

Minutes of the Memorial Hall Extension Committee Meeting held at the Trimley St Martin Memorial Hall on Tuesday 4th March 2025 at 6.45pm

Present: Cllrs Smart, Rastrick, D'arville, Parker, Heather Rodwell, Tony Rodwell

Item No.	Comments	Action
1.	To receive apologies for absence Cllr Long was unable to attend the meeting.	
2.	To receive and determine requests from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest. There were no requests for dispensations from councillors enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.	
3.	To approve minutes of the meeting held on 30th April 2024 These were approved and signed by the Chairman as a true record.	
4.	Public Session Members of the public are welcomed and invited to give their views and ask questions of the Parish Council Memorial Hall Extension Committee on issues on the agenda. No members of public present.	
5.	To discuss quotes received from the governments Contracts Finder for the Memorial Hall Extension and agree next steps. Cllr Rastrick and the Clerk had opened all tenders together on 24 th February and completed evaluation forms for all tenders. These forms were then cascaded to all members prior to the meeting, along with the websites for all companies for individuals to research. The full tender documents were available at the meeting also. All those present agreed unanimously that there were three companies to short list. All those present then discussed and then voted and unanimously voted for the contract to be awarded to Oliva Contracts. This was due to the level of detail in the quote, they had been to visit the premises, and they have, and are currently, undertaking a similar project. The Clerk will write out to all those that submitted a tender to advise of the outcome of their tender.	CLERK
6.	To discuss and decide upon details including, but not limited to: i) Sky light in toilet All those present agreed that a skylight in the toilet is not required. The Clerk will advise the contractor of this development. ii) Flooring throughout extension	

	<p>All those present agree for lino in kitchen, toilet and storeroom. Carpet in corridor. Currently, to keep the new hall as a hard wooden floor but may re-visit this nearer the time.</p> <p>iii) Tiling in extension</p> <p>All those present agreed wall-floor tiling in toilet and tiles on wet areas in the new kitchen.</p>	
7.	<p>To discuss and decide upon who will be the point of contact during the works.</p> <p>Cllr Rastrick volunteered to be point of contact as he is Chair of the Memorial Hall Extension Committee, lives locally and feels he has the capacity to be able to do this.</p> <p>All those present voted unanimously in favour.</p>	
8.	<p>To provide an update regarding funding/grants for the Memorial Hall Extension</p> <p>The Clerk advised that East Suffolk Council panel are meeting today (4th March) to decide if application for £30,000 has been successful.</p> <p>The Clerk will have exact figures of what monies towards the extension is held as of the beginning of April once interest/VAT has been paid.</p> <p>The Clerk is also applying to East Suffolk Council for Forward CIL funding for the Kingsfleet Park development and is in the process of applying for a National Lottery Grant.</p> <p>The Clerk is continuously looking for other grants.</p> <p>Discussion held about the likelihood of needing a loan for some of the funds. This will be discussed at full council; the Clerk will start work on researching this.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
9.	<p>Close</p> <p>The meeting closed at 7.25pm</p>	