



Dear Councillors,

You are respectfully summoned to attend an extraordinary meeting of the Parish Council which will be held at **Dorchester Village Hall** on at **7.30pm Wednesday 27<sup>th</sup> 2024**. It was resolved by delegated powers at the Parish Council meeting held on 5<sup>th</sup> November 2024 2024 (agenda item: 0511.24) to call an Extraordinary Parish Meeting for the express purpose of considering the Tender Documents produced by the Working Group, regarding Condrover Village Sports Pavilion, as to whether they are ready to be published. Also to consider the Clerks Application Pack.

R Wintle Chair of Parish Council

13<sup>th</sup> November 2024

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**CONDOVER PARISH COUNCIL EXTRAORDINARY MEETING MINUTES**

**27<sup>th</sup> November 2024  
7.30pm at Dorchester Village Hall**

**E12.24 CHAIR'S WELCOME AND APOLOGIES**

**PRESENT: R WINTLE CHAIR & ACTING CLERK, E MARVIN, R BALL, R BETTON (RJB),  
R SLEE, L BAINES, R NASH, G WALKER-PRIOR ACTING NOTETAKER, P GORE, S GILL  
APOLOGIES: T COBBE**

**E13.24 PUBLIC SESSION**

**NO MEMBERS OF THE PUBLIC PRESENT**

**E14.24 COUNCILLORS DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS  
AND DISPENSATIONS – Councillors are encouraged to declare such interests in  
agenda items at this point in accordance with Localism Act 2011 and any interests  
which might lead to bias.**

**VERBAL RESPONSES OF ONGOING**

**E15.24 CONSIDERATION OF THE TENDER PACK REGARDING PHASE 2 WORKS TO  
BE COMPLETED AT CONDOVER VILLAGE SPORT PAVILION.**

- a) Agree tender pack is complete and compliant with Procurement processes**
- AGREED TO EXTEND LENGTH OF TENDER TIME TO 10<sup>TH</sup> JANUARY 2025 TO ALLOW  
MORE TENDERS TO RESPOND, TAKING INTO ACCOUNT CHRISTMAS DOWNTIME.**
  - ENSURE TENDERERS ARE AWARE TO NOTIFY CLERK IN THEIR EMAIL THAT A  
TENDER IS ENCLOSED WITHIN**
  - ENSURE SUFFICIENT EVALUATION PROCESS DOCUMENT AND SUFFICIENT TIME  
TO COMPLETE (BY 24<sup>TH</sup> JAN 2025)**

**AGREED BY ALL**

**VOTE ON a) UNANIMOUSLY AGREED**

- b) The recommendations from the external audit have been followed and completed.

AGREED BY ALL

VOTE ON b) - UNANIMOUSLY AGREED

- c) Agree Tender can be published.
- CONFIRMATION GARY CHESTERS IS THE QUALIFIED ARCHITECT FOR CPC'S PHASE 2 OF THE PROJECT
  - CONFIRMATION GARY CHESTERS IS THE SUPERVISING OFFICER FOR CPC
  - AGREED STAGES - BUILDING INSPECTOR SIGNS OFF EACH STAGE OF THE BUILD, CERTIFICATE ISSUED TO GARY CHESTERS, FORWARDED TO GWP ON BEHALF OF CPC, GWP FORWARDS TO FINANCE COMMITTEE FOR PAYMENT
  - CREATE DOCUMENT FOR RESPONSIBILITIES
  - CREATE DOCUMENT FOR STAGED PAYMENTS FROM CPC

AGREED BY ALL

VOTE ON c) – UNANIMOUSLY AGREED

- d) Consider correspondence from Internal Auditor regarding the project finance.  
RW REITERATED THE INTERNAL AUDITOR FOUND NO ISSUE AT ALL, WITH EITHER THE CASH FLOW, OR THE CASH FUNDS, FOR THE PROJECT

AGREED BY ALL

VOTE ON d) – UNANIMOUSLY AGREED

#### E16.24 CONSIDERATION OF THE CLERKS APPLICATION PACK.

- a) Agree to use the application pack and advertise the role.
- AGREED TO EXTEND CUT OFF DATE FOR APPLICATIONS TO 10<sup>TH</sup> JANUARY 2025 TO ALLOW MORE APPLICATIONS
  - TITLE TO INCLUDE RESPONSIBLE FINANCE OFFICER
  - ADHOC HOURS TO BE CLARIFIED AS MONTHLY EVENING MEETING
  - MILEAGE TO BE CLARIFIED AS OVER AND ABOVE NORMAL PLACE OF WORK (DVH)
  - CLARIFY RATE OF PAY VIA SALC SPINE
  - ADVERTISE JOB ROLE

AGREED BY ALL

VOTE ON a) – UNANIMOUSLY AGREED

Signed: *Rachel Wintle*

Signed: Rachel Wintle