

GREAT MASSINGHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Great Massingham Parish Council held in the Village Hall on Monday 31st July 2025, at 7.30pm.

Present: Councillors, K Hobart (Chair), A Brun, P Harries, P James, S Nash, M West and the Clerk, Sarah Harvey.

Member of Public: 1

1. The Chair welcomed all those present to the meeting.
2. **Apologies:** it was AGREED to accept apologies for absence from Cllrs R Arbenz, K Frazer and O Locke.
3. **Declarations of Interest on Agenda Items:** None.
4. **Parishioners Questions and Statements:** None.
5. **Play Area**
 - a. **To receive the recommendations of the Tender Evaluation from the Play Area Working Group:** Cllr P Harries (Working Group Lead) reported that all tenders for the Play Area project had been opened simultaneously on Tuesday 29th July at 7:30 pm, in accordance with the agreed procedure, with no tenders opened prior to this time. A written Tender Register was completed at the time of opening, detailing the names of those present, the tenders received, and any irregularities noted. The register was signed by Cllr P Harries and the Clerk to confirm its accuracy and to ensure fairness and transparency in the process (see Appendix One).
On Wednesday 30th July, the Play Area Working Group met to evaluate the tenders against the agreed award criteria. Cllr P Harries presented the Working Group's recommendation for the preferred supplier for the design, supply, and installation of the play area equipment. The full Tender Evaluation Report was provided for Councillors prior to the meeting (see Appendix Two).
 - b. **To approve the appointment of the recommended supplier to deliver the Play Area contract:** the Play Area Working Group recommended that Great Massingham Parish Council appoint CAP.Co as the contractor for the design, supply, and installation of the new play area equipment. This recommendation was based on the assessment of all tenders received against the agreed award criteria, as set out in the Tender Evaluation Report (Appendix Two).
 - c. **To authorise the Clerk to notify all bidders and issue the contract accordingly:** it was PROPOSED by Cllr M West, SECONDED by Cllr P Harries, and RESOLVED unanimously that the Clerk be instructed to formally notify all tenderers of the outcome of the procurement process for the play area project. The Clerk would proceed to issue the contract to CAP.Co as the appointed supplier, ensuring that all contractual documentation was completed, all legal and procedural requirements were met, and that the process was carried out in full compliance with the Council's Financial Regulations and procurement policies.
It was further AGREED that, in accordance with transparency and procurement obligations, a Contract Award Notice would be published on the *Find a Tender* service and on the Parish Council's website. This would provide public confirmation of the award decision and ensure the process remained open and accountable.
6. **To note the date of the next Parish Council Meeting** – Monday 18th August at 7.30 p.m.

With no other business the Chairman closed the meeting at 7.50 pm.

..... Chairman, 18th August, 2025

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL