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**Minutes of the Extraordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 21 July 2022 at 10 am.**

**Present:**

Councillor Long – Mayor  
Councillor Blanchard-Cooper  
Councillor Butcher  
Councillor Chace  
Councillor Molloy  
Councillor Northeast  
Councillor Tandy  
Councillor Turner  
Councillor Dr Walsh KStJ  
Councillor Woodman

**2022 to 2023**

**30. Evacuation Procedure**

This was noted.

**31. Filming of Council Meetings Use of Social Media and Mobile Phones**

The Town Mayor welcomed Members, the press, officers, and members of the public to the meeting and explained how the meeting would be conducted.

**32. Apologies**

There were apologies from Councillors Buckland, Price and Tilbrook.

**33. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

#### **34. Town Mayor Report and Urgent Items**

There were none.

#### **35. Public Forum**

There were no members of the public present.

#### **36. K2 – New Youth Centre in Wick – Construction Contractor Appointment**

- 36.1. The Assistant Town Clerk presented a report, previously circulated, which set out recommendations from the Community Centres Sub-Committee regarding the appointment of the contractor to build the K2 Youth Centre and funding to meet the budget shortfall in funding. She explained that the recommended contractor had been selected following an extensive procurement process that was overseen by the Sub-Committee and that they were assessed to have provided the best value in terms of price and quality. Members also had before them the confidential minutes of the Sub-Committee meeting held on 14 July 2022, previously circulated to Members of the Council only.
- 36.2. In recommending acceptance of the bid and noting the very tight financial constraints that the Town Council faced, the Sub-Committee also considered several options to bridge the gap between the current approved budget of £1,554,657 and the anticipated final costs to deliver the Project, £1,846,194. If the appointment was approved, a further £291,537 would be required to cover both the costs incurred to date, the tender price, and provide a contingency. Consequently, the Sub-Committee was also recommending that the shortfall be met from the Town Council's remaining uncommitted Capital Receipts Reserves. The Deputy Town Clerk and Responsible Financial Officer confirmed that having checked the position, there were sufficient monies available to meet the extra costs, however, this would severely limit the funding available to deliver the Council's other priorities, specifically, the North Littlehampton Community Centre.
- 36.3. Members proceeded to consider the recommendations and discussion focussed on the costs and the likelihood of future price increases. The projected costs to deliver the project had escalated in a comparatively short period and it was noted there were a combination of unprecedented factors, the global pandemic, Brexit, and the war in Ukraine. It was however also noted that the recommended contractor had confirmed that their price would be held for six weeks, until 25 July 2022. Furthermore, the inclusion of the contingency at ten percent of the construction price aimed to provide a buffer against further increases and additional professional services required to complete the Project.
- 36.4. Council re-affirmed its commitment to the project which when built would deliver long awaited improvements to the community facilities in the area benefitting a wide range of residents. Members therefore unanimously agreed with the view of the Sub-Committee that the construction should proceed and that it was appropriate that a significant portion the Town Council's remaining Capital Receipt Reserves be used to meet the budget shortfall. Noting the effect this would have on the Town Council's ability to deliver other priorities in

the future, particularly the North Littlehampton Community Centre, Officers were requested to explore other avenues of funding, including flexibility within the Section 106 Agreement. It was however acknowledged that borrowing, although the last resort, might be the only way that Council could achieve its ambitions for the Community Centre in North Littlehampton.

**Council therefore Resolved that:**

1. Mountjoy Limited be appointed to complete the final design and construction of the K2 Youth Centre at a price of £1,579,246.92p.
2. Authority be delegated to the Town Clerk in consultation with the Sub-Committee to finalise the construction contract for the K2 Centre.
3. The budget shortfall of £291,537 be met from the Town Council's remaining uncommitted Capital Receipts Reserves, bringing the total funding allocated to the Project Budget to £1,846,194 and that the financial implications as set out in section three of the report be noted.
4. Unless additional funds become available, the preferred way forward to deliver the North Littlehampton Community Centre would be to borrow and that budgetary provision be made to include this if required.

**37. Exempt Business**

There was none.

The meeting closed at 10:18 am

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**Town Mayor**