



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

CORN EXCHANGE MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 19th July 2021 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
12th July 2021

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Corn Exchange Meetings held on [15th February 2021](#) and [17th May 2021](#) (held under a Scheme of Delegation)
5. Town Clerk's Report & Correspondence
6. [To retrospectively approve expenditure for the M&E strategy](#)
7. To receive an update from Ingham Pinnock Associates
8. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

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To retrospectively approve expenditure for the M&E strategy

IPA sought quotes from four firms to carry out the mechanical and engineering (M&E) strategy for the Town Hall/Corn Exchange project.

Two submissions were received by the deadline, which were shared with the Town Clerk and Operations Manager.

IPA are of the opinion that both submissions are reasonable with Company A's quote at £5,000 and Company B's at £4,550. Whilst Company A are slightly more expensive, they have more relevant experience and arguably more strength in depth. They also picked up on some of the nuances of the project around capacity of the hall and the ambition for sustainability. IPA therefore recommended proceeding with Company A.

The fee is based on the agreed programme of 6-8 weeks from appointment and officers asked IPA to proceed to avoid any delay with this vital part of the project work as this is something Councillors are aware of.

Recommendation

It is recommended that Councillors retrospectively approve expenditure of £5,000 + VAT for the M&E strategy of the Town Hall / Corn Exchange complex using funds from the Corn Exchange Project Manager budget line (Expenditure Authority: Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
8th July 2021