



## Confirmed Minutes of Finance and Governance Committee Meeting, 26<sup>th</sup> September, 12:00

<b>1.</b>	<p><b>Present:</b> Sally Laker (RFO), Lisa Spindler (Clerk), Cllr Melvin (Chair), Cllr Meade, Geoff Clarke</p> <p><b>Apologies for Absence:</b> none</p> <p><b>Cllr Declarations of Interest :</b> none</p>																																																				
<b>2.</b>	<p><b>Open Forum for Public Participation:</b> Geoff Clarke plans to be co-opted as a Cllr at October FCM, and is sitting in on this meeting for training purposes. No other matters of public interest debated.</p>																																																				
<b>3.</b>	<p><b>Update on RFO appointment:</b> Chair welcomed Sally Laker to her first Finance meeting.</p>																																																				
<b>4.</b>	<p><b>Consideration of Quotations for Church Layby Car Park Re-surfacing</b></p> <p>BPC has received three tenders in response to its Invitation to Tender for carpark resurfacing:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">£</th> <th style="text-align: center;">PoulsomPlant</th> <th style="text-align: center;">████████</th> <th style="text-align: center;">████████</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">Total net COST</td> <td style="border-top: 1px solid black; text-align: center;">£6,960</td> <td style="border-top: 1px solid black; text-align: center;">£7,000</td> <td style="border-top: 1px solid black; text-align: center;">£7,400</td> </tr> </tbody> </table> <p>Notes:</p> <p>It was unanimously agreed that individual car park markings are not required, but it would be good to get a price for a line to differentiate parking from the road.</p> <p>It was also agreed that the bank should be dug out – will confirm if there would be extra cost for this.</p> <p>It was unanimously agreed that the contract should be awarded to K. Poulsom Plant.</p> <p><b>Sources of Funds:</b> Ear Marked Reserves (SDNP CIL Infrastructure £7221.48) have been set aside in anticipation of this expense. It is recommended that these EMR be used to carry out the work.</p> <p>THIS RECOMMENDATION TO BE TAKEN TO EXTRAORDINARY COUNCIL MEETING 27 September 2022.</p>	£	PoulsomPlant	████████	████████	Total net COST	£6,960	£7,000	£7,400																																												
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<b>5.</b>	<p><b>Consideration of Quotations for Bridleway 41 Re-surfacing</b></p> <p>BPC has received three tenders in response to 25 August Invitation to Tender for Resurfacing of sections of Bridleway 41 at Blacknest:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">£</th> <th style="text-align: center;">████████</th> <th style="text-align: center;">████████</th> <th style="text-align: left;">D.BRADBURY</th> </tr> </thead> <tbody> <tr> <td>Task 3 (wet patch)</td> <td style="text-align: center;">8,635</td> <td style="text-align: center;">4,800</td> <td style="text-align: center;">4,650</td> </tr> <tr> <td>Task 1 (entrance)</td> <td style="text-align: center;">11,831</td> <td style="text-align: center;">6,000</td> <td style="text-align: center;">5,650</td> </tr> <tr> <td style="border-top: 1px solid black;">Task 2 (ruts)</td> <td style="border-top: 1px solid black; text-align: center;">2,102</td> <td style="border-top: 1px solid black; text-align: center;">n/a (£165 *1)</td> <td style="border-top: 1px solid black; text-align: center;">165</td> </tr> <tr> <td style="border-top: 1px solid black;">Total</td> <td style="border-top: 1px solid black; text-align: center;">22,567</td> <td style="border-top: 1px solid black; text-align: center;">10,965</td> <td style="border-top: 1px solid black; text-align: center;">10,465</td> </tr> </tbody> </table> <p>Note (*1) It is estimated that Task (2) could be carried out by a fourth contractor for c. £165.</p> <p><b>Evaluation of Tenders</b> (using criteria set out in Invitation to Tender document)</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Insurance</td> <td style="text-align: center;">PASS</td> <td style="text-align: center;">PASS</td> <td style="text-align: center;">PASS</td> </tr> <tr> <td>References</td> <td style="text-align: center;">PASS</td> <td style="text-align: center;">PASS</td> <td style="text-align: center;">PASS</td> </tr> <tr> <td>Score for Technical Approach</td> <td style="text-align: center;">40</td> <td style="text-align: center;">40</td> <td style="text-align: center;">40</td> </tr> <tr> <td style="border-top: 1px solid black;">Score for Pricing (per ITT Formula)</td> <td style="border-top: 1px solid black; text-align: center;">23</td> <td style="border-top: 1px solid black; text-align: center;">48</td> <td style="border-top: 1px solid black; text-align: center;">50</td> </tr> <tr> <td style="border-top: 1px solid black;"><b>Total Score</b></td> <td style="border-top: 1px solid black; text-align: center;">63</td> <td style="border-top: 1px solid black; text-align: center;">88</td> <td style="border-top: 1px solid black; text-align: center;">90</td> </tr> </tbody> </table> <p>It was unanimously agreed that the tender should be awarded to D. Bradbury.</p> <p>Total Project Costs. BPC expects to incur the following total project costs:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Site Preparation</td> <td style="text-align: center;">£680 - £1,200 (Tree Work to be undertaken)</td> </tr> <tr> <td>Right of Way temporary closure notice</td> <td style="text-align: center;">£690 (Fee payable to HCC Countryside)</td> </tr> <tr> <td>Advertising for RoW temporary closure</td> <td style="text-align: center;">£250 (estimate)</td> </tr> <tr> <td>Labour to supervise volunteer Kissing Gate installation</td> <td style="text-align: center;">£70 (contractor tbc)</td> </tr> <tr> <td style="border-top: 1px solid black;">Tender to D. Bradbury (above)</td> <td style="border-top: 1px solid black; text-align: center;">£10,465</td> </tr> <tr> <td style="border-top: 1px solid black;"><b>Total Project Cost estimate</b></td> <td style="border-top: 1px solid black; text-align: center;">£12,155 - £12,675</td> </tr> </tbody> </table> <p><b>Sources of Funds:</b> SDNP S106 funding that is available for this project is £12,404.</p>	£	████████	████████	D.BRADBURY	Task 3 (wet patch)	8,635	4,800	4,650	Task 1 (entrance)	11,831	6,000	5,650	Task 2 (ruts)	2,102	n/a (£165 *1)	165	Total	22,567	10,965	10,465	Insurance	PASS	PASS	PASS	References	PASS	PASS	PASS	Score for Technical Approach	40	40	40	Score for Pricing (per ITT Formula)	23	48	50	<b>Total Score</b>	63	88	90	Site Preparation	£680 - £1,200 (Tree Work to be undertaken)	Right of Way temporary closure notice	£690 (Fee payable to HCC Countryside)	Advertising for RoW temporary closure	£250 (estimate)	Labour to supervise volunteer Kissing Gate installation	£70 (contractor tbc)	Tender to D. Bradbury (above)	£10,465	<b>Total Project Cost estimate</b>	£12,155 - £12,675
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	It was unanimously agreed that Form 'B' application is submitted to SDNP for use of S106 funds for this project, with confirmation to SDNP that BPC will cover any (small) shortfall in funding for the project. THIS RECOMMENDATION TO BE TAKEN TO FULL COUNCIL on 27 September 2022.
6.	<b>Consideration of Rowledge War Memorial Renovation quotation</b> BPC has received HCC's proposal of works - £39K quotation for the paving repairs at the War Memorial. Only HCC contractors are permitted to carry out this work, so no alternative quotes can be considered. It was unanimously agreed: this sum is unaffordable for BPC & it does not represent Value for Money. Syndication with Farnham TC and/or Waverley BC could provide a potential funding route? It was agreed Clerk will approach Clerk at Farnham TC THESE RECOMMENDATIONS be taken to full council on 27 September 2022.
7.	<b>Consideration of Potential land purchase to extend Binsted Rec</b> - Negative response to BPC approach from I.Tolstoy/Pilcher Trust - to be discussed further at next FCM. - Finance Committee needs to be ready to research potential sources of finance for land purchase
8.	<b>Current financial status</b> - <b>Current balances and Bank Rec for August</b> – Discussed and Noted - <b>Actual spend vs Precept Budget</b> – Item deferred until next meeting. - <b>Reserves</b> (including Blacknest Fields update) – Item deferred until next meeting. - <b>CIL and S106 current availabilities</b> – Item deferred until next meeting. - <b>Pavilion energy</b> (consumption / future costs) – Item deferred until next meeting.
9.	<b>Council responses to community Cost of Living concerns</b> - item was deferred to next Finance meeting.
10.	<b>A.O.B.</b> <b>External Auditor's notification</b> BPC has received a question from the Small Authorities Audit Association (SAAA), on whether BPC wishes to change its external auditor. It was unanimously agreed BPC would like to continue to use PKF Littlejohn as our external auditor for the next 5 year period. This recommendation will need to be taken to full council on 27 September 2022. <b>Clerk Salary.</b> It was agreed that the promised increase in Lisa Spindler's salary to £[REDACTED]/hour from 1 October 2022 will be honoured, as Lisa has fully met the demands of the more demanding job specification, and has delivered to a high standard, including covering significant RFO delivery shortcomings in past 6 months. It is noted that Clerk has consequently been unable to study / attain CILCA qualification. No further base Clerk salary increase will be payable when CILCA exams are passed. The salary increase was already anticipated in financial planning assumptions, so no revision in budgets is required. It is noted that the above salary adjustment does not affect the annual contractual cost of living review due for Clerk and RFO on 1 April. <b>Blacknest Fields Grazing Contract Renewals.</b> Chair has prepared new contracts, and cover letters to update grazing tenants on expected changes at Blacknest Fields during coming rental period. It is noted that income will remain essentially static – Recreation Field grazing fee unchanged (contract for 6 months) – Allotment Field and Path Strip grazing fee will be reduced by £50 (contract for 12 months), reduction to reflect further reduction in land area let on Allotment Field. Clerk will raise invoices accordingly.
11.	Matters for Consideration at October Finance Meeting - <b>Half year actual spend vs Precept budget</b> - <b>Interest received on Accounts</b> - <b>Ear Marked Reserves</b> (including Blacknest Fields update) - <b>CIL and s106 current availabilities</b> - <b>Pavilion energy</b> (consumption and future costs) - <b>Bids</b> (update on submitted bids, decisions on bids to be made) - <b>Charity Bank account</b> - <b>Use of OneDrive</b> to share contacts and core financial documents
12.	<b>Date for Future Meeting</b> tbc October – Chair suggested Tuesday 18 Oct at 12:00 or Wed 26 Oct (any daytime) or Thursday 27 Oct (any daytime).
13.	Meeting closed at 13:50

Signed .....

Date .....