

**Minutes of a meeting of the Skate Park Working Group held at 7:45pm on Tuesday 24<sup>th</sup> October 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.  
**Clerk:** Mrs L Moffatt.

1. **Welcome**
2. **Apologies:** None
3. **Minutes of the meeting dated 10th July 2023 & 15th August 2023.** Proposed Mr T Winchester, seconded Mrs S Wisdom as a true and accurate record. Motion carried unanimously.
4. **To add the measurements and photos to the tender (TW & SW)** Mr Winchester and Mrs Wisdom will confirm the measurements and add the details to the tender.
5. **To finalise the tender documents** Mr T Winchester will amend the documents as follows:

| <b>Tender page</b> | <b>Amendment</b>  |
|--------------------|---|
| Item 0             | Replace USB with email/ We Transfer<br>Amend the date<br>Update the timetable<br>Amend the wording "for the clerk to open tender in the presence of..." |
| Item 1             | Amend date in bold  |
| Item 2             | Consider amending the wording to open the possibilities of extending the site   |
| Additional page    | To include measurements and photos  |

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

| <b>Action</b>  |
|--|
| Tender to be uploaded to the contract finder website                               |
| Invitation to skateboard users to an open session at the start of the next meeting |

7. **Date of next meeting:** Wednesday 10<sup>th</sup> January 2024

The meeting closed at 20:03