

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Community Building Project Committee  
Held on Wednesday 1<sup>st</sup> June 2022, commencing at 8.30pm  
At the Benians Pavilion, Uplands Lane, Four Marks**

<b>MEMBERS PRESENT:</b>	<b>Cllr Reg Pullen, Cllr Mike Sanders, and Cllr Bryan Timms</b>
<b>RESERVE MEMBERS:</b>	<b>Cllrs Janet Foster and Anne Tomlinson</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO)</b>
	<b>No members of the public</b>
<b>APOLOGIES:</b>	<b>None</b>

As this is the first meeting of this Committee, Cllr Foster as Chairman of the Council opened the meeting.

**22.01 CBP APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**22.02 CBP TO ELECT A CHAIRMAN OF THE COMMITTEE**

Cllr Foster asked for nominations for Chairman of the Committee.

Cllr Pullen was nominated by Cllr Sanders, which was seconded by Cllr Tomlinson. Cllr Pullen accepted the nomination and with all Councillors in agreement, took the Chair.

**22.03 CBP OPEN SESSION – PUBLIC PARTICIPATION**

There were no members of public in attendance, and with no matters raised by other attendees, the meeting opened at 8.35pm and Standing Orders were applied.

**22.04 CBP DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

**22.05 CBP TERMS OF REFERENCE**

The EO advised the Committee that although the Council had agreed a delegation level of £10,000, this would mean that the Financial Regulations would need to be amended and re-adopted. After deliberation it was agreed that the delegated authority level for this Committee would be £5,000, in line with other Committees. The Committee then agreed their Terms of Reference, as circulated, which would be proposed at Full Council for adoption.

**22.06 CBP TO DISCUSS THE FUTURE ROLE FOR THE PROJECT WORKING PARTY**

Following the circulation of the report from the Executive Officer, the remit of the continuation of the working party was agreed and the proposed Terms of Reference would be presented for adoption at Full Council.

**22.07 CBP ARCHITECTS TERMS OF APPOINTMENT FOR ADDITIONAL SERVICES**

The EO referred to the various surveys and service proposals still to be commissioned, but due to the Council's Financial Regulations, had raised concerns that the Architects were not seeking three quotations for each provision. Having spoken to the Architects, the EO confirmed that they were using recommended providers in order of previous knowledge and suitability for the project. The architects suggested that they could seek additional quotations for each provision if the Council require them to, but this would need mean entering a paid sub-contract for this purpose, which would obviously incur additional fees.

It was acknowledged the EO would not have the knowledge to take this task on, and that the most effective way to move forward was the Architects to continue seeking appropriate services. It was noted that two of the three outstanding services were over the Committee's delegated authority level, so could not be authorised by this Committee.

It was agreed that:

- the Architects would continue to seek appropriate services on the current basis without the need for three quotations up to £10,000 but the expenditure would still need to be ratified at this Committee, up to £5,000, Full Council over £5,000 but under £10,000.
- For any services that will exceed the £10,000 threshold, at least two quotations must be sought, and recommendation by the Architects, submitted with the chosen provider for ratification by Full Council.

There was a question as to whether these delegated levels were net of VAT, and the EO advised that the Committee was still awaiting the VAT report as to whether the Council would need to register for VAT, and therefore whether VAT can be reclaimed. It was noted that this could influence the overall build costs and the EO confirmed that this was why it was essential to seek advice. The report would be circulated and discussed in due course. In the meantime, the invoices would be processed as usual.

There was a subsequent query on insurance and the EO agreed to contact the current insurers to see if any additional cover for the Parish Council would be required during the design, planning and build process.

## **22.08 CBP TO APPROVE THE FOLLOWING EXPENDITURE ITEMS**

### **22.08.1 Fee Proposal for structural and civil engineering services**

Although this fee proposal has been separated into two costs, one for structural and one for civil, the total amount would exceed the Committee's £5,000 delegated level, and therefore the Committee agreed that this expenditure should be ratified at Full Council and would recommend approval for both items at Full Council.

### **22.08.2 Fee Proposal – Feasibility & QS Services**

As with the previous item, this proposal was for two phases, and it was agreed that both items should be approved together, and as such therefore over the Committee's delegated authority level. Therefore, the proposal to pay both phases would be recommended to Full Council for approval.

### **22.08.3 Landscape Consultant Services – Landscape Fee Proposal**

The fee for the Landscape proposal was discussed, and it was RESOLVED to approve the Landscape Fee proposal as recommended, following proposal by Cllr Timms, seconded by Cllr Sanders and all in favour.

## **22.09 CBP TO AGREE FREQUENCY OF MEETINGS**

It was agreed that the Committee meetings would be held on an, as required, basis, but would be called with appropriate notice. However, it was decided that, where possible, the Committee meetings would be held on the first Wednesday of the month, in conjunction with other Committee meetings.

## **22.10 CBP The Chairman closed the meeting at 9.30pm.**