

RUSTINGTON PARISH COUNCIL

MINUTES: of the Special Meeting held on 10 September 2026

PRESENT: Councillors G Lee (In the Chair), J Bennett, Mrs C Broomfield, M Broomfield, Mrs A Cooper, Mrs S Partridge, Ms M Revell, Mrs C Stevens and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

204/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ceiriog-Hughes (Personal), Cooper (Other Associated Business), Mrs Gregory (Personal), Grevett (Holiday), Ms Lloyd (Work Commitment), Rogers (Indisposition) and Street (Work Commitment). These apologies were accepted by the Council.

205/26 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

206/26 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public, and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

207/26 THE WOODLANDS CENTRE - MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 192/26 and reminded Members that she had previously circulated the Tender Report and, subsequently, an email and documentation containing details of the Value Engineering Exercise to date from the Project Manager and Quantity Surveyor, together with information produced by the Finance Manager/RFO, detailing the Council's financial position and the implications of any anticipated shortfall in the funding available for the Project.

The Council then received a further Presentation from the Project Manager and Quantity Surveyor in the above regard.

At the end of the Presentation, the Project Manager and Quantity Surveyor responded to a number of questions from Members, before leaving the Meeting.

A detailed discussion then ensued, following which the Council RESOLVED:-

- a) The preferred Contractor for the Project
- b) A maximum Project Cost of £715,000.00
- c) That the Project Manager and Quantity Surveyor should continue with further Value Engineering in negotiation with the preferred Contractor, in order to achieve the above sum.

The Council then considered and approved the Financial Risk Assessment as prepared by the Finance Manager/RFO. A copy of this document is attached and forms a part of these Minutes.

There being no further business the Meeting concluded at 7.08 pm.

Chairman:

Date:

There were no questions received for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

Financial Risk Assessment for The Woodlands Centre Refurbishment Works

<u>Risk</u>	<u>Response (Actions)</u>	<u>Comments/Notes</u>
Centre closure	Centre to be closed, as previously agreed, in two parts:- (1) Village Memorial Hall - 21 September 2026 to 3 January 2027 - Hirers already informed and hirings have already been cancelled - Expected return from 4 January 2027 - Hall also open to adhoc bookings from this date (2) Rear of Centre - 4 January 2027 to 30 June 2027 - Regular hirers have not yet been informed / cancelled - Available times for adhoc hirers have been blocked out	Predicted loss is calculated on dates originally planned for closures - £27,461.22 - Figures produced as follows:- ▪ September 2026 to March 2027 - £22,483.22 ▪ April 2027 to June 2027 - £4,978.00 This is working on figures available to date and regular hirers of the Village Memorial Hall advising if they planned to finish earlier than 21 September 2026 and return later than 4 January 2027
	Revised Budget for 2026/27 to reflect reduced income	Reduced from £60,000.00 to £35,000.00 for 2026/27 Predicted £50,000.00 for 2027/28
Hirers leaving earlier than Centre closure times	Revised Budget for 2026/27 to reflect reduced income	
Hirers not returning immediately that Centre is reopened	Revised Budget for 2026/27 to reflect reduced income, if forewarned	
Hirers not returning	Loss of income to be taken from the Council's balances at the end of the financial year	
	Revised Budgets for 2026/27 to reflect reduced income, if forewarned	
Over-run of Project	Liquidity Damages in places should Contractor over-run. Charged weekly	

Project costs exceed loan taken and reserved funds	Consider increasing the General Fund Balance when the Budgets are revised to mitigate any risks	All works/fees from the start of the Project in 2022 to 31 March 2026 were paid from the Council's balances. Therefore, funds available at 1 April 2026 were £252,400.79, made up as follows:- - Capital Works (from Museum) - £230,459.11 - AirS Grant Funding - £2,470.00 - Opportunity Purchase Fund - £1,531.08 - Within General Fund - £13,760.92 To be added:- - PWLB Funding - £549,807.50 - Interest to 31 July 2026 - £2,328.76 Total in account £804,537.05, less fees/works carried out since 1 April 2026 leaves a balance of £763,451.24
	Consider a further budget (Vote) for the shortfall, and increase the Precept	
	Consider what parts of the project may be able to be removed to reduce the building costs	
	Consider a further loan	
Public Works Loan Board loan - repayment more than budgeted for, due to interest rate applied at date loan drawn down	Revised Budgets for 2026/27 to reflect increased repayment of loan	Loan Repayment - 2026/27 - Budgeted - £54,000.00, Actual - £27,916.98 2027/28 - To budget - £56,012.42
VAT to be paid, prior to being reimbursed by HMRC	Approximately £57,150.00 per quarter	To be taken from General Fund Balance until refunded by HMRC
Insurance	Building Works to be in 'Joint Names Policy'. The Woodlands Centre cannot be included in the Council's 'full' Policy and must be independent	As the building is still being used during the construction works, it is 'usual' to have insurance in both names. AJG, The Council's Brokers, are seeking a quotation with their Specialist Insurers. This is yet to be received.