

## HERSTMONCEUX PARISH COUNCIL

### Agenda Item: Committee Reports – F&GP

**Minutes** of the Meeting of the Finance and General Purposes Committee held on **Wednesday 07 October 2015** at Herstmonceux Village Hall, Hailsham Road, Herstmonceux.

Present: Councillors: Mrs J. Angear (Chairman), M. Bradshaw, M. Goodsell, Mrs H. Kenward, S. Nash, I. Stewart.

S. Goacher, RFO, attended and took the Minutes.

Members of the Public: None.

**FGP.1.10.15 Apologies Received:** None.

**FGP.2.10.15 Declaration of Interests:** Councillor M. Goodsell; small village contracts, Councillor I. Stewart: Herstmonceux Village Hall.

**FGP.3.10.15 Annual Estimate Template Completion:** The Finance Officer circulated to all Members attending the meeting copies of the 'Estimate Template' forms and Forms 'B' received from Committees. The meeting went through each form and agreed that the following provisions should be included in the Estimates:

**Finance & General Purposes Committee:** Identity Badges for both Councillors and Officers £40 ; Amount to cover costs in taking over responsibility of the Access Road at the Village Hall £1,000 ; Widening of or additional Passing Place on access road into Recreation Ground Car Park £9,000 ; Possibility of incurring Legal Fees in conjunction with major development within the parish £2,000.

**Ground Committee:** Upgrading of the top section of the car park at the recreation ground £10,000 ; Resurfacing of the access road into the recreation ground car park £10,000 ; Subject to the agreement of the School the provision of a pathway from the recreation ground car park to rear entrance of the school £5,000 (2016/17) £5,000 (2017/18) ; Provision of an enhanced children's play area on the site of the existing Bowls Club at the recreation ground £5,000 (2016/17) £5,000 (2017/18) £5,000 (2018/19). In addition the Committee requested specific provisions for various expenditure heads in respect of playground maintenance, provision of benches, and BMX/Skateboard Park maintenance.

**Highways Committee:** Provision of wooden posts adjacent to Victoria Road and A217, Windmill Hill £300 (2016/17) £300 (2017/18) £300 (2018/19) ; Provision for any contribution required of the Parish Council towards the cycle Path proposed between Windmill Hill and Hailsham £1,000 (2016/17) £1,000 (2017/18) £1,000 (2018/19) ; Provision for working parties to undertake small jobs within the parish £500 (2016/17) £500 (2017/18) £500 (2018/19) ; Provision of Grit/Salt Bins at the access road to the Herstmonceux Village Hall, Surgery, and Pharmacy £200 (2016/17) £200 (2017/18) £200 (2018/19). In addition the Committee requested specific provisions for various expenditure heads within the Estimates.

The F&GP Committee referred back, for clarification, the question of provision of Village Signs for Cowbeech and Windmill Hill, as it wasn't clear if the requirement was a special 'Village Sign' similar to that at the entrance to Herstmonceux placed at the Millennium, or a normal village sign as installed by the Highways Department.

The meeting awaited estimate template forms to be received from the Communications Committee and the Street Lighting Committee.

The Finance Officer produced copies of the Annual Estimates (Version 1), which had been updated with all of the above provisions from the template forms. The Finance Officer had attempted to make the Annual Estimate working papers more 'user-friendly' by the inclusion of an Index Page and re-numbering the individual

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pages, accordingly.

Changes to the Reserve Funds had been made whereby each Reserve Fund is shown on a separate page, and underneath each Fund there is space for notes. The Notes will identify 'specific' or 'ring-fenced' amounts held within the Fund, with a description of what those amounts are for. Any surplus, 'unspecified' amounts will be referred to as the 'Balance'.

The meeting were in agreement with the changes in the format of the Estimates, as presented, and **RECOMMENDS** that the format be retained.

**FGP.4.10.15 Tendering Document and Tendering Process:** The Finance Officer circulated a discussion Tender Document, downloaded from a similar sized Parish Council via the internet, which the Finance Officer had personalised to Herstmonceux Parish Council.

The Finance Officer reminded the meeting that Council had adopted the recommendation to tender for three year contracts in undertaking the various Urban Verge Cutting, Grounds Maintenance, and other smaller contracts for work around the parish.

Councillors Bradshaw and Stewart were tasked with having an in depth look at the Tender Document, as produced, to ensure that it conforms to UK and EU tendering requirements and that the Parish Council is covered legally. It is hoped that this can be confirmed at the October meeting of the Full Council.

Discussion took place on various aspects of contract tendering and it was agreed that in the case of some of the smaller 'jobs' such as hedge-cutting that all sites could be combined into one consolidated hedge-cutting contract. The Finance Officer said that each contract would require a tender document which would contain the full specification of each contract within it or as an appendix. The Urban Verge Cutting contract will also need to contain the full specification of the requirements of a Contractor as set down by East Sussex County Council Highways, which the Highways Department has been asked to supply.

The Parish Council needs to advertise that it is 'going-out' for three year tendering, and to invite interested persons to apply for the tender document(s). To be able to dovetail the tendering process into the estimate process, the tender documents must be ready for distribution by 1 November 2015 and that all tender closing date must be Noon on 4 December 2015. The tenders need to be received sealed, kept sealed in the Council's safe, until opened by Councillors and Officers at a specifically convened meeting for that purpose.

The meeting **RECOMMENDS** that arrangements via the Clerk to insert the tender advert in the local paper, place on the front page of the Council's website and in the current Newsletter, plus on Parish Noticeboards. The Finance Officer will write to current contractors informing them of the new process.

**FGP.5.10.15 Close of Meeting:** There being no other business, the Chairman, Councillor Mrs Angear thanked everyone for their attendance and closed the meeting at 20.43pm