to them requesting the following information:*

- a) *The cost to place the goal ends as part of a full 14 m width fencing at each end, giving the exact height(s) of the proposed goal and fencing either side.*
- b) *The cost to provide one additional long side fence as well as the two end 14 m fencing with goals; specifying fencing height(s).*
- c) *The cost to fence the whole court including the two long sides as well with height and specification.*
- d) *The cost to install the groundworks separately from the equipment, giving a separate cost for each item.*
- e) *Clarification re proposal for soil removal.*
- f) *Clarification that the proposal goal end surface at each end would be placed outside the main court to make use of the complete court area.*

398/13 **Local Audit and Accountability Bill – secondary legislation consultation:** The Finance Officer reported that in May 2013 the Government introduced the Local Audit and Accountability Bill into Parliament. To give effect to the new local audit arrangements many of the provisions contained in the Bill require secondary legislation. The Government was seeking consultation from all local public bodies affected by these changes. The Finance Officer reported that none of the proposed changes affected the Parish Council as they related to exemption from audit of smaller councils with an income and expenditure below £25,000; and to regulations for principal bodies. It was noted that the deadline for receipt of comments was 20<sup>th</sup> December.

Meeting closed at 4.15 p.m.

Chairman, 20<sup>th</sup> January 2014