



# Leigh-on-Sea Town Council



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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

**MINUTES OF THE MEETING OF THE LCC SUB-COMMITTEE**  
HELD AT 7.00 PM ON TUESDAY 7<sup>TH</sup> AUGUST 2018  
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jill Healey, Valerie Morgan, Carole Mulroney (Chairman), Declan Mulroney and Vivien Rosier

Also in attendance: Cllr Anita Forde, Helen Symmons (Town Clerk) Hannah Mumford (Bookings/  
Administration Assistant)

***The meeting opened at 7.00pm***

8. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcement.

9. APOLOGIES FOR ABSENCE

Cllr Ron Owen (Vice Chairman)

10. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest as a Cllr for Southend Borough Council who are the landlords of Leigh Community Centre.***

11. TO APPROVE THE MINUTES OF THE MEETING 13<sup>TH</sup> JUNE 2018

The minutes of the meeting of 13<sup>th</sup> June 2018 were **AGREED** and signed by the Chairman as a true and accurate record of the meeting.

12. MOTION TO EXCLUDE THE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Committee agreed that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) – contractual.

13. PHASE 1 REPAIR PROGRAMME – REPLACEMENT OF COMMUNITY CENTRE LIFT

The Sub-Committee considered the quotations received for the replacement of the Community Centre lift in compliance of Articles 109-114 of the Public Contracts Regulations 2018 (in addition to Section 135 of the Local Government Act 1972). The Council had advertised the contract opportunity on the 'Contracts Finder' website and seven quotations had been received from companies nationwide. The lowest quote was for £25,981 and the highest for £40,000.

The Sub-Committee considered the lift specifications in relation to the needs of the Centre along with the delivery and installation time, as well as servicing matters relating to the guarantee of the product and how this affected the quotation prices in relation to the budget set for the project.

The Sub-Committee **RESOLVED** to **recommend** to CFC Quote 4 for £31,900.

#### 14. PHASE 1 REPAIR PROGRAMME – ROOF REPAIRS AND LANTERN LIGHT RESTORATION

The Sub-Committee considered the tenders received for the roof repairs of the Community Centre in compliance of Articles 109-114 of the Public Contracts Regulations 2018 (in addition to Section 135 of the Local Government Act 1972). The Council had advertised the contract opportunity on the 'Contracts Finder' website and seven tenders had been received from companies mainly in the South East of England. The lowest tender was for £111,612 and the highest for £219,642.71.

The Sub-Committee considered the analysis of the lowest tenders along with the conclusion and recommendations of Johnson Gillies, project managers who had prepared a comprehensive report.

The Sub-Committee **RESOLVED** to **recommend** to CFC the lowest tender subject to satisfactory references with regard to the quality of work.

***The meeting closed at 7.16pm***