

**Minutes of Millbrook Parish Council Full Council meeting  
held on Tuesday 26<sup>th</sup> April 2022 at 7:30pm  
In Millbrook Village Hall**

**Councillors Present:** S Lewis (Vice Chair / Chair of the meeting), R Mattholie, P Polák, B Taggart, E Woffenden, S Woffenden and H Wood

**In Attendance:** Mrs K Heald (Clerk / RFO) and three members of the public.

The Vice Chair opened the meeting at 19:32hrs

**160. Apologies for absence (A.I.1)**

Apologies received from Cllrs Roberts, Hall, Wilton and Beadnall. Cllr Meeson was absent from the meeting.

**161. Declarations of interest on any agenda item (A.I.2)**

Cllr Lewis declared an interest on a payment for £5.42 for the reimbursement of a weeding tool purchased for the Council's caretaker.

**162. Declaration of gifts (A.I.3) None**

**163. Dispensation (A.I.4)**

To consider any requests for dispensations relating to agenda items. None

**164. Public forum and County Councillor report / update (A.I.5)**

**(i) CC Kate Ewert / County Councillor update**

CC Ewert's overarching report for the six parishes and town council she represents had been circulated to all Councillors and is available on the Council's website.

The big debate happening at County Hall is whether there is going to be a Mayor for Cornwall. Those in favour of a directly elected Mayor have said it would mean better devolution for Cornwall. CC Ewert was asked what the term devolution meant. She responded, 'partial devolution' would mean decisions, such as planning and Council tax, would be 'made in Cornwall for Cornwall.' Cornwall Council's decision will take place in November. There have been recent changes in Cornwall Council's constitution which would mean 42 people will get to decide whether Cornwall should have an elected Mayor. There have been petitions to make the decision by referendum.

**(ii) Millbrook Preschool**

The fundraiser / treasurer for Millbrook Preschool was present. The preschool has submitted a funding application for a 'Tea in the Tanyard' event for to commemorate the Queen's Platinum Jubilee. (Agenda item 11c)

**(iii) Cycle parking locations**

Mr Jim Woffenden, appointed member of Millbrook Parish Council's Traffic & Transport Advisory Task Group, was present to answer any questions relating to his presentation for proposed cycle parking locations in Millbrook. (Agenda item 12a and 12b)

**(iv) Traffic & Transport**

Attention was drawn to an item listed on the agenda referring to a build-up of on-street parking on Lower Anderton Road. (Agenda item 18, 'Correspondence' includes a request for yellow lining along Lower Anderton Road). The Council was asked to identify areas where on-street parking has increased, spilling out further from the centre of the village. A suggestion was made that yellow lining should be installed in areas such as Mill Road, St Johns Road, Southdown Road, and Old Chapel Way, where parking on pavements was reported to be the norm.

**165. Chair's announcements (A.I.6)**

- (i) **New Council Staff:** The Vice Chair welcomed Jo Bennetts, the Council's newly appointed Admin Support Officer and Peter Gold, the Council's new caretaker.
- (ii) **Southdown Bus Shelter:** The bus shelter at Southdown has now been professionally cleaned. The Admin Support Officer has created a post on the Council's Facebook page to ask for potential ideas for a community project to rejuvenate the bus shelter. The Facebook post has generated a lot of interest. Proposals / recommendations will be reviewed by the Asset & Open Spaces Task Group.
- (iii) **Homes for Cornwall event:** An event is taking place on 16th May 2022 @ 12:45pm in Truro. It will be an open networking forum for you to be a key part of the discussion of key topics & housing solutions for Cornwall. Councillors were asked to let the Clerk know if would like to attend.
- (iv) **Ukraine:** The Vice Chair welcomed the Ukrainian families.
- (v) **Cornwall Association of Local Councils (CALC) TEAMS meeting: Cornwall Council restructure, business and budget planning:** Scheduled for 28<sup>th</sup> April at 11:30am.
- (vi) **Black Prince Parade:** Taking place on Monday 2<sup>nd</sup> May 2022.
- (vii) **Internal Audit:** The Council's appointed Internal Auditor will be coming to the Council Office on Thursday 28<sup>th</sup> April and Friday 29<sup>th</sup> April 2022. The Council's Statement of Internal Control was last reviewed in April 2021 and will need to be reviewed for the next Council meeting

**166. Clerk's report (A.I.7)**

The Clerk's report was presented to the Council. There were no queries, and the report was noted.

**167. Approval of minutes from previous meetings (A.I.8)****a. Minutes of the full Parish Council meeting held on 15<sup>th</sup> March 2022.**

It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors, who were present in the full council meeting held on 15<sup>th</sup> March 2022, that these minutes are approved as a full and accurate record of the meeting. **Resolved.**

**b. Minutes of the Finance Committee meeting held on 29<sup>th</sup> March 2022**

It was proposed by Cllr Lewis and seconded by Cllr Wood that the minutes of the Finance Committee meeting held on 29<sup>th</sup> March 2022 are agreed as a true and accurate record of the meeting. **Resolved.**

**c. Minutes of the Planning Committee meeting held on 5<sup>th</sup> April 2022**

It was proposed by Cllr Lewis, seconded by Cllr E Woffenden and agreed by Cllr Wood that the minutes of the Planning Committee meeting held on 5<sup>th</sup> April 2022 are agreed as a true and accurate record of the meeting. **Resolved.**

The Chair changed the order of the meeting. Agenda item 12 was brought forward.

**168. Traffic & Transport (A.I.12)****Recommendations from the Traffic & Transport Advisory Task Group meeting held on 5<sup>th</sup> April 2022:**

The Vice Chair opened the meeting to Mr Jim Woffenden, to allow him to respond to any queries regarding agenda items 12a & 12b, Bike hoops and Bike lockers.

**a. Bike hoops: To review the presentation from Mr Jim Woffenden and to agree the recommendations regarding the purchase of bike hoops.**

The Council reviewed the quotation for the purchase of six bike hoops at a total cost of £250 each, with a minimum order requirement of six, plus delivery at £70.00.

The Clerk informed the Council she had received feedback from the Chair of the Village Hall

Management Committee that they had one or two safety concerns over the hoops being installed on outside wall of the village hall.

Cllr Taggart requested the Council checks with its insurers over the Council's liability of cycle hoops being installed by a footpath. Following discussion, it was proposed by Cllr Mattholie, seconded by Cllr S Woffenden and unanimously agreed by all Councillors that, subject to a satisfactory response from the Council's insurers regarding the Council's liability, a budget of £2,000 is agreed for the supply and installation of bike hoops. **Resolved.**

**b. Bike lockers: To review to quotation from BikeAway and to consider purchasing two x bike lockers for West Street car park.**

It was proposed by Cllr S Woffenden, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the quotation from BikeAway of £1,760 and to proceed with the installation of cycle lockers in West Street car park.

**c. Prioritised Traffic & Transport issues in the parish: to request a proposal from Aecom.** CC Kate Ewert joined the meeting discussion.

- (i) It was noted communication had recently been received requesting partial yellow lining along Lower Anderton Road. It was agreed the Traffic & Transport Advisory Task Group would meet to review the Traffic & Transport priorities and provide a list of priorities, this would be put forward to the full council and once approved Aecom would be asked to provide a proposal for package of works.
- (ii) Millpool Head: It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the from Cormac Highways for the installation of four new pedestrian dropped access kerbs for the publicly maintained footway at Millpool Head at a cost of £3,743.73. **Resolved.**

**169. Membership subscriptions, annual contract renewals and service agreements (A.I.9)**

**a. Cornwall Association of Local Councils: Membership Subscription**

The Council was asked to note the communication from Cornwall Association of Local Councils and to approve the continuation of the subscription if £749.18 (ex V.A.T.). It was proposed by Cllr Wood, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to continue with the annual membership subscription with Cornwall Association of Local Councils. It was noted the Council receives a valuable service. **Resolved.**

**b. Institute of Cemetery & Crematorium Management (ICCM): Membership subscription**

It was proposed by Cllr S Woffenden, seconded by Cllr Wood and unanimously agreed by all Councillors to continue with the annual ICCM Subscription at a cost of £95.00. **Resolved.**

**c. Scribe accounting package:** It was proposed by Cllr Wood, seconded by Cllr E Woffenden and unanimously agreed by all Councillors to approve the continuation of the Annual Software Licence fee for the Council's accounting package at a cost of £468.00 (ex V.A.T.) **Resolved.**

**d. Cornwall Council Service Level Agreement for parking enforcement**

It was proposed by Cllr S Woffenden, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council agrees a budget of £750.00 and approves the draft Service Level Agreement, as circulated by the Clerk. **Resolved.**

**e. West Street Car Park machine:** The Council discussed the maintenance of the car park machine in West Street Car park. The Clerk highlighted the car park machine is over 10 years old and provided quotations, costing between £4,160 and £4,654, for a replacement machine. It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council approves the quotation from Flowbird for the maintenance renewal fee of £650.94 (ex V.A.T.). **Resolved.**

**f. Hand wash dryers in the public toilets:** The Council noted the communication from the Wallgate regarding the servicing of the washer / dryer Wallgate machine in the public toilets. The Clerk advised the Council that due to the age of the machine. Wallgate have said they will no longer service the machine. For future reference, only a quotation for a replacement

machine costing £8,536.26 was provided to the Council. A local electrician, Mr N Taylor, Switched on Electrical, has had a look at the machine and agreed with the Clerk to complete an annual monitoring check for £60.00.

#### 170. Finance (A.I.10)

- a. **Council's bank balance:** To note the Council's bank balance  
The balance as at 21<sup>st</sup> April 2022 was £230,180. The balance includes the 1<sup>st</sup> payment instalment of the Council's precept.
- b. **Finance report:** The Clerk's finance report was duly noted.
- c. **Bank reconciliation report:** The completion of the bank reconciliation report for March 2022 and internal control checks completed by Cllr Roberts and Cllr Lewis on Friday 1<sup>st</sup> April 2022 were noted.
- d. **Finance committee recommendations:**
- (i) **West Street car park fees:** It was proposed by Cllr Lewis and seconded by Cllr Wood to (i) approve the recommendation of the Finance Committee which includes (i) completion of a statutory consultation to review the car park fees (ii) the implementation of weekly visitor car park permits at a cost of £25.00 per week (iii) to agree the quotation from Print Options for the purchase of 100 visitor car park permits at cost of £80.00. **Resolved.**
- (ii) **Investment of funds with CCLA:** It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors to accept the Finance Committee's recommendation to invest £50,000 with CCLA. **Resolved.**
- (iii) **Asset register:** It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the asset register as 31<sup>st</sup> March 2022. **Resolved.**
- (iv) **Risk Management Scheme:** It was proposed by Cllr Lewis, seconded by Cllr Taggart and unanimously agreed by all Councillors to approve the Council's Risk Management Scheme, which was prepared by the Parish Clerk / RFO and reviewed during the Finance Committee meeting held on 29<sup>th</sup> March 2022. **Resolved.**
- e. **Monthly payments**  
The Council was asked to note payments made since the last meeting and to approve the payments as presented by the Clerk.  
Total payments processed since the last meeting, not included on the minutes from the previous meeting = £6,143.58  
Payments to be processed £5,179.97 plus £507.15 for additional payments received since the agenda had been circulated, as detailed in appendix 1.  
It was proposed by Cllr E Woffenden, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the payments, as circulated by the Clerk.

#### 171. Grants, donations, and community support (A.I.11)

- a. **Support for Ukraine:**  
The Vice Chair welcomed the Ukrainian families and advised the Rame Centre Window has been booked for Friday 13<sup>th</sup> May 2022 for a Ukraine window display.
- b. **Cornwall Air Ambulance donation request:** It was proposed by Cllr Taggart, seconded by Cllr Lewis and unanimously agreed by all Councillors to donate £1,000 to the Cornwall Air Ambulance Trust. **Resolved.**
- c. **Millbrook Preschool funding request:** The Council was presented with a funding request from Millbrook Preschool to fund a Queen's Platinum Jubilee 'Tea in the Tanyard' celebration.  
The fundraiser for the Preschool joined the meeting to provide an overview of the event. It was proposed Cllr Taggart, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve funding of up to £250.00 for the event. **Resolved.**
- d. **Queen's Platinum Jubilee memorabilia:** The Clerk presented the Council with a report detailing costs and recommendations for the purchase of gifts for the children in the parish, to commemorate the Queen's Platinum Jubilee. A Parish Councillor had asked for the

purchase of official Queen's Platinum Jubilee mugs to be included on the agenda. None of the Councillors were in support of purchasing the official Queen's Platinum Jubilee mugs. The Clerk's recommendation was an aluminium water bottle which would be used by the children. The proposal included the water bottles customised with both the Council logo and Official Queen's Platinum Jubilee. Cllr Mattholie said the Parish Council should be sensitive to the views of all parishioners (some of whom might be ardent royalists and others less so) hence the need for a balanced approach. Cllr Mattholie added he would be in support of the Parish Council supporting events which people could choose to attend but the blanket funding of memorabilia for all children may not be seen as appropriate use of public funds. The Council has already committed to funding a picnic bench with a commemorative plaque for the play park area, the creation of a garden by the Royal Oak and funds to restore the parish bier. The original plaque for the bier states it "*subscribed for by the parishioners of Millbrook. To Commemorate the Coronation of King George IV. 12<sup>th</sup> May 1937.*" It was proposed by Cllr Taggart and seconded by Cllr S Woffenden the Council does not support the proposals. The motion was carried with one abstention and one Councillor voting against the motion. **Resolved.**

**172. Climate change and environment (A.I.13)**

**a. Rame Centre Window Display**

The Rame Centre window has been booked to display the posters created by the children of Millbrook Primary school, advising drivers not to leave their engines running whilst their vehicles are stationary and of the dangers of traffic fumes. Other related material will also be included. Action: Cllr E Woffenden.

**b. EV Charging Points in West Street Car park:**

(i) **Cllr Mattholie provided the council with an update on the EV Charging.** See appendix 2

(ii) **Selection of preferred EV charge point supplier and to consider formally accepting the EV charge point supplier quotation prior to lease agreement amendments being finalised**

It was proposed by Cllr Mattholie, seconded by Cllr Taggart and unanimously agreed by all Councillors to accept the quotation from Podpoint and to formally accept the EV Charge point supplier prior to the lease agreement being finalised. **Resolved.**

**173. Policies and procedures (A.I.14)**

**a. Expenses policy**

It was proposed by Cllr Mattholie, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Council approves the NALC Model expenses policy. **Resolved.**

**b. Finance committee terms of reference:** It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the Finance Committee Terms of Reference, as recommended during the meeting held on 29<sup>th</sup> March 2022.

**c. Kernow Lounge Licence agreement:** The Clerk informed the Council that a meeting had taken place in the Council Office with the proprietor of the Kernow Lounge, Parish Clerk and Admin Support Officer. The Clerk read an email received, in which the Council was being asked to consider a bespoke Licence agreement for Kernow Lounge's use of the Tanyard, allowing Kernow Lounge to provide table service. Cllr Taggart recommended the Council defers this decision but looks to revise the Council's own Licence Agreement allowing anyone using the Tanyard to provide table service.

**d. GDPR / Use of personal emails:** The Clerk advised the Council that Cllr Meeson and Cllr Wilton's email addresses can be shared amongst other Councillors.

**174. Annual Parish meeting (A.I.15)**

**a. Update on arrangements for the Annual Parish meeting:**

The Clerk confirmed the village hall has been booked for 14<sup>th</sup> May 2022.

The Clerk and the Admin Support Officer have been contacting community groups to see if they would be interested in attending the event. The Council felt it would be an ideal opportunity to engage with the community using a similar format to the village plan action day. Councillors were asked to submit ideas for the event by 3<sup>rd</sup> May 2022.

b. **Annual Parish meeting event costs:**

- (i) It was proposed by Cllr Wood, seconded by Cllr Taggart and unanimously agreed by all Councillors to allocate a budget of £250.00 towards the refreshments. **Resolved.**
- (ii) It was proposed by Cllr Wood, seconded by Cllr S Woffenden and unanimously agreed by all Councillors that the Council allocates a budget of £400.00 towards the activities / incidental event costs. **Resolved.**
- c. **Enhanscapes Community Engagement project:** It was proposed by Cllr Taggart, seconded by Cllr S Woffenden and unanimously agreed by all Councillors to accept the quotation from Enhanscapes, the Council's appointed Grass cutting / groundwork maintenance contractor, to deliver a 'walk and talk' around Millbrook Lake during the Annual Parish meeting. **Resolved.**

**175. Website (A.I.16)**

It was proposed by Cllr Taggart, seconded by Cllr Lewis and unanimously agreed by all Councillors to accept the quotation from Seadog.IT for the installation and setup of a website calendar at a cost of £120.00. The calendar will be used to provide details of Council events and events which the Council has supported. **Resolved.**

**176. Office costs, staff training & development and general maintenance (A.I.17)**

- a. **Tanyard lighting:** It was proposed by Cllr Wood, seconded by Cllr Mattholie and unanimously agreed by all Councillors to allocate £150.00 for the purchase of lighting, which will be used during the Queen's Platinum Jubilee celebrations, for the Tanyard. **Resolved.**
- b. **Council Office window:** The Council was provided with quotation for an opening window for the Council office. The Chair of the Village Hall Management committee had indicated the committee would be prepared to split the costs of the purchase. It was proposed by Cllr Wood, seconded by Cllr Mattholie and unanimously agreed by all Councillors that the Council approves a budget of up to £750.00 for the replacement window. **Resolved.**
- c. **Office equipment:** It was proposed by Cllr Wood, seconded by Cllr Mattholie and agreed by all Councillors that the Council approves the cost of £99.16 for the purchase of a monitor for the Admin Support Officer. **Resolved.**
- d. **Website training:** It was proposed by Cllr Lewis, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the quotation of £95.00 from SeadogIT for website training by Zoom for the Admin Support Officer. **Resolved.**

**178. Correspondence and matters to note (A.I.18)**

This list is for information only (received since the last meeting and up to the date of distributing the agenda for this meeting). If any Councillor or member of public requires further details, please contact the Parish Clerk.

- **NALC:** Chief Executive Bulletins, online event
- **CALC:** Cornwall Council – Homes for Ukraine's
- **CALC:** Community Governance Review – Let's talk Cornwall
- **CALC:** Public notice of meetings and clear day requirements
- **CALC:** News round-up
- **Cornwall Council Community Link Officer:** Press release re changes to Tamar Crossings tolls
- **Cornwall Council Community Link Officer:** The Platinum Jubilee Parade - 12.30pm, Truro, Thursday 2nd June
- **Cornwall Council:** Town & Parish Newsletter

- **Office of Police & Crime Commissioner:** Major joint police drug operation shows South West is No Place for Drugs
- **Rame Peninsula Public Transport Users Group:** Severe cuts to local bus service
- **Rame Peninsula Public Transport Users Group:** Cheaper bus fares scheme
- **Rame Peninsula Public Transport Users Group:** Revised timetable with effect from 10<sup>th</sup> April 2022.
- **The Rame Protection Group:** Talks on Mount Edgcumbe Country Park
- **Mount Edgcumbe Country Park:** as joint chairs of the Committee that oversees Mount Edgcumbe we would like to take this opportunity to point out that these proposed meetings (the future of Mount Edgcumbe) have not been instigated, nor are they supported by Mount Edgcumbe Officers nor Councillors or indeed the Friends of Mount Edgcumbe Country Park.
- **Flowbird (Car park machine):** Important Notice 3g Modem Sunset - Switch Off Schedule
- **Cllr Cathy Green, Maker with Rame Parish Council:** Rame Green Guide Community Survey Results
- **Damaged play park equipment:** photographs sent by member of the public. Thank you to the volunteer contractors and Cllr Beadnall.
- **Restriction of dogs in the playing field:** request a sign is placed on this play area
- **Kernow Lounge:** Queries relating to lease agreement for use of Council land
- **Play Park bin damage:** Reporting of litter and damage to Fogo & Tidy Bear bin.
- **Midge infestation – Millbrook Lake:** What are the Parish Council doing about the midge infestation and what are Council's future plans for the lake.
- **Flying of the Union flag:** Delighted to see the union flag flying and oriented correctly.
- **Millbrook Village Hall:** Minutes of meeting.
- **The Peninsula Trust:** Enquiry about parking mirror at work units
- **A Request for goal posts on the playing fields**
- **The Peninsula Trust:** A new group for local refugees and appeal for help
- **Cornwall Area of Outstanding Natural Beauty (AONB):** consultation ends Sat 9th April - Cornwall AONB Partnership response to Defra Consultation - Government response to the Glover Landscapes Review.
- **Climate Change Stories:** An exclusive online premiere of *Down the Drain*, the latest episode in the Cornwall's Climate Stories series, at 7pm on April 22 (Earth Day).
- **Parking along Lower Anderton Road:** request for yellow lining.

## Appendix 1: Payments

(Where applicable, amounts include V.A.T)

Reference:

C.D.A = Clerk's delegated authority

M.S.P = Millbrook Skatepark Project.

S.I. = Standing item (Employment terms / Contractors – general maintenance / Utilities)

(i) The list below includes payments made since the last meeting which were not included on the payment listing from the previous meeting.

Payee	Details	Minute / Ref	Amount £
Cllr Sharon Lewis	Hand Weeding tool from Amazon	C.D.A.	5.42
Google Cloud	Google workspace (gov.uk email facility)	S.I.	59.80
Plymouth Self Storage	Confidential waste disposal	158	50.00
The Peninsula Trust	Rami Community Kitchen	154a	2,000.00
Staffing costs	Wages, HMRC payment & pension	S.I.	3,986.96
Unity Trust	Bank fees	S.I.	41.40
	<b>Total</b>		<b>6,143.58</b>

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
Alex Keating	Swan nest and shelves in Council Office	C.D.A.	50.00
Coastal Clean	Southdown Bus Shelter	155a	150.00
Complete Business Solutions	Office Chairs	158	218.40
Cornwall ALC	Annual membership subscription for CALC / NALC	S.I.	872.29
Enhanscapes	Removal and disposal of office chair hanging from a tree. Sympathetic pruning of coniferous tree in the Tanyard.	C.D.A.	60.00
Enhanscapes	Emergency tree works Millbrook Graveyard – new section.	C.D.A.	80.00
Enhanscapes	Grounds maintenance – March 2022	S.I.	580.00
Enhanscapes	Graveyard path	110c	2,050.00
ICCM	Corporate membership for the Institute of Cemetery and Crematorium Management	S.I.	95.00
Jed Gibson	Litter picking, drain clearance (Additional work due to the Council's streetcleaner being on Annual Leave)	C.D.A.	325.00
One Less Worry	Payroll Service	S.I.	30.00
Richard Builders Merchants	Decking oil for the picnic benches in the Tanyard	C.D.A.	34.01
Screwfix	PPE for Council's caretaker	C.D.A.	73.67
Starboard Systems Ltd	Scribe Accounting Package	S.I.	561.60
	<b>Total</b>		<b>5,179.97</b>



**Additional payment notifications / authorisation requests:**

Payee	Details	Minute / Ref	Amount £
Brunel Engraving	Plaque for picnic bench in skatepark	140d	139.15
Information Commissions Office	ICO Renewal Fee - DD	S.I.	40.00
SeadogIT	Website amendments	C.D.A.	20.00
The Fence and Decking Company	Picnic bench installed in Millbrook Skatepark. Installed July 2021.	196c	190.00
Millbrook Village Hall	Meeting hire: Meeting hire	S.I.	118.00
	<b>Total</b>		<b>507.15</b>

**Appendix 2: Millbrook EV Charge Point Project – Tender Summary**
**Background**

Millbrook Parish Council (MPC) are seeking to take advantage of the On-Street Residential Charge point Scheme (ORCS) which provides grant funding to support Electric Vehicle (EV) charge point installation at street or public car park locations around the UK. Further details in relation to the ORCS are available here (<https://energysavingtrust.org.uk/grants-and-loans/street-residential-chargepoint-scheme/>. )

MPC have carried out a tender exercise to select preferred contractor to supply and install EV Charge Point (EVCP). This note provides a summary of the tender exercise completed and recommendation for preferred supplier.

**Tender Exercise**

MPC submitted a Request for Proposals (RFP) documents to three potential contactors seeking proposals to supply and install charge points at following locations:

1. Location 1 (Millbrook Village Hall Car Park)
2. Location 2 (Millbrook West Street Car Park)

During previous MPC meeting the decision was taken to progress purely with Location 2 (West Street Car Park) as this was felt more appropriate location.

The table below provides summary of bids received.

Contractor	Price (£)
Plug N Go	£18,688
Pod Point	£11,595
Engie	£13,782

## Recommendation

Based on tender exercise completed it is recommended that MPC should proceed with Pod Point for following reasons:

1. Lowest cost proposal
2. Reputable supplier with good track record of nationwide installation
3. Good flexibility with regards to eventual charging strategy (e.g., MPC retain control over charging strategy and ability to set dual rates for local residents and visitors)

## Overall Scheme Budget and Funding Strategy

The tables below provide a summary of the overall scheme budget and funding strategy.

All costs presented below are NET (i.e., exclusive of VAT).

Item	Amount	Contractor	Comments
DNO Connect cost	£ 3,691.91	WPD	Price based on firm connection offer (expiry 12/06/22)
Supply & install EVCP	£11,595.00	Podpoint	Price based on most recent quote (expiry 10/05/22)
Contingency @ 10%	£ 1,528.69	TBC	10% contingency for additional items (e.g., bay markings, signage etc)
<b>Total</b>	<b>£16815.60</b>		

## Funding breakdown:

Item	Amount	Contractor	Comments
OZEV Grant contribution	£12,611.70		OZEV grant covers 75% scheme costs up to a maximum £13K per EVCP
MPC Contribution	£ 4,203.90		MPC expected to cover remaining 25%