

# Agenda



## FINANCE AND DEMOCRACY COMMITTEE

Date:	Monday, 22 February 2016 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Roger Small (Vice-Chairman)</p> <p>Councillors David Donaldson, Tony Ford JP, Angela Jacques, Kiran Mulholland, Linda Nulty, Liz Oades, Richard Redcliffe, Vince Settle, Elaine Silverwood, Richard Taylor.</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.  
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on 25 January 2016 as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	<b>DECISION ITEMS</b>	
4	<p><b>Medium Term Financial Strategy Update, Including General Fund, Capital Programme and Treasury Management for 2015/16 to 2019/20</b></p> <p>Please note that due to late additional information supplied from the Department for Communities and Local Government (DCLG) the Medium Term Financial Strategy Update report is <b>TO FOLLOW</b></p>	3
5	<b>Capital Bid – Bryning with Warton Parish Council</b>	4 - 34
6	<b>Accommodation Project – Phases 4 and 5 Works</b>	35 - 47

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at  
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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# DECISION ITEM



REPORT OF		MEETING	DATE	ITEM NO
MANAGEMENT TEAM	FINANCE AND DEMOCRACY COMMITTEE		22 FEBRUARY 2016	4

## **MEDIUM TERM FINANCIAL STRATEGY UPDATE, INCLUDING GENERAL FUND, CAPITAL PROGRAMME AND TREASURY MANAGEMENT FOR 2015/16 TO 2019/20**

### **PUBLIC ITEM**

This item is for consideration in the public part of the meeting.

Please note that due to late additional information supplied from the Department for Communities and Local Government (DCLG) the Medium Term Financial Strategy Update report is TO FOLLOW

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 FEBRUARY 2016	5

## CAPITAL BID – BRYNING WITH WARTON PARISH COUNCIL

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.

The consideration of capital bids for inclusion or otherwise within the Council's approved Capital Programme is a key component of the budget-setting process and contributes to the longer-term management of the Council's resources in an efficient and effective manner. This report presents for reconsideration a capital bid from Bryning with Warton Parish Council following the resolution of this committee at the last meeting.

### RECOMMENDATION

**The Committee is requested :**

1. To recommend to Council the inclusion or non-inclusion of this capital bid in the 2016/17 capital programme, and identify the source of funding if the recommendation is to include the bid in the programme.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√



## **SUMMARY OF PREVIOUS DECISIONS**

The Finance and Democracy Committee at its meeting on 25<sup>th</sup> January 2016 considered a report on the capital bids that had been before each of the programme committees and to recommend which capital bids go forward to Council for consideration in March 2016. Committee resolved:

2. That the capital bid from <sup>1</sup>Warton with Westby Parish Council be re-considered at the next meeting of the Finance and Democracy meeting, with full presentation.

## **REPORT**

1. The committee at its last meeting received a report detailing the capital bids that had been considered and recommended by the programme committees. Members noted that the capital bid from Bryning with Warton Parish Council (incorrectly referred to in the report and minutes as Warton with Westby Parish Council) for a play area, had been rejected by the Tourism and Leisure committee in November 2015.
2. After a full discussion, the committee resolved that this capital bid be re-considered at the next meeting of the Finance and Democracy committee, with a full presentation.
3. Attached is the full request as considered by the Tourism and Leisure committee at its meeting on 12<sup>th</sup> November 2015 (marked as appendix 3). It contains an overview of the request from Bryning with Warton Parish Council, scheme details and costings, the specific funding requested from Fylde Borough Council, and details of the Parks Development process. Officers will be in attendance at the meeting to answer any technical/operational questions. The clerk to the Parish Council has been invited to also attend if it will assist members in their consideration of the request.
4. The Council has a duty to manage its assets and capital resources in order to best deliver its objectives as set out in the Corporate Plan.
5. The prioritisation of capital investment according to a well-defined and rational approach is especially important in helping to prioritise resources when the demand for such resources exceeds the total of the resources available. This process is defined within the Council's Capital Strategy, the latest revision of which was approved by Council on 12<sup>th</sup> October 2015.
6. If members decide to recommend this request for a grant to Council, it is recommended that this be made conditional upon the parish council working with the Parks Development team to follow the 10 stage process for the parks improvement programme and phase any payments appropriately.

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<sup>1</sup> Reference to Warton with Westby Parish Council is an error and should refer to Bryning with Warton Parish Council

IMPLICATIONS	
Finance	<p>The request for assistance from the borough council has two elements:</p> <ul style="list-style-type: none"> <li>• A capital grant of £50,000 from the borough council towards phase 1; and</li> <li>• Advance payment of £50,000 from the receipt of a s.106 payment due to be made by the developer of Riversleigh Farm towards the improvement of Bridges Playing Field. Appendix 3 of this report sets out the issues for consideration in looking at this bid for funding. The MTFS Report elsewhere on this agenda recommends the transfer of £32k into the Capital Investment Reserve which would leave sufficient unallocated funding in that reserve to meet the cost of £50k for this bid should Members be minded to recommend to Council inclusion of the scheme in the 2016/17 capital programme.</li> </ul>
Legal	None arising directly from this report
Community Safety	None arising directly from this report
Human Rights and Equalities	None arising directly from this report
Sustainability and Environmental Impact	None arising directly from this report
Health & Safety and Risk Management	None arising directly from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	9 <sup>th</sup> February 2016	

LIST OF BACKGROUND PAPERS		
Council Report - Approved Capital Strategy	12 <sup>th</sup> October 2015	<a href="#">CMIS &gt; Meetings Calendar</a>
Finance and Democracy Committee - Timetable for Developing Budget Proposals 2016/17	28 <sup>th</sup> September 2015	<a href="#">CMIS &gt; Meetings Calendar</a>

#### Attached documents

The original capital bid for funding from Bryning with Warton Parish Council in relation to Warton Recreation Area (Bridges Playing Field) as considered by the Tourism and Leisure Committee (marked as appendix 3)

**REQUEST FOR CAPITAL GRANT: WARTON RECREATION AREA, BRIDGES PLAYING FIELD****OVERVIEW OF REQUEST**

The borough council has received a request from Bryning with Warton Parish Council for a capital grant towards the cost of refurbishment of the recreation area at Bridges Playing Field, Warton. The Clerk to the parish council has submitted supporting information which is attached to this report.

- Letter from the Clerk dated 16<sup>th</sup> August giving an overview of the project
- Bridges Playing Fields and Blackburn Pavilion, Canberra Way, Warton – supporting information (4pages)
- Overall plan of recreation ground refurbishment prepared by the parish council
- Plan of Bridges playground refurbishment prepared by Proludic
- Letter from Proludic to the parish council dated 11<sup>th</sup> August with a quote for the sports and fitness teen area
- A quote from Proludic dated 18<sup>th</sup> September 2015 for the remainder of the play area equipment/surfacing
- Photos of proposed teen play area
- Local Councils Annual return 31st March 2015 - Audited Accounts
- Quarterly Summary of Accounts 30th September, 2015
- Monthly Expenditure Budget sheet 2015/16 September

**SCHEME COSTINGS**

The total refurbishment proposals are in the region of £300,000 split into 3 phases:

Phase One –Children’s playground –	Cost estimate £92,114
Phase Two –MUGA & exterior use exercise equipment –	Cost estimate £102,357
Phase Three - Paths parking and landscaping	Cost estimate £100,000

The parish council has pledged to contribute £18,261.89 toward the scheme.

**FUNDING REQUESTED FROM FBC**

The request for assistance from the borough council has two elements:

- A capital grant of £50,000 from the borough council towards phase 1
- Advance payment of £50,000 from the receipt of a s.106 payment due to be made by the developer of Riversleigh Farm towards the improvement of Bridges Playing Field.

**ISSUES FOR CONSIDERATION**

For committee to assess the above requests the following should be considered:

1. Bridges Playing Field is not an asset owned by the borough council and so any support would be by way of a capital grant to the parish council who are the owners of the asset.
2. Council on 12<sup>th</sup> October 2015 agreed an updated [Capital Strategy](#) which is a high level summary of the Council’s approach to the delivery of the priorities and objectives of the

council as defined in the Corporate Plan through capital investment in services and assets. The strategy priorities investment in Council owned assets which support the delivery of Council services or priorities.

3. The s.106 agreement with the developer of Riversleigh Farm includes a total contribution of £83k to public open space and must be spent on Bridges Playing Fields. The £83k is payable in full on the completion of the 55th dwelling. Using delivery rates set out in the SHLAA<sup>1</sup>, it is estimated that the 55th dwelling would be delivered around late summer 2017. Delivery may be faster or slower than that which has been assumed for in the SHLAA and there is a risk that development may stall before the 55th dwelling is built (55 is 2/3rds of the development of 83 properties).
4. The council has never previously released or paid over monies in advance of receipt of payment of a s.106 by a developer. There is a risk that a trigger point may not be reached or the developer defaults on payment which would leave the council suffering the financial loss. In addition if the council were to make the advance payment of s.106 monies it would need to fund this in the interim pending receipt of the developer contribution.

## **PARKS DEVELOPMENT**

FBC Parks Development Officers were in discussions with the parish council during 2011/12 over their ambitions to refurbish the recreation ground.

There is a 10 stage process for the parks improvement programme, which follows a logical process:

1. Set up a supporters group (Friends group with a constitution)
2. Apply to LCC for support officer from the Environmental Projects Team to assist with:
  - Comprehensive consultation exercises
  - External funding grant assistance
3. Initial consultation with group, local residents and users to produce a design brief based on community need
4. Produce 3 concept drawings based on the design brief
5. Consult / agree / produce final Masterplan
6. Cost the project up in sections (Bill of Quantities and specifications)
7. Prepare funding strategy
8. Tender and evaluation (with community)
9. Project Management
10. Open Event / Future use /Maintenance

## **CONCLUSION**

If members decide to prioritise this request for a grant it is recommended that this be made conditional upon the parish council working with the Parks Development team to follow the above process.

There are risks associated with the advance payment of s.106 monies as outlined above.

Any increased maintenance costs would be borne by the parish council as the owner of the recreation area.

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<sup>1</sup> SHLAA – Strategic Housing Land Availability Assessment



# **Bryning-with-Warton**

## **Parish Council**

**Mr Anthony Wood**

**10 Lea Road, Lea, Preston, Lancashire. PR2 1TN**

**Tel: 07710392767**

**Email: [council@warton.idps.co.uk](mailto:council@warton.idps.co.uk)**

**Alan OLDFIELD  
Chief Executive  
Fylde Borough Council  
The Town Hall,  
St Annes Road West,  
Lytham St Annes,  
Lancashire,  
FY8 1LW**

16<sup>th</sup> August, 2015

Dear Mr Oldfield

I am writing on behalf of the Parish Council concerning Bridges Playing Fields, Canberraway, Warton. The Parish Council request consideration by the Borough Council of a £50,000 donation toward the refurbishment of the site due to the significant importance the grounds have both as a sports ground and community recreational facility within the Borough.

The land was purchased by the Parish Council many years ago with monies gifted by the 'Bridges' family and has been the only recreational and sports grounds facilities available to the community within Bryning with Warton since. Obviously the Parish council has invested over the years in both the areas of sport and recreational use of the facility for communal use by provision of playground equipment, small skate board area of ramps/jumps etc., Multi Use Games Area and the replacement Pavilion building for the old wooden cricket pavilion. For sporting activities the site has two football pitches, a cricket square and the M.U.G.A.

The Blackburn Pavilion, built over seven years ago, has, in addition to separate team and official changing rooms, pitch viewing galley, a fully fitted kitchen, toilets and meeting/social room, where the Parish Council have their committee meetings. It was originally funded by a loan from the local authority loan scheme at the Borough Council but subsequently the account was settled from a donation by the Blackburn Trust for the full cost of the building project. There has since been additional associated expenditure, over and above, normal

site running costs such as CCTV and electric steel shutters, particularly because of its marginal overlooked location and limited access via Canberraway. The main designated football pitch required improved, and specific, additional drainage which was provided in August 2011 at a cost of £7,800. The Parish Council has not been complacent or neglectful in trying to progress its sports and community merits. In addition to regular seasonal cricket hire by Gt Eccleston Cricket Club, the Warton Typhoons junior teams play and train regularly at the site. A Sunday league team have also recently commenced hire hopefully with the intention of making it their home ground if it proves successful. The grounds have been successfully used for community projects, particularly football skills training, in summer by both the YMCA and AFC Fylde community projects team. It is hoped to take the site to the next level and improve the ambiance as a recreational park as well as sports and play area. This will entail planting, landscaping, benches and a pathway to facilitate cycles as well.

The playground equipment facilities at the ground, what little is left, is now jaded and worn with time being described as dismal and a constant source of complaint both to the Parish and Borough Council. Compared with others it was only ever minimally supplied with the basics. Unfortunately the slide was condemned and dismantled three years ago. There is a desperate need to revitalise the play facilities on site. The advantages and benefits to the community are obvious but initial costs prohibitive to smaller Parish Councils without support and funding assistance. It has to be recognised that many families cannot or do not want to frequently travel the distances by car to the larger towns where far better facilities are available, to allow their children a couple of hours play.

There is now significant growth, both currently and planned for the future, within the Parish, as currently accepted is promoted in excess of thirty three percent. This growth is and has been vigorously supported and progressed by the Borough both in the former proposed draft and pending revised draft 'local plan' and residential developments based on the sustainability of housing created by the Enterprise Zone and economic predictions for the area. There is obviously a strong need to capitalise on 'Bridges' site to truly justify sustainability issues of such and that of any further growth as clearly there are no alternative centrally located areas to compete in size or could avail the existing advantages.

With this in mind the Parish Council are proposing to regenerate the whole site in a project that will meet the needs of the whole community. Working in consultation, with assistance and guidance from both borough officers and commercial suppliers a scheme has now been proposed that has sensibly been broken down into three integrated, but separate phases, naturally based on overall funding availability and phase three future approved planning growth. A copy of the outline and proposal is included for reference:

Phase One – Refurbished and regenerated Children's playground – Cost Approximately £93,090. It is suggested that provision of a borough council contractor to carry out or assist with ground preparation and landscaping may reduce the overall cost.

Phase Two – Refurbished and regenerated Multi Use Games Area & provision of exterior use exercise equipment – Cost Approximately £102,357

Phase Three – Provision of multi-use path around entire grounds to enable cycling and walking exercise. Improvement of the parking area (potential for new access to site.) Landscaping, tree planting and ecological area - Estimated cost approximately £100,000 Subject and influenced by factors of growth to east of village and future planning.

Clearly achievement of phase one is of the highest priority and half its funding is expected from S106 monies already approved, but subject to completion of sales, by the Riversleigh development etc. If the Borough Council were to donate the requested £50,000 and an advance of the sums already apportioned, which could be then recovered when the criteria met for the existing S106 monies, then Phase one, the playground, could be commenced as soon as possible.

Naturally the Parish Council will seek grant funding from exterior sources to progress all the phases but clearly the first phase is a priority and long overdue.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'A J Wood', written in a cursive style.

Mr Anthony J Wood  
**Clerk to the Council.**

## **Bridges Playing Fields and Blackburn Pavilion, Canberra Way, Warton**

The Parish Council have been conscious in recent years that the facilities for outside recreation within the parish fall far short of expectations of the local community especially in comparison to those available elsewhere. Reoccurring complaints from residents about the absence of any park like facilities including a reasonable 'play equipment type site' for older local children have been frequent. This has also been passed on through the Borough Council.

### **Background**

Bridges playing fields is owned by the Parish Council. The main pedestrian and sole vehicle access is via Canberraway, Queensway and Harbour Lane, through the Progress Housing Estate.

It's boundary to the east and south is primarily agricultural fields with an extensive open view eastward across fields, unfortunately the absence of being immediately surrounded by any form of wind break does have its drawbacks. The overall lay out coupled with its general location on the northern extremity of the residential boundary has restricted its true potential to be any more than just sporting pitches despite the provision of alternative recreational facilities such as the children's play equipment, small concrete skate board ramp area and lighted Multi Use Games Area. Initial investment a decade or so ago had provided these amenities including in the play equipment an infant climbing unit, slide, swings, two bouncers and zip wire. The site has suffered from a permeable remoteness and a reluctance of any other than the immediate community to avail themselves of the site as a recreational amenity otherwise for sport or dog walking/exercise. The slide has since been condemned and removed, the infant unit was sited far from the other equipment, precluding practical engagement with older children using the other equipment, no doubt as part of intended further provision of a suitable infant play area that never materialised. Apart from the double swings unit all this original play equipment is now jaded as a recreational play area and is obviously desperately in need of refurbishment if it is to address the needs of the community.

Of the sporting pitches the main football pitch suffered significant flooding issues in wet weather and while the cricket square is considered of fairly good maintenance it is uncomfortably close to some of the neighbouring residencies and as such numerous complaints are received regarding the dangers posed to these properties. As a public recreation area, in part, 'Bridges' potential was recognised by the Parish Council and a purpose built Pavilion complex was built to replace the previous wooden building in 2008. With such provision it has been used on and off in season as a fall back site by several cricket teams in the region but the mentioned disadvantage and gradient of the outfield preclude it becoming a home ground and local interest in cricket is thus not stimulated. Other investment, in field drainage etc. has been undertaken by the Council and there has been some resurgence of interest and increased use by the local football fraternity particularly the Warton Typhoon junior teams.

Since 2011 members of the Parish Council have partaken in working groups, protracted community liaison and assisted acknowledged local community groups in an effort to progress the issues of such recreation within the parish particularly 'Bridges playing fields'. Any perceived alternatives, to provide a site of equal potential, are now negligible and with



future development plans on the land immediately to the east of 'Bridges' renewed efforts have now concentrated in addressing the inadequacies of the site. Engaging the assistance of Fylde Borough Council and a particular commercial provider the following scheme has been accepted in principle by the Parish Council which by its very nature is obviously wholly dependent on its financing and has thus been separated into individual workable phases within the outlined scheme.

### **Description of the scheme**

Phase One – Refurbished and regenerated Children's playground – Cost Approximately £92,114. It is suggested that provision of a borough council contractor to carry out or assist with ground preparation and landscaping may reduce the overall cost which will contribute to continuance of the next phase in the scheme. The design and layout of this refurbishment is provided in the Proludic correspondence attached.

Phase Two – Refurbished and regenerated Multi Use Games Area & provision of exterior use exercise equipment – Cost Approximately £102,357. The existing M.U.G.A. having never been utilised to its potential is large enough to divide in two and still provide a court, on the further side, suitable for numerous functions such as 5 a side football or tennis. The near court would be resurfaced and fitted with permanent exterior fitness equipment in the form portrayed in the attached Proludic documents attached.

Phase Three –

1. Provision of multi-use path around entire grounds to enable cycling and walking exercise. The design is to include a tarmacked metre wide path around the site. This has been identified as desirable improvement so very young children can ride their bicycles in safety rather than the roads and footpaths on the village highways as well encouraging greater use of a park like ambience from all age groups.
2. Increasing the existing parking area to greater accommodate parking vehicles for spectators and visitors thus reducing parked vehicles on the grass and internal access roads. (There is potential for new entrance/access to site if the development of the adjacent land goes ahead.)
3. Landscaping, tree planting and ecological area- Estimated cost approximately £100,000. Plans to include flower beds are already in consideration. The practicality of placement will naturally be affected by suitability of and path placement and achievements of the earlier phases. Inclusion of trees, hedges and shrubberies will enhance the facilities and encourage a greater impression of wellbeing for those coming to use the site.

The Parish Council has collected £18,261.89 reserve toward the scheme.

### **Financial Implications.**

Capital Outlay (as indicated above) is approximately £300,000.

Increased FBC maintenance costs for the equipment.

The design of Phase one includes a total of 14 pieces of equipment. Phase 2 includes a further 6 units. Based on the existing FBC service level agreement each piece equates to approximately £160 for routine examination, safety checks and maintenance.

The projected additional cost to the Parish Council would be £ 3,200 per annum. This will of course have to be reflected in the future Precepts.

Revenue. Although it is expected the refurbishment will generate increased use of the facilities predictions for revenue generated will only be of a minor nature for pitch rental or use of the Pavilion building.

#### **Corporate Plan - Contribution to Borough Councils Corporate Objectives**

The proposed refurbishment is in accordance with, and within the time frame to 2018, of the Fylde Borough Council Open Space, Sport and Recreation Study: Strategy and Action Plan. In particular reference to page 5 – Children’s play areas summary update “There is a lack of provision for young people in rural parishes across the Borough, for example in Warton. Consultation has identified that this is an issue that needs to be addressed”.

The scheme proposed by the Parish Council will assist the Borough Council in its achieving the bench mark objectives as outlined in the Strategy and action Plan for the rural community of Warton.

#### **Consultation**

The Parish Council has engaged extensively with the local community since 2011 including hosting the community group ‘Make Bridges Brilliant’ (Facebook community group 119 members) by free use of the site for meetings, events etc. Other community groups have been formed in the past to achieve improvements for the local youth but have since been disbanded. The more recent group MBB also appears to have been inactive recently, but these draft plans circulated have met with public approval. Acknowledgement of the site as the main open space recreation area for Warton has been included in the submitted Neighbourhood Plan.

#### **Impacts on efficiency and value for money**

The site now benefits from being the base of the Parish Council Lengthsman so naturally there is a greater formal council presence on a regular basis than in previous years. The speculative conclusion can only be that such investment will provide value for money as there are no alternatives within the vicinity of the Parish. Extensive residential development in Warton, in particularly that proposed surrounding the site, will make the requirement for such facilities even more crucial to the local community.

#### **Risk**

The Parish Council has continued to invest in the site within its means, as previously indicated, this has resulted in on going improvements and stimulated greater use from a sporting aspect. However for it to be all inclusive as an open space recreation site there is a significant need to provide the sort of play equipment expected by a growing community. The importance of such play facilities is widely recognised and clearly accepted as being such to justify the investment. Naturally the support of Borough Council is needed to progress the scheme as a whole but without assistance obtaining the funding it will take the Parish Council decades to achieve the desired improvements.

**Urgency Consideration - Health and Safety**

While the remaining equipment is sparse and there is naturally concern that some of the existing units will not be serviceable much longer. Recent maintenance on the M.U.G.A. has been undertaken by the Council Lengthsman but if it is to remain usable for any activities, particularly by children or youths, it will need resurfacing or substantial repairs soon or the Parish Council will have to consider closure for health and safety reasons.

**Further Funding - Charitable Sources**

In 2013 two local charitable trusts, The Bridges and Blackburn Trusts were approached on behalf of the Parish Council. The Bridges Trust donated £5,000 toward the provisional plans to refurbish the existing play equipment. This is held in the funding toward this scheme. The Blackburn Trust indicated that it may be willing to contribute as much as £50,000 toward such a project but draft proposals at the time were not material enough for any commitment. They will be approached again imminently with the details of scheme to establish if that they would now consider contributing as indicated.

The Parish Council does not have any responsibility or is concerned in the management of any Trust funds or other assets.

No Other sources of Funding beyond provisional Section 106 agreements through the planning department have yet been explored.

Local Councils Annual return 31<sup>st</sup> march 2015 - Audited Accounts (Attached)


Quarterly Summary of Accounts 30<sup>th</sup> September, 2015 (Attached)

Monthly Expenditure Budget sheet 2015/16 September



Mr A J Wood  
Clerk to the Council



 Bunding  
Bug & Ecological  
Area

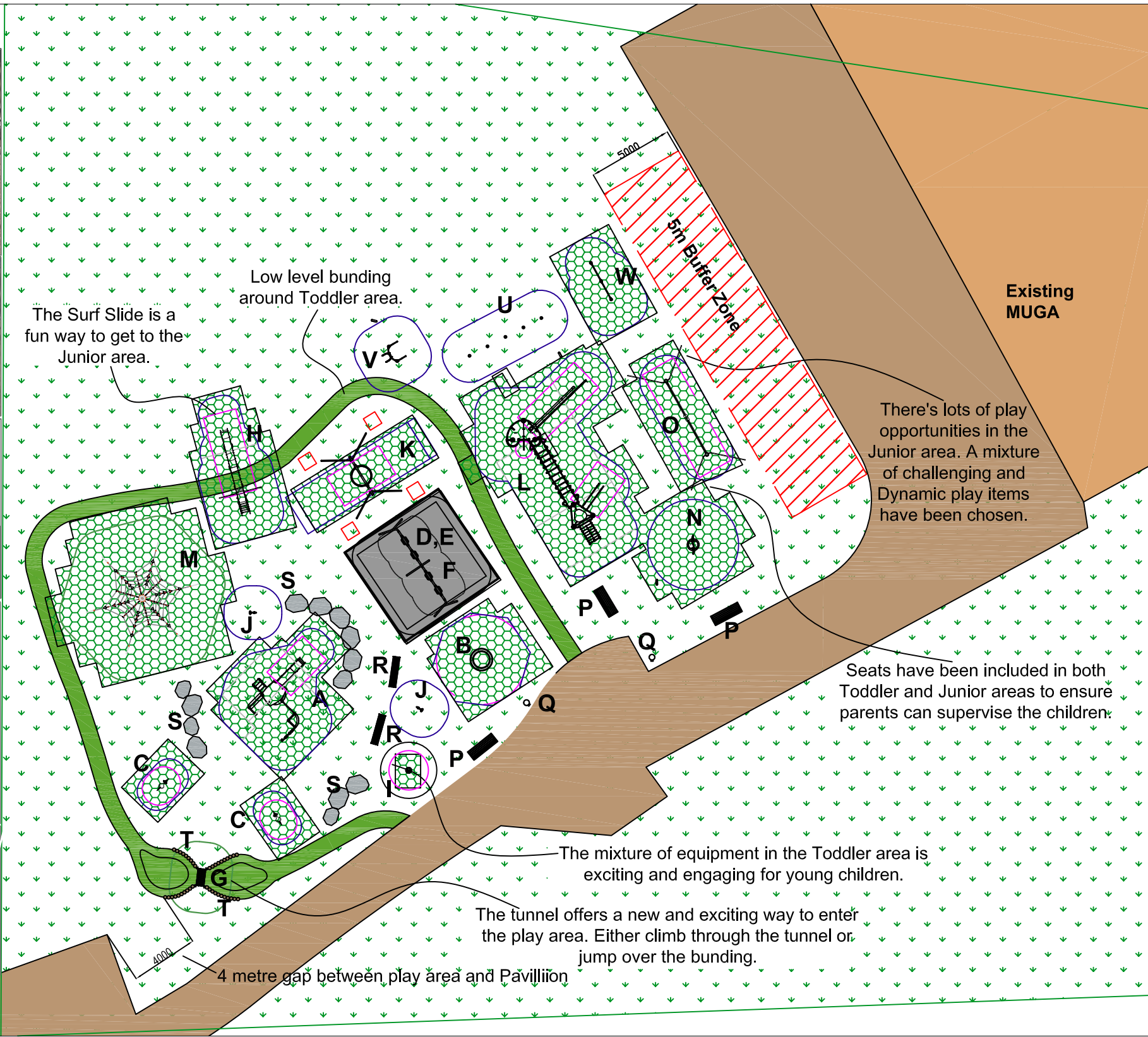
Phase One  
Refurbishment of Play Area

Phase Two  
Car Park enlarged  
Skate board Area  
enlarged

Phase Three  
MUGA Refurbishment.

Phase Four  
Footpath / cycle Path  
installed  
New Entrance





## ITEMS LIST

Toddler Equipment		
A. Vivarea MPU	Ref: J3338	
B. Inclusive Play Fusion	Ref: IP09A	
C. 2 x Existing Springer Relocated		
D. 2 x Cradle Seats	Ref: BS32	
(for existing swing frame)		
E. Chains for Cradle Swings	Ref: BS08C/AC	
(for existing swing frame)		
F. Chains & 2 x Flat Seats	Ref: X0238	
(for existing swing frame)		
G. Vivarea Tunnel	Ref: J3605	
H. Surfslide	Ref: J1057	
I. Inclusive Orb	Ref: IP05A	
J. Talk tubes	Ref: J3410	

Junior Equipment		
K. Pod Swing	Ref: J440	
L. Ixo MPU	Ref: J2530	
M. Single Pyramid	Ref: J4807	
N. Rodeoboard	Ref: J3501	
O. Aeroskate	Ref: J2581	

Ancillaries		
P. 3x Chaumont Bench	Ref: RBA8	
Q. 2x Bin	Ref: RC03	
R. 2x Seat	Ref: J2870	
S. 13x Glacial boulders		
T. 8Lm Round Log Stockading 1200mm high around tunnel entrance		

**Groundworks**  
Area to be surfaced with 430m<sup>2</sup> Grassmat safer surfacing.

62m<sup>2</sup> Topsoil and turf required to reinstate areas left by removal of wetpour tiles.

Low bunding (90m<sup>2</sup>) around toddler area, including built up mound around tunnel and Topsoil and Turf.

**Removals**  
Remove and Relocate 2 x existing springers by Proludic  
Removal of 62m<sup>2</sup> wetpour tiles  
*Removal of existing Bench to be done by client.*

Added Value		
U. Slalom	Ref: J3725	
V. Vitality Arm Rests	Ref: J3704	
W. Horizontal Bars	Ref: J3723	

Horizontal Bars to be surfaced with 24m<sup>2</sup> Grassmat Safer Surfacing.

*Freebies for children including pens, balloons, bubbles, face painter etc.*

*Spares Package for key Ixo, Vivarea and Urbanix components.*

*Half Day Training with Proludic's Maintenance Engineer.*

ALL EQUIPMENT & SAFER SURFACING CONFORMS TO EN1176 & EN1177

## Bridges Playground

Bryning-with-Warton Parish Council

Not to Scale @ A3



### PRODUCT KEY

	Grassmat		Grass
	Existing Wetpour		Free Space
	Bunding		Free Fall



Date:16/09/2015

Ref: 1509.10577(BridgesPlayground\_BryningwithWartonPC)

Designer: JT/RS/AL/RV

Checked by: AL



The Pump House Abbey Road  
West Bridgford Nottingham NG2 5NE  
t: 0115 982 3980 f: 0115 982 3985  
e: info@proludic.co.uk  
www.proludic.co.uk



Tony Wood  
Bryning-with-Warton Parish Council  
10 Lea Road  
Lea  
Preston  
Lancashire  
PR2 1TN

11 August 2015

Dear Tony,

Thank you for allowing us the opportunity to quote for Bridges Playground - Sport & Fitness Teen Area-Warton.

Our aim at Proludic is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products. We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.

We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 07468610879.

Yours sincerely

Mark Jones  
Area Sales Executive  
Proludic

Prepared for: Bryning-with-Warton Parish Council  
 Our Reference: 1507.10181  
 Date: 11 August 2015

## Quotation for Supply and Installation for Bridges Playground - Sport & Fitness Teen Area- Warton

Qty	Code	Product Name	Unit Price	Install	Total Line Price
<b>Proludic Sport</b>					
2	R1308	Football Goal	940	321	2522
1	J3016G	Curved Start Platform 1M50	7455	1145	8600
Total:					£11,122
<b>Proludic Primo</b>					
1	UBX-293 GB	Blade Line - Bench Press (GB)	2226	225	2451
1	UBX-215 GB	Blade Line - Leg Press (GB)	2226	225	2451
1	UBX-248 GB	Blade Line - High Pulley (GB)	2226	195	2421
1	UBX-292 GB	Blade Line - Stepper (GB)	2425	175	2600
Total:					£9,923
<b>Partnership Play Equipment</b>					
1	UBX-202 GB	Blade Line - Sign Frame - with sign Insert (GB)	480	175	655
1	UBX-258 GB	Blade Line - Hip Twister (GB)	2425	195	2620
Total:					£3,275
<b>Other Play Equipment</b>					
1	YA3702	Fono 230V Version - Mains	17850	2450	20300
Total:					£20,300
<b>Furniture and Fencing</b>					
1	X1109	Supply & Installation of 40 metres of Heras Pallas Sports Fencing 3.0 metres hig	2582	1200	3782
1	X1110	Supply & Installation of Self Closing Gate 1.2 metres wide	915	250	1165
Total:					£4,947

#### Safer Surfacing

1	X2199	1600m <sup>2</sup> Tarmac Wearing Course	22400	0	22400
1	X2201	142m <sup>2</sup> Tarmac Wearing & Base Course incl. excavation & MOT	9230	0	9230
1	X2202	158m <sup>2</sup> Tarmac Wearing Course	2686	0	2686
1	X2201	142m <sup>2</sup> Tarmac Wearing & Base Course incl. excavation & MOT	9266	0	9266
1	X1112	Thermoplastic Graphics See CAD for details	3473	0	3473
Total:					£47,055

#### Groundwork and Landscaping

1	A1005	Prelims (50K-100K)	0	2500	2500
1	X2200	50LM PCC Edgings	1100	0	1100
Total:					£3,600

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Delivery Charge: £ 2,135

Total Quote Amount: £102,357

This quote is valid until 09/11/2015  
Please note all prices quoted are excluding VAT



## Terms and Conditions



### Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days.

Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order".

Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

### Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard.

Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable.

If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received.

Subject to our terms we will carry out the work in accordance with our proposal.

We will make good any damage caused whilst carrying out the work.

### Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal.

You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed.

You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence.

Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

### Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 15 days from the date of invoice. Please note all prices quoted are excluding VAT

### Delivery/Installation Dates

For the UK delivery is priced at 7.5% for orders below £10,000 (with a minimum £250 charge) and 5% for orders valued over £10,000. Delivery is based on the total list price value of the equipment.

You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer will be subject to a minimum £100 per week storage charge.

### Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed

### Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

### Cancellation Policy

The Company reserves the right to levy a cancellation charge of 25% of the order value in the event of the order being cancelled by the customer. Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company.

All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

Please note our full terms and conditions can be requested from our main office at The Pump House, Abbey Road, Nottingham, NG2 5NE

**Proludic Ltd The Pump House Abbey Road West Bridgford Nottingham NG2 5NE**  
tel 0115 982 3980 fax 0115 982 3985 email [info@proludic.co.uk](mailto:info@proludic.co.uk)

Proludic Limited Registered Office:  
No.1 Bede Island, Bede Island Business Park, Leicester, LE2 7EA  
Registered in England and Wales. Company Registration Number: 04455803



Prepared for: Bryning-with-Warton Parish Council  
Our Reference: 1509.10577  
Date: 18 September 2015

### Quotation for Supply and Installation for Bridges Playground - Warton

Qty	Code	Product Name	Unit Price	Install	Total Line Price
<b>Proludic Play</b>					
1	J2530	Ixo Multiplay Unit	13885	2176	16061
1	J2581	Aeroskate Challenge	5280	949	6229
1	J440	Pod Swing	3750	950	4700
1	J1057	Surfslide	4390	550	4940
1	J3338	Vivarea Multiplay Unit	8195	1624	9819
1	J3605	Tunnel Vivarea	1715	386	2101
Total:					£43,850
<b>Proludic Sport</b>					
1	J3704	Vitality Armrests – Free of Charge (Added Value)	0	0	0
1	J3725	Slalom – Free of Charge (Added Value)	0	0	0
1	J3723	Horizontal Bars – Free of Charge (Added Value)	0	0	0
Total:					£0
<b>Proludic Primo</b>					
1	J4807	Single Pyramid	7850	1870	9720
1	J3410	Talk Tubes	1120	450	1570
1	J3501	Rodeoboard	3615	462	4077
3	RBA8	Chaumont Bench	475	150	1875
2	J2870B	Seat	565	150	1430
Total:					£18,672
<b>Proludic Furniture</b>					
2	RC03	Waste Bin	260	100	720
Total:					£720

### Partnership Play Equipment

1	IP09A	Inclusive Play Fusion (Below Ground)	3450	520	3970
1	IP05A	Inclusive Play HDPE Orb (Below ground)	995	220	1215
Total:					£5,185

### Other Play Equipment

2	BS32	Cradle Seat	149	50	398
2	BS08C/AC	Chains for Cradle Seats	45	0	90
1	X0238	Supply & Installation of 2 pairs of Chains and 2 Flat Seats for Existing Swing	0	50	50
Total:					£538

### Safer Surfacing

430	S1016	EnviroSMART Grassmat 3m CFH	28	0	12040
24	S1016	EnviroSMART Grassmat 3m CFH for Horizontal Bars	28	0	672
1	S1104	90m <sup>2</sup> Bunding, including mounding formed around tunnel & topsoil & turf	0	4000	4000
Total:					£16,712

### Groundwork and Landscaping

62	Q1020	Topsoil & Turf M <sup>2</sup>	0	20	1240
1	A1005	Prelims (50K-100K)	0	2500	2500
13	Q1015	Glacial Boulders > 5	167	31	2574
8	Q1036	Round Log Stockading 1200Mm High 100Mm Dia	48	20	544
1	V1017	Removal of 62m <sup>2</sup> existing Wetpour Tiles	0	1200	1200
1	B1418	removal and relocation of 2 x springers	0	600	600
Total:					£8,658

### Added Value

1	X2225	Freebies for children including pens, balloons, bubbles, face painter etc – <b>Free of Charge (Added Value)</b>	0	0	0
1	X2226	Spares Package for key Ixo, Vivarea and Urbanix components – <b>Free of Charge (Added Value)</b>	0	0	0
1	X1042	Half Day Training with Proludic's Maintenance Engineer – <b>Free of Charge (Added Value)</b>	0	0	0
Total:					£0

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Delivery Charge:	£ 3,054
Discount:	£5,244
Total Quote Amount:	£92,144

Removal of existing bench to be carried out by the client

This quote is valid until 16/12/2015

Please note all prices quoted are excluding VAT

# Terms and Conditions



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**Proludic Ltd The Pump House Abbey Road West Bridgford Nottingham NG2 5NE**  
tel 0115 982 3980 fax 0115 982 3985 email [info@proludic.co.uk](mailto:info@proludic.co.uk)

Proludic Limited Registered Office:  
No.1 Bede Island, Bede Island Business Park, Leicester, LE2 7EA  
Registered in England and Wales. Company Registration Number: 04455803





# DYNAMIC SOCIAL FITNESS ZONE

RUNNING



STRETCHING



DANCING



SOCIALISING



THE STEPPER WORKS ALL THE MAJOR MUSCLES IN THE LEGS. GREAT FOR BURNING CALORIES.



THE HIP TWISTER WORKS ALL OF THE CORE MUSCLES AND INCREASES FLEXIBILITY.



THE LEG PRESS INCREASES STRENGTH AND POWER IN ALL OF THE LEG MUSCLES.



THE BENCHPRESS INCREASES STRENGTH IN THE CHEST AND TRICEPS.



THE HIGH PULLEY INCREASES STRENGTH IN THE BACK, SHOULDERS AND LATERAL MUSCLES.



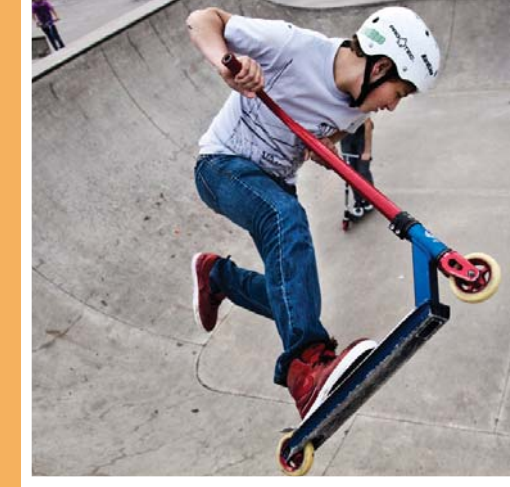
THE SIGN PROVIDES ALL THE NECESSARY SAFETY INFO AND TIPS. ONE SIDE IS MIRRORED.

# SKATE AREA - EXTENDED

SKATEBOARDING



SCOOTERING



BLADING



BMX-ING



SUGGESTED OPTIONAL EXTRA - OUTDOOR CONCRETE DJ BOOTH



# LAYOUT PLAN



DYNAMIC SOCIAL FITNESS ZONE

MULTI-USE SPORTS PITCH

SKATE AREA



# MULTI-USE SPORTS PITCH

FOOTBALL



BASKETBALL



NETBALL



NEW LENGTH OF FENCING WITH 1.2M GATE



2 NEW GOAL NETS



HOOPS TO REMAIN





# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of  
reporting body here:

BRYNING WITH WARTON

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	90,013	80,784	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	70,540	83,798	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	53,311	22,256	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	19,012	25,557	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	114,068	79,896	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	80,784	81,385	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	80,784	81,385	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	511,740	575,715	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 13/05/2015

I confirm that these accounting statements were approved by the council on this date:

13/05/2015

and recorded as minute reference:

91/2015

Signed by Chair of the meeting approving these accounting statements.

Date 13/05/2015



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**BRYNING WITH WARTON**

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

91/2015

REFERENCE

dated 13/05/2015

Signed by:

Chair

*[Signature]*

SIGNATURE REQUIRED

dated

13/05/2015

Signed by:

Clerk

*[Signature]*

SIGNATURE REQUIRED

dated

13/05/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

BNYNING - WITH - WARTON PARISH

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

**BDO LLP Southampton**  
**United Kingdom**

(continue on a separate sheet if required)

External auditor signature

*[Signature]*

External auditor name

**BDO LLP Southampton**  
**United Kingdom**

Date

8/9/15

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.



## Section 4 – Annual internal audit report 2014/15 to

ENT BRYNING OIL WITH WARTON

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable)-The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **K. M. FARMISTEAD**

Signature of person who carried out the internal audit **KM Farmistead** Date **26/07/15**

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



# Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	NA
Section 2	For any statement to which the response is 'no', an explanation is provided?	NA
Section 4	All green boxes completed by internal audit and explanations provided?	✓

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

## **Bryning with Warton Accounts Summary 2nd quarter 30/09/2015**

### **Fixed Assets**

Buildings	£ 418,808.00	
Property	£ 156,907.00	
		<b><u>£575,715.00</u></b>

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### **Bank Balance as 31/03/15**

Business Money Manager Acc.	£66,692.24	
Current Account	£14,692.46	
		<b><u>£81,384.70</u></b>

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### **Income**

Precept	£ 87,747.00	
Bus Shelter Allowance FBC	£ 420.00	
Other income	£ 2,721.00	
Vat Reclaimed	£8,345.02	
Bank Interest	£31.21	
Council Tax Reduction scheme	£9,449.00	
	£ 108,713.23	
		<b><u>£ 108,713.23</u></b>

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### **Expenditure**

Budgeted expenditure	£ 45,837.43	
Pl. Gr.Main (Direct from Precept)	£ 2,845.18	
Bank Charges	£53.90	
Sec. 137 Payments	£296.97	
VAT Payments	£0.00	
	<b><u>£ 49,033.48</u></b>	
		<b><u>£49,033.48</u></b>

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### **Bank Balance as 30/09/15**

Business Money Manager Account	£ 131,494.27	
Business Current Account	£ 13,512.62	
		<b><u>£ 145,006.89</u></b>



**Monthly Expenditure 2015/16**

**September 2015**

		Annual Allocation	Monthly Expenditure	Expenditure To Date	Balance Remainder	Percentage Used
Employment	Wages	£30,000.00	£2,933.51	£15,955.06	£14,044.94	53.18%
	Employment Costs: Expenses	£1,500.00	£50.50	£381.80	£1,118.20	25.45%
	Employment Costs: Telephone	£500.00	£43.72	£193.91	£306.09	38.78%
	Training / Conference Fees	£1,500.00		£159.00	£1,341.00	10.60%
Utilities	Electric	£900.00	£43.72	£324.62	£575.38	36.06%
	Water	£250.00	£0.96	£5.44	£244.56	2.17%
	Gas	£1,417.00		£646.60	£770.40	45.63%
Open Spaces	Bridges Playing Fields	£1,995.00		£210.75	£1,784.25	10.56%
	Bloomin' Warton	£6,500.00	£204.99	£5,307.02	£1,192.98	81.64%
	Play Equipment Servicing (FBC)	£2,845.00		£1,423.00	£1,422.00	50.00%
	Allotment	£120.00		£0.96	£119.04	0.80%
Premises	Scout Hall (Rents etc.)	£5.00				
	Pavilion (Lights,repairs,furniture)	£2,000.00	£109.90	£1,052.59	£947.41	52.63%
	Office Costs / Print /Stationary	£500.00		£455.04	£44.96	91.00%
Operating Costs 1	Insurance	£2,300.00	£2,323.47	£2,323.47	£23.47	101.00%
	Professional Fees(Audit/Solicitors/Accountant)	£1,500.00	£400.00	£550.00	£950.00	36.66%
	Subscriptions LAPTC & SLCC	£750.00	£620.53	£620.53	£129.47	82.74%
Operating Costs 2	Communication/ Newsletter	£500.00		£108.00	£392.00	21.60%
	Vehicle costs (Tax,service,repairs,fuel)	£2,500.00	£92.49	£1,119.11	£1,380.89	44.76%
	Neighbourhood Plan	£5,000.00		£90.00	£4,910.00	1.80%
Village Maintenance Repairs etc.	Donations (Sec 137)	£1,500.00		£296.97	£1,203.03	19.80%
	Misc/Repairs/Renewals * (See OE 3)	£3,760.00	£344.86	£2,097.19	£1,662.81	55.77%
	Annual (Xmas Tree & Lights)	£150.00				
Gardening Services	Amenity Grass Cutting/Hedges/Shrubbery	£15,000.00		£5,670.00	£9,330.00	37.80%
Other Expenditure	WWI Commemorative Expenses	£2,015.00		£86.72	£1,928.80	4.30%
	Election Expenses	£2,500.00		£2,343.57	£156.43	93.74%
	Website (Funding from VMR 2) *	£240.00	£20.00	£169.99	£70.01	70.83%
Expenditure from Capital Reserves		£87,747.00				
Storage Container Unit Bridges (Auth 2014-15)				£1,715.00		
Donation to P.C.C. (Auth 2014-15)				£600.00		
Electricity Bills Old Library			£29.78	£213.31		
Total			£7,218.43			
Vat			£162.73			
TOTAL			£7,381.16			

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	22 FEBRUARY 2016	6

## ACCOMMODATION PROJECT - PHASES 4 AND 5 WORKS

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The report presents the details of phases 4 and 5 of the Town Hall/Chaseley refurbishment proposals and the outcome of a detailed costing exercise based on the scheme proposed using rates sought from the contractor appointed to undertake phase 3. The report seeks the approval of members to approve the proposed works and approve the letting of a contract to undertake the works.

The report also provides an update on progress with phase 3 which is nearing completion.

### RECOMMENDATION

The Committee is recommended to:

1. approve the proposed works and approve letting of the main contract for Phases 4 and 5 to F Parkinson Ltd Blackpool in the sum of £725,854, whilst noting that the total cost of Phase 4 and 5 (including fees/surveys) is estimated to be £783,922 with the works being funded from the approved 2016/17 capital programme scheme of £784,000 for Accommodation Project - Phase 4 - Chaseley Link Bridge and Phase 5 - One Stop Shop.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

Council on 14<sup>th</sup> December 2015 resolved to accept the recommendations of the Finance and Democracy Committee to establish an Accommodation Project Reserve to ensure the continued delivery of the accommodation project. Members also noted that a further report will be presented to a later meeting of the Finance and Democracy Committee which will provide full details of the proposed works in relation to the next phases of the scheme, and which will request approval to

enter into contractual agreements to deliver those works.

-----  
Finance and Democracy Committee on 30<sup>th</sup> November 2015 resolved:

- a) To recommend to Council the establishment of an Accommodation Project Reserve to ensure continued delivery of the accommodation project;
- b) To recommend to Council the approval of a transfer into the Accommodation Project Reserve in the sum of £504k to be funded from favourable in-year revenue budget variances in 2015/16;
- c) To recommend to Council the approval of capital virements in the total sum of £310,000 from Phase 7 of the Accommodation Project capital scheme to fund Phases 4 and 5 of the works (£280k to be vired into Phase 4 and £30k into Phase 5); and
- d) To note that a further report will be presented to a later meeting of this Committee which would provide full details of the proposed works in relation to the next phases of the scheme, and which would request approval to enter into contractual agreements to deliver those works.

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Finance and Democracy Committee on 3<sup>rd</sup> August 2015 resolved:

- 1. approve capital virements in the total sum of £230,000 from Phases 7 and 8 of the Accommodation Project capital scheme (£44,000 from Phase 7 and £186,000 from Phase 8) to fund the works to Phase 3 of the project as outlined in the report;
- 2. approve the letting of the main contract for Phase 3 to F Parkinson Ltd Blackpool in the sum of £506,605, whilst noting that the total cost of Phase 3 (including fees/surveys) was estimated to be £547,000 and that this would be funded from remaining capital receipts earmarked for this project;
- 3. recognise that the previously agreed cost-limited approach to providing satisfactory accommodation would not be met from within the funding being realised from the sale of the surplus Council assets of the former depot site at St David's Road North, St Annes, the former offices at Derby Road, Wesham and the Public Offices site in St Annes;
- 4. request that a report comes back to the Finance and Democracy committee, in the November cycle, with recommendations to the available sources of funding to ensure the delivery of the accommodation project up to phase 5; and
- 5. approve that work on establishing and financing an Accommodation Project Reserve be considered urgent so that the committee can identify and allocate further funding to allow for the consecutive award of phases 4 and 5 to the same contractor on the condition that performance is considered acceptable.

-----  
Cabinet on 25<sup>th</sup> June 2014 resolved:

- 1. To approve the procurement of a project manager and supporting professional assistance to design and specify the works in phases 3 to 7, with this being funded from the capital receipt received from the sale of the Derby Road site at Wesham,
- 2. To authorise the Portfolio Holder for Planning and Development to approve the costs associated with the project manager and supporting professional assistance,
- 3. To note that a further report will be brought before Cabinet once tender prices have been received for phases 3 to 7 of the project to seek approval to proceed, in line with financial regulations; and
- 4. To note the redecoration of the current Reception Room and Members' Room and agree to the



relocation of the Mayor's Parlour to Room 103 at the side of the Town Hall.

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Cabinet on the 5<sup>th</sup> March 2014 resolved:

1. To forego the principle of commissioning a single contract for the remaining refurbishment works to the Town Hall/Chaseley buildings and agree to the recommendation of the Accommodation Working Group to commission further works when funds are available to achieve the priorities set out in section 7 of the report to deliver the phases (set out in order) in section 10 of the report.
2. To approve the proposed works to the Town Hall/Chaseley buildings as detailed in the report for immediate commencement, with the works being funded via a funded budget increase to the approved capital programme scheme for the Accommodation Project in the sum of £184,000 in total (with £10,000 budgeted to be spent in 2013/14 and the remaining £174,000 budgeted to be spent in 2014/15), fully funded from the £184,000 set aside in the 2013/14 revenue budget for decanting staff which has been earmarked for the delivery of the Accommodation Project works.
3. To approve the letting of the Town Hall/Chaseley window replacement, structural repairs and associated works contract to W. Monks (Longridge) Ltd in the sum of £184,000.

## REPORT

1. The Council has previously agreed the refurbishment of office/civic accommodation on the Town Hall/Chaseley site consisting of 8 phases of work. Phases 1 and 2 involving the renewal of the majority of the roof of the Town Hall and Chaseley buildings along with the replacement of the windows with associated structural works were completed in 2014.
2. The Finance and Democracy Committee at its meeting in August 2015 approved the letting of the main contract for Phase 3 to F. Parkinson Ltd and how that was funded. Phase 3 includes work to the East Wing of the Town Hall/Chaseley building including a lift, new protected stairway and office extension.

**Table 1 – Town Hall accommodation project phases**

Phase	Elements of work	Comments
1	Roof replacement	Completed March 2014
2	Window replacement and structural repairs	Completed July 2014
3	East Wing including lift, new protected stairway and office extension	Underway, due for completion March 2016
4	Chaseley link bridge and protected stairway	Subject of this report
5	One Stop Shop & tourist information centre	
6	Council chamber	Future phases to be funded from sale of Public Offices site
7	Internal refurb/redecoration/services upgrade including heating and lighting	
8	Car park and external works	

3. The contract for Phase 3 started on 21st September 2015 and is estimated to be completed by end of March 2016. Parkinson's have progressed the scheme satisfactorily to date however the work to the new extension and external elevation works have been severely hampered by the inclement weather. This has been reflected on the programme. The Client, Design Team and Contractor have developed a good working relationship and the quality of the work is very high. The Design team and Contractor have together developed Phase 4 & 5 with buildability, technical and cost advice. This has been reflected in the costs and revised programme option. Following visits by the Health & Safety Executive and Considerate

Contractor scheme the site has been recognised as well managed and in fully compliant with Health & Safety regulations. Following the remodelling and refurbishment of Phase 3 Parkinsons and their sub Contractors have gained an understanding of the buildings, their construction and use. This will allow continuity of work and prove to be beneficial in the future phases of the work in both cost, programme and quality.

4. The procurement approach Design Team adopted has been a Partnering Contractual approach to procurement (PPC2008) in lieu of a traditional (JCT Standard Form of Contract 'first past the post'). This ensures the council achieves a successful outcome, maintain the highest quality, certainty of cost and programme delivery.
5. This process is based on collaborative working between all parties including Client, Design Team, Contractor and supply chain. This benefits the council if further phases of the works are granted approval because using the same contractor the design can be developed and costs established on an open book basis with agreed fixed contractor overhead and profit.
6. Based on the procurement method using the lowest tender for phase 3 it was possible to more accurately estimate the cost of the remaining phases. The report considered by members last August included a table which showed the estimated costs summary for the remaining phases of work to the Town Hall/Chaseley building. The table included for comparison the budget approved in the agreed capital programme along with an estimate of the duration of each phase if delivered consecutively. The cost then estimated of each phase included fees at 8% and a notional 5% increase in cost to allow for further inflation on phase 4 to 8. The table below details a breakdown of those costs for phases 4 and 5. **Please note all figures throughout this report exclude VAT.**

**Table 2 – A breakdown of the estimate of phases 4 and 5**

	<b>Column A</b> Original Contract estimate May 15 (£)	<b>Column B</b> Estimated inflation @ 5% (£)	<b>Column C</b> Total estimate cost (£)	<b>Column D</b> Fees @ 8% (£)	<b>Column E</b> Revised total (£)	<b>Column F</b> Agreed capital budget	Duration of works
Phase 4	427,378	21,368.90	448,746.90	35,899.75	484,646.65	£485k	20 weeks
Phase 5	269,520	13,476.00	282,996.00	22,639.68	305,635.68	£305k	12 weeks

7. Council on 14th December 2015 resolved to accept the recommendations of the Finance and Democracy Committee to establish an Accommodation Project Reserve to ensure the continued delivery of the accommodation project. Council also approved the transfer of £504k to the Accommodation Project Reserve to provide a source of funding for the delivery of the Accommodation Project up to phase 5 of the total scheme. This resulted in a revised capital programme set out below:

(A small amount of work was undertaken in earlier years on both phases 4 and 5 in the sum of £3k for phase 4 and £3k for phase 5, which account for the difference in the figures above and below).

**Table 3 – Excerpt of capital programme detailing phases 3, 4 and 5 of the Town Hall Accommodation Project**

	Updated Estimate 2015/16 £000	Estimate 2016/17 £000	Estimate 2017/18 £000
<b>FINANCE &amp; DEMOCRACY COMMITTEE</b>			
Accommodation Project - Phase 3 - East Wing Inc. Lift	547		
Accommodation Project - Phase 4 - Chaseley Link Bridge	0	482	
Accommodation Project - Phase 5 - One Stop Shop	0	302	

8. During the past few weeks the more detailed design of Phases 4 and 5 have been undertaken. Phase 4 provides a link bridge between the Town Hall and Chaseley buildings at both first and second floor levels and also provides a protected stairway. Meanwhile Phase 5 provides a new One Stop Shop & Tourist Information Centre which when complete allows the disposal of the Public Offices site.
9. Further to the estimates prepared in May 2015 it has been possible to determine more closely the construction of the Chaseley Building and Public Area Reception to provide more accurate and detailed information for the construction team to price. Following the preparation of specifications and detailed architectural, structural and service drawings the following costs for Phases 4 & 5 have been received (based on agreed overhead and profit requirement established at time of tendering for phase 3):

**Table 4 – Original estimate for phase 4 (May 2015) compared to tender submission (March 2016) following detailed surveys and specifications**

<b>Phase 4</b>			
		Estimate	Tender
Basement		inc	£ 4,529.42
Ground floor Works	£ 132,805.00		£ 96,107.01
First Floor Works	£ 37,155.00		£ 40,603.30
Second Floor Works	£ 34,130.00		£ 38,911.67
2 Storey Link Bridge	£ 56,400.00		£ 80,723.01
Mechanical & Electrical Work	£ 70,900.00		£ 131,720.00
Preliminaries	£ 50,000.00		£ 78,567.59
Contingencies	£ 29,818.00		
Fixed Furniture	£ 16,170.00		inc
	£ 427,378.00		£ 471,162.00

**Table 5 – Original estimate for phase 5 (May 2015) compared to tender submission (March 2016) following detailed surveys and specifications**

<b>Phase 5</b>			
		Estimate	Tender
Ground Floor Works		£ 143,294.00	£ 139,143.90
Mechanical & Electrical		£ 60,040.00	£ 83,416.00
Preliminaries		£ 30,000.00	£ 44,132.10
Contingencies		£ 18,803.00	
Fixed Furniture		£ 17,383.00	inc
		£ 269,520.00	£ 266,692.00

**Table 6 – The total revised costs for Phases 4 & 5**

		Estimate	Tender
Phase 4		£ 427,378.00	£ 471,162.00
Phase 5		£ 269,520.00	£ 266,692.00
		£ 696,898.00	£ 737,854.00

**Please note the figures in the estimate columns (May 2015) are derived from column A in table 2**

10. The original tender process therefore left a funding shortfall of £40,956 compared against the approved budget + an allowance for Contingencies.
11. During the Phase 3 works a number of unforeseen building construction and service installation issues have been found that have had to be considered and factored into the preparation of the detailed specification and subsequent costs.
  - The electrical installation – The existing wiring within the building is in a poorer condition than first thought and is not conducive to alteration to suit the new room layouts. The design team are having to replace all the wiring and carry out associated builders work to all the building. This has had an effect on Phase 3 and also will on all remaining phases.
  - The plumbing installation – The existing installation has proved difficult to utilise having seen a number of previous alterations and adaptations leaving blank runs and isolated pipework that had proposed to be used being redundant.
  - The construction of the buildings differ considerably, typically floor and wall construction cannot be fully determined until all finishes have been removed including wall paper and investigation works carried out. To date concrete encased steel floors, existing door and windows boarded over, chimney flues previously hidden have been encountered.

- The buildability of the link bridge has now been determined and this requires additional structural works for the scaffolding and protection of the remaining building. The costs are now reflected in the Phase 4 price.
  - The removal of existing papered wall finishes and redecoration is required to a greater extent than previously considered necessary due to additional chasing out of walls, ceilings.
12. The majority of cost changes with the design can be accommodated within the original estimate however the following items which are the most significant changes have resulted in a revision to the cost plan.
- The additional cost of the Electrical Works in both Phases 4 and 5 amounts to £74,952.
  - The additional cost of the structural support, access and canopy scaffold to the Link Bridge in phase 4 is £18,465.
  - Step and Staircase Entrances in phases 4 & 5 is £24,944. Originally £5,000 per staircase (x2) was allowed in initial estimates for the reconstruction of both entrance steps.
  - Inflation since the original estimates were prepared.
13. Provision was made in the estimates produced in May 2015 for an inflationary uplift of a notional 5%. In consultation with the Building Cost Information Service Tender Indices this has been revised to 3.5% (covering the period since last May) and should be added to the original estimates for current day prices. The estimates carried a provision of £78,388 in total for inflation to be allocated separately to each remaining phase when undertaken.
14. The Design Team has worked closely with the Construction Team on the programme of works. If phase 4 & 5 are commissioned and delivered concurrently a saving of £22,000 from both phases can be achieved. This will also reduce the contract period for these works by approximately 8 weeks (from 32 weeks to 24 weeks).
15. To reutilise the existing Entrance Staircase and Steps to both Phases, allowing for minor modification to the landings only, would achieve a saving of £20,000.
16. Considering the above information and proposals the revised tender costs for Phase 4 & 5 will be:

**Table 7 – Revised costings taking into account savings**

Element	Cost
Phase 4	£471,162
Phase 5	£266,692
<b>Subtotal construction cost</b>	<b>£737,854</b>
Preliminary Saving	-£22,000
Staircase Saving	-£20,000
<b>Subtotal construction cost</b>	<b>£695,854</b>
Proposed Contingency 5%	£34,793
<b>Revised Price</b>	<b>£730,647</b>

17. When fees are taken into account the costs are:

Revised price for phases 4 and 5                      £730,647

Fees at 8%	£58,451
<b>Total</b>	<b>£789,098</b>

**The agreed capital budget for 2016/17 for phases 4 and 5 is £784k**

18. In order to contain costs within the agreed capital programme for 2016/17 the proposed contract contingency referred to above could be reduced from £34,793 @ 5% of total contract value to £30,000 @ 4.311% of total contract value as set out below:

Subtotal construction cost (phases 4/5)	£695,854
Proposed contingency @ 4.311%	£30,000
Total price for phases 4 and 5	£725,854
Fees @ 8%	£58,068
<b>Total cost of phases 4 and 5 (incl. fees)</b>	<b>£783,922</b>

19. The proposals within this report to carry out Phase 4 and 5 works will be from the capital programme budget agreed by council for that purpose, with the works being funded from the remaining capital receipts from the sale of the offices at Derby Road Wesham, together with the funds set aside into the Accommodation Project Reserve specifically for this purpose as set out below:

**Table 8 – Method of Financing Phases 4 and 5:**

	£000	£000	Resources Remaining after funding for Phases 4 and 5
Total cost of phases 4 and 5 (incl. fees)		£784	
<b>Funded from:</b>			
- Remaining capital receipts from the sale of the offices at Derby Road Wesham	£280		NIL
- Accommodation Project Reserve	£504		NIL
<b>Total Funding</b>		<b>£784</b>	

20. As part of approving the spend on any capital project the report needs to address a number of detailed issues which are set out below:
21. The objectives, outputs and outcomes of the project are to provide a fully accessible building and provide fire safety measures to comply with legislation. To address mechanical and electrical issues. Also to maximise use of the building so as to bring staff across from the Public Offices to allow the sale of that site.

22. In specifying this scheme Officers have surveyed the condition of the building and structural features and considered different solutions available. A summary of the specification is set out in the table below.

**Table 9 – Specification summary**

<p><u>Specification summary</u></p> <p><u>Phases 4</u></p> <p>Construction of a Second Floor Link to provide level access to the Chaseley building complete with a new staircase, remodelling and refurbishment of the Chaseley Building Offices and Ancillary rooms, including and associated service installations, Fire Alarm, Swipe Access System and IT, fixed office furniture.</p> <p><u>Phase 5</u></p> <p>Remodelling &amp; Refurbishment of the existing Reception Area to accommodate a One Stop Shop and Tourist Information Centre (TIC) including new access doors, the installation of a Platform Lift, including associated service installations, Fire alarm, Swipe Access System and IT, TIC Enquiry Island Unit, TIC Enquiry Counter and One Stop Shop Counter with screen, fixed office furniture, refurbishment of the disabled toilet, adaptations to the entry access steps and handrails.</p>
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23. A breakdown of the cost to deliver phases 4 and 5 based on the tender submitted by F. Parkinson Ltd is set out in tables 4 and 5 above.
24. The Town Hall is an asset currently managed and maintained by the Council and so there would not be any additional ongoing revenue costs involved. There will need to be a re-profiling of existing repair and maintenance revenue budgets to fund the maintenance of the new lift, but there will not be an increase in costs overall.
25. A risk assessment is attached to the report at **appendix 1** which identifies those matters which require attention and mitigation.
26. It is planned (as with phases 1 to 3) that the works will be undertaken whilst the Town Hall remains in use so as to reduce costs although there will be the need to vacate specific rooms/offices as the works progress. It must therefore be accepted that there will be some inconvenience and disruption. Mitigation of these issues is set out on the attached risk assessment.
27. Relevant drawings and documents will be supplied to the contractor which forms part of the contract to be awarded.
28. Funding for the remaining phases 6, 7 and 8 is dependent upon the sale of the Public Offices site. There are several bids under consideration for the site which are currently being assessed. Discussions are also taking place with the ground landlord of the site to determine the financial considerations of obtaining approval to each of the proposals. Once these assessments are complete the bids will be discussed by the Accommodation Working Group and a recommendation made to the Finance and Democracy Committee.
29. Cabinet previously approved the procurement of a project manager and supporting professional assistance to design and specify the works in phases 3 to 7. As a result work will be continuing to undertake detailed designs for phases 6 and 7 over the next few months so as to be in a position to award such work if funding is secured.

30. There will be efficiencies achieved if the same contractor can be employed to continue with future phases consecutively. This will be useful in minimising any potential uplift in costs due to increased mechanical and electrical issues as mentioned earlier.
31. If funding is not secured for future contracts the contractor will dismantle his site compound and welfare facilities and leave site. Any subsequent recommencement of future phases will be at additional cost and time to that currently estimated.

**Table 10 - The current estimate of phases 6, 7 and 8**

Phase	Cost estimate (May 2015)	Duration of weeks
<b>6</b> Council chamber, alterations to form Civic Suite	£296,000	12
<b>7</b> First and Second floor refurbishment and boilers	£357,000	16
<b>8</b> External works	£124,000	8

32. The current capital programme as included in the MTFS report shows the estimated of cost for phase 6 as above. The estimates for phases 7 and 8 will be updated at the next iteration of the MTFS.

IMPLICATIONS	
Finance	This report summarises the progress to date in the delivery of the Accommodation Project capital scheme and outlines the current position with regard to the next phases of the works, phases 4 and 5. The cost of these two phases can be met from the remaining capital receipts from the sale of the offices at Derby Road Wesham, together with the funds set aside into the Accommodation Project Reserve specifically for this purpose, as detailed in Table 8. Funding for the remaining phases of the project (phases 6, 7 and 8) is dependent upon the sale of the Public Offices site.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	The outcomes of the project are intended to deal with previously identified health and safety risks

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Walker	01253 658431	9 <sup>th</sup> February 2016	



LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Council, Cabinet, Portfolio Holder and Programme Committee reports and minutes	31 <sup>st</sup> August 2010 (Cabinet) 15 <sup>th</sup> December 2010 (Cabinet) 16 <sup>th</sup> November 2011 (Cabinet) 15 <sup>th</sup> February 2012 (Cabinet) 26 <sup>th</sup> March 2012 (Council) 19 <sup>th</sup> June 2012 (PH Decision) 24 <sup>th</sup> September 2012 (Council) 3 <sup>rd</sup> December 2012 (Council) 16 <sup>th</sup> January 2013 (Cabinet) 10 <sup>th</sup> April 2013 (Cabinet) 2 <sup>nd</sup> July 2013 (Cabinet) 5 <sup>th</sup> March 2014 (Cabinet) 25 <sup>th</sup> June 2014 (Cabinet) 3 <sup>rd</sup> August 2015 (Finance & Democracy Committee) 30 <sup>th</sup> November 2015 (Finance & Democracy Committee) 14 <sup>th</sup> December 2015 (Council)	<a href="http://www.fylde.gov.uk">http://www.fylde.gov.uk</a>

#### Attached documents

1. Risk assessment

## Appendix 1 Risk assessment

Directorate: Development Services		Date of Assessment: 9 <sup>th</sup> February 2016		
Section: Technical Services		Assessment Team: Paul Walker/Andrew Dickson/Steve Ball		
Assessment Activity / Area / Type: Town Hall/Chaseley Building refurbishment – Phases 4 and 5				
Do the hazards create a business continuity risk?    Yes				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Not commissioning phases 4 and 5 now and instead later commissioning the work at higher cost	1x3=3	The report sets out the competitive process followed and the risks of additional costs that could be incurred if work is stopped through additional preliminaries and potential further inflation	1x3=3	Paul Walker
Noise and disruption due to the nature of the works	5x3=15	Move some staff located in some locations to other parts of the building during critical stages of the work and/or hold public meetings off site when the works may disrupt public meetings	5x2=10	Andrew Dickson
Loss of car parking spaces during the works due to contractors occupation	5x2=10	Relocate staff parking to North Promenade with limited public and disabled provision retained on site	5x1=5	Andrew Dickson
Unforeseen defects with associated costs	3x2=6	Contingency budget to deal with unforeseen	2x2=4	Andrew Dickson

		works. Project management practices will be adopted and supervision to oversee the works		
Inclement weather delays	3x2=6	Project management practices will be adopted and supervision to oversee the works	2x2=4	Andrew Dickson
Works overrun	3x2=6	Project management practices will be adopted and supervision to oversee the works. Penalty clause included in the contract to discourage delays.	2x2=4	Andrew Dickson
Funding not being available from the sale of the Public Offices to fund future phases immediately following phases 4 and 5 thereby leading to increased costs for future phases by not retaining the existing contractor on site	6x3=18	Public Offices site on the market and current bids to be assessed by the Accommodation Working Group. Accommodation Working Group to consider all available funding options. Work continuing to design and cost up future phases so members can consider and decide at key stages whether to commission future works	4x3=12	Paul Walker

#### Risk Likelihood

6 = Very High

5 = High

4 = Significant

3 = Low

2 = Very Low

1 = Almost impossible

#### Risk Impact

1= Negligible

2 = Marginal

3 = Critical

4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorded and monitored in either a directorate or corporate risk register.