

**MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 16 December 2019 at Melksham Town Football Club, Oakfields, Eastern Way, Melksham, SN12 7GU at 8.00p.m.**

**Present:** Cllrs. Richard Wood (Council Chair), John Glover (Council Vice-Chair & Committee Chair), Alan Baines (Committee Vice Chair), Paul Carter & Stuart Wood.

**Officers:** Teresa Strange (Clerk) & Lorraine McRandle (Parish Officer)

**320/19 Apologies**

Cllr Paul Taylor gave late apologies after the meeting, due to work commitments.

**321/19 Declarations of Interests**

None.

**322/19 Dispensation Requests**

None.

**323/19 Public Participation:** There were no members of the public present.

To consider holding items **in Committee due to confidential nature (Item 6&7)** *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

No Members of Public or Press were present.

**324/19 To consider quotations/fee proposals and appoint professional services to enable Full Planning Permission for new Village Hall at Berryfield to be obtained by early May deadline (under delegated powers)**

The Clerk explained as well as her report on this project, she had provided extracts of the relevant Financial Regulations and Standing Orders, SLCC guidance notes on Procurement, a guide to Construction (Design & Management) Regulations and RIBA (Royal Institute of British Architects) Plan of Work (7 stages) for Members' information. It was noted that contracts for specialist services were exempt from the standard procedures under Financial Regulation 11.1a ii "..... *this regulation need not apply to contracts which relate to.... ii) for specialist services such as provided by solicitors, accountants, surveyors and planning consultants*"

The Clerk explained a small project team, including herself and members of the Parish Council and BASRAG (Berryfield & Semington Road Action Group) had

met with various professionals who had provided the following quotes, with Quote E from a Project Manager who would oversee the project and liaise with the relevant professionals to get to planning stage:

Quote A: £9,250 + VAT (Planning consultancy fees up to RIBA stage 3 + £4,500 + £3,250 + £7,750 + £960 + 985 + VAT for other stages = £26,945 + VAT

Quote B: £47,625 + VAT (Professional fees up to RIBA Stage 6 (construction)

Quote C: £36,000 + VAT (Professional fees up to RIBA Stage 6)

Quote D: £59,000 + VAT (Professional fees up to RIBA Stage 6)

Quote E: £7,875 + VAT (included within this quotation £1,800 + VAT for professional services up to submission of the application for planning permission)

Cllr Glover, as Chair of the Finance Committee, asked if those Members present were happy with the various quotes received, given the contrasting figures and whether they were happy to agree a way forward or whether the most prudent way forward would be to employ a Project Manager to oversee the project to planning stage and guide the Council through the process.

Discussion ensued on the best way forward and the merits of employing a Project Manager who would also be able to draw up a definitive specification to enable constructors to quote against, and it was:

**RESOLVED:** To appoint Arthur Williams Consulting Ltd as Project Manager at a cost of £7,875 + VAT for the Village Hall build project, which included a sum of £1,800 + VAT for project management services up to submission of the application for planning permission.

**325/19 To consider topics for engagement with Bellway Homes regarding planning application for new village hall at Berryfield (via Solicitor)**

The Clerk explained she had discussed this project with Roger Taylor, Wellers Hedley Solicitors who had stated they were happy to act on the Council's behalf in dealing with Bellway and setting up a charitable trust for the management committee and related lease for the new village hall. It was noted that this solicitor had acted for the parish council on the drawing up of the initial s106 legal agreement.

The Clerk explained she had drawn-up a list of topics for engagement following the various meetings on the village hall, which she read out for Members' information and asked if there were any further topics/questions which needed to be raised.

It was asked if this project was index linked, if so, was it building or CPI linked. The Clerk agreed to investigate this as at this stage could only confirm that the s106 funds for the village hall were index linked.

It was agreed to forward the list of questions to Roger Taylor at Wellers Hedley, including a question on what the procedure is for taking on land and when and from whom.

**326/19 To consider initial thoughts for future CIL (Community Infrastructure Levy) expenditure to inform budget setting**

The Chair explained that currently as the parish did not have an adopted Neighbourhood Plan the Council only received 15% of CIL from developments within the parish, once a Neighbourhood Plan had been adopted this increased to 25% and as this was a joint project with the Town Council sought a steer from Members how CIL might be shared with Melksham Town Council.

Whilst it was noted that previously both councils had agreed a list of projects to work on jointly, discussion ensued on CIL payment allocation once the Neighbourhood Plan had been adopted and it was suggested that negotiations needed to take place with Melksham Town Council on this issue as soon as possible.

The Clerk explained she had contacted the S106 officer for advice on CIL, who had made a suggestion on how CIL from developments within the parish could be shared with the Town Council, but needed to get further guidance from a legal perspective.

The Clerk explained she had also sought advice on timelines on CIL receipt payments from the Section 106 Officer who clarified that CIL payments went to the parish the development sits in at the time of payment.

The Clerk pointed out that the parish were close to being capped with regard to CIL payments this financial year, however, if a Neighbourhood Plan were in place the parish would not be capped.

The Clerk went through the CIL payment report for Members' information and explained decisions needed to be made on how the Council wished to allocate funding within the 2019/20 and budget.

It was agreed Members consider how CIL payments could be shared with the Town Council to enable discussions at the Finance meeting on 7 January in order that any recommendations could be forwarded to the Full Council meeting on 20 January 2020 for approval.

The Clerk reminded Members that consideration needed to be given to how CIL receipts be allocated in the 2020/21 budget ready for the Finance Meeting on 7 January and suggested she look at how CIL was allocated in this year's budget and apply the same formula to next year's budget and bring these proposals to the meeting on 7 January for consideration.

It was noted that at a recent meeting real time information had been requested for a bus shelter in Kingfisher Drive and that possibly CIL funding could be allocated to installing real time information on all bus shelters within the parish. The Clerk agreed to investigate this further.

Meeting closed at 9.20pm

Chairman, 20 January 2020