

**Lowestoft Town Council**  
**Meeting of the Town Hall Project Tender Evaluation Sub-Committee**

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 15 February 2024**

**MINUTES**

**Present:** Cllrs Wendy Brooks, Andy Pearce and Elise Youngman. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

**In Attendance:** Sarah Foote (Acting Town Clerk), Chris Meek (Events and Administration Officer) and Taylor Williams (Committee Clerk)

**Also in Attendance:** Sheila MossKing (Project Manager) and Jess Johnston (Heritage Project Manager)

**1. To appoint the Chair of this Sub-Committee**

Cllr Pearce nominated Cllr Brooks; seconded by Cllr Youngman; all in favour.

**2. Welcome**

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

**3. To receive and consider approval of apologies for absence**

As per the parent Committee meeting, apologies were received from Cllrs Barker, Patience and Rappensberger. Cllr Pear proposed approval; seconded by Cllr Youngman; all in favour.

**4. Declarations of Interests and dispensations**

4.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – There were no declarations.

4.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

**5. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advanced comments had been received and no members of the public were in attendance.

**6. To consider Sub-Committee arrangements:**

6.1 To note the membership of the Town Hall Project Tender Evaluation Sub-Committee – Membership was the same as the parent Town Hall Project Committee. It was noted that the words 'Tender Evaluation' was not required in the Sub-Committee name.

6.2 To appoint the Deputy Chair – Cllr Pearce proposed that as there was no Deputy Chair for the Town Hall Project Committee that the same approach be taken for this Sub-Committee; seconded by Cllr Youngman; all in favour.

6.3 To review and adopt the Terms of Reference – Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour.

**7. To evaluate submissions for Evaluation Consultant and agree an appointment**

To be discussed in confidential session.

**8. Date of the next meeting**

The Sub-Committee would next meet to evaluate the tender for the Construction Design Manager, the date for which would be announced once decided.

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**9. Items for the next Agenda and Close**

**10. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda**

Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Brooks; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 14:08*

In relation to the Terms of Reference, the Project Manager noted that the Evaluation Panel should only be open to those who have reviewed and scored the tenders, with agreed advisors in attendance, and suggested the Terms of Reference be amended to reflect this.

Cllr Pearce proposed under the item of membership, following the clarification of the Sub-Committee's quorum, a sentence be included to state that only those attending the Evaluation Panel need to have scored the bids; seconded by Cllr Youngman; all in favour.

**7. To evaluate submissions for Evaluation Consultant and agree an appointment**

The evaluator feedback and scores for the Evaluation Consultant bids were displayed for the Committee to review.

Cllr Youngman made a confidential proposal; seconded by Cllr Brooks; all in favour.

Cllr Brooks made a confidential proposal; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting at 15:05*

Signed: .....