

Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton, held Monday 30th March 2026 at 7:00pm at Freethorpe Village Hall

Present: Nick Spencer (NS, Chairman), David Lake (DL, Vice-chair), Michael Blake (MB), Paul Crisp (PC), Andrew Moll (AM, Parish Clerk), Andrea Rowlands (AR).

Also present: David Grint (Chair, Village Hall Committee), Mike Lord (Treasurer, Village Hall Committee).

This meeting was a continuation of item 14 from the meeting of 23rd March and as such took place with the Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 due to the commercial confidential information being discussed.

1. Apologies

Paul Bacon (PB).

2. Declarations of Interest for items on the agenda

None.

3. Completion of Evaluation of Village Hall Solar Panel Bids

- a) AM explained the process and scoring as documented in the Evaluation Plan, emphasising that any differences in the scoring have to be supported by the evidence we have in the proposals and subsequent clarifications.
- b) The weightings were reviewed and confirmed before scoring. The bottom two weightings were set to zero as not practical to score, the points added to Benefits. The revised weightings were unanimously agreed.

Dimensions	15%
Warranty	15%
Cost	20%
Benefits	25%
Performance & maintenance	10%
Installation	15%
Assumptions	0%
Evidence	0%

- c) The voting rights for each individual score and for overall decision were confirmed as follows: Parish Councillors 1 vote each, David Grint & Mike Lord, representing the Village Hall, 2 votes each. Casting vote rests with NS as chair.
- d) – j) The scoring was discussed for each element of the proposal, and unanimously agreed without the need for voting on any individual score. The total score delineated a clear winner.

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4. Selection of supplier

- a) It was double checked that the scoring had resulted in a winner whose bid will deliver the optimal solution for our requirements and were in unanimous agreement.
- b) It was also confirmed that the installation process will work for us.
- c) On this basis the selection of the top scoring bid, from Green Solar Footprint, was confirmed.

5. Prerequisites

- a) Timescales for the plan were reviewed and confirmed with a target completion date of August 2026.
- b) It was agreed to pursue an Asbestos Survey, with ID Asbestos as the approved local company. It was felt that there was unlikely to be asbestos in the Village Hall building due to replacement of various aspects over the last 25 years. However, an Asbestos Register has not been found, and should be in place for solar panel installation to be done. It was agreed to send details of the Village Hall to ID Asbestos and order and arrange the appropriate level of survey to obtain an Asbestos Register. **ACTION AM**
- c) It was also agreed to arrange an Electrical Installation Condition Report with the cheapest quote from an independent electrician. This prerequisite was noted in one of the unsuccessful bids. **ACTION AM**
- d) Practical arrangements regarding keys and access to be made by AM with David Grint and Mike Lord.
- e) Representation at the supplier kick-off meeting was agreed as: AM, DL (representing Parish Council) and David Grint and Mike Lord.

6. Other Matters

None

7. Date of Next Meeting

Monday 20th April 2026 7PM, Freethorpe Village Hall.

The meeting closed at 8:45 pm.

Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy

Chair

Nick Spencer

Date