**MINUTES OF MEETING HELD AT THREE CROSSES COMMUNITY CENTRE**

**ON THURSDAY 2nd FEBRUARY 7.30pm**

**Trustees Present:**

Paxton R Hood-Williams Belinda Hansford [2/2/14 only]

Phil Place Kevin White [9/2/14 only]

Secretary: Ian Donaldson

The meeting commenced at 7.30pm, Paxton Hood-Williams took the Chair.

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| ITEM | HEADING | ACTION BY |
| 12  13  14  15  16  17  17 | **APOLOGIES FOR ABSENCE**  Apologies were received from W.Smart, K.White, N.Aubrey, D.P.Jones.  **DISCLOSURES OF PERSONAL PREDUDICIAL INTEREST**  None received  **MINUTES OF MEETING**  Phil Place proposed and Belinda Hansford seconded that the minutes of the previous meeting on 21st November 2013 were a true record of the proceedings, the motion was carried unanimously.  There were no matters arising.  **TENDER DOCUMENTS**  The secretary reported that out of the four tender documents issued only 2 had been received to date.  The two envelopes were left unopened.  He was asked to speak to the other consultants and expedite their submissions.  The meeting was then adjourned until Sunday 9th of February or, if a third quote was not received, a later date.  **THE MEETING WAS RECONVENED 7.30PM 9TH FEBRUARY**  **APOLOGIES FOR ABSENCE**  Apologies were received from Nigel Aubrey, Warren Smart, Daniel P Jones and Belinda Hansford.  **OPENING OF TENDER DOCUMENTS**  The chairman opened the three envelopes and handed a tender each to the other trustees present.  The amounts quoted were:  Amber Environmental £ 6059.65  Wildlife Trust of S&W Wales £ 5000.00  Matt Carroll £8000.00  It was agreed that all three tenders met the specification and brief issued and that all had the qualifications required.    A lengthy discussion took place regarding the inclusions and exclusions of the first two tenders.    A proposal was made by Phil Place and seconded by Kevin White that the Wildlife Trust of South & West Wales be awarded the contract subject to a successful grant application. This was carried unanimously.  The secretary was asked to thank the other two consultants and to inform the successful one.  It was agreed that matched funding from the Trust would be in the form of volunteers hours [ approx. 200 hours]. However, if there was a shortfall then Three Crosses Community Council could be approached for a community grant.  **DATE OF NEXT MEETING**  To be confirmed  There being no other business the meeting closed at 8.30pm | ID  ID |