

**Minutes of a meeting of the Skate Park Working Group held at 7.45 pm on Monday 10th July 2023 at Loddon Hall, Twyford, RG10 9JA.**

[Working Group members: Mrs L Jarvis, Mrs S Wisdom & Mr T Winchester]

**Present:** Mrs L Jarvis, Mrs S Wisdom & Mr T Winchester.  
**In attendance:** Mr J Jarvis (non- working group member)  
**Clerk:** Mrs L Moffatt.

1. **Welcome**
2. **Apologies**
3. **Minutes of the meeting dated 27th June 2023** Approval as a true and accurate record proposed Mr T Winchester, seconded Mrs S Wisdom, carried unanimously.
4. **To finalise the tender document for referral to the Finance Committee and Full Council**

Tender document	Should there be an employers requirements section?
Tender document - lighting	TW to amend the document emphasising that where possible the existing lighting should be used.
Tender document	TW to check measurements and take photos of the existing skate park.
Tender document	Seek copies of BSEN14974 & BSEN1176/77
Tender document	JJ to forward any comments in writing on 11.07.23
Tender document	To check the requirement for a Design and Build or Supply and Erect tender.

**5. To agree actions before the next meeting**

Action	
Contract administrator	Clerk - To seek advice from HALC as to whether one should be sought / appointed.
	Clerk – contact Hook and enquire as to whether they had a contract administrator. Who managed any problems?
Wokingham Borough Council	What support can WBC give?
Project	Refer to the Finance and General Purposes committee for funding of £200,000.

**6. Date of next meeting: 24th October 2023**

The meeting closed at 21:14