



MINUTES OF THE BRIDGEND TOWN COUNCIL FINANCE COMMITTEE MEETING

Monday 15th March 2021, 11am held remotely via video conference under the Local Authorities (Coronavirus)
(Meetings) (Wales) Regulations 2020

Present:	Cllr. David Unwin - Chair Cllr. Lyn Walters – Deputy Chair Cllr. Steven Bletsoe Cllr. Alan Wathan Cllr. Ian Williams Cllr M Voisey
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In attendance: Mrs L Edwards (Town Clerk), Debra Jones (Deputy Town Clerk/RFO) & Helen Jenkins (Finance Officer)

1. **To receive apologies for absence**
Apologies received from Cllr. T Wood.
2. **To receive Declarations of Interest**
Cllr. I Williams declared an interest in agenda item 4c as a member of the Tennis Club.
3. **Town Hall**
 - a) **To receive legal advice from One Voice Wales in relation to appointment of Architect/Contractor**
 - Town Clerk reported legal advice received from One Voice Wales as follows:
 - Based on the brief and the value of the architect work, the Council can appoint an architect from the quotes received.
 - Given that the value of the design and build work combined is over the £25,000 threshold for tender, the Council cannot appoint a contractor from the quotes received.
 - If the Council do not wish to use an architect and want to appoint a contractor to undertake both the design and build, it must re-advertise the project via a formal tender process. There are two options for the tender process:

Option 1. Open tender - To advertise the project via the Sell 2 Wales website and allow contractors from all over Wales to submit a tender response for the works.

Option. 2 Selected tender – To invite expressions of interest from contractors and/or use the BCBC preferred contractor list and only issue the tender documents to these selected contractors to submit a response for the works.
 - Members discussed the legal advice received.

- Town Clerk highlighted that it is clear from the costs submitted to date that the construction costs submitted by the contractors are substantially lower than the estimated construction costs supplied by the architects. She suggested that the Town Council could consider a hybrid arrangement and appoint an architect to undertake the design work and prepare plans and tender documents. These could then be used to seek a contractor via a tender process to undertake the building works at a lower build cost than initially quoted by the architects. She referred Members to a spreadsheet of hybrid costs to illustrate the costs associated with this suggestion.
- Members agreed that an architect should be appointed and that the architect's remit should include preparing the technical specifications for the building project, arranging and managing the tender process, assessing whether the building work carried out meets the required standards and arranging the certification required when the building work is complete.
- The Mayor sought confirmation that Bridgend Town Council will have participation in the tender decision. Town Clerk confirmed Council will be involved in the tender selection process.
- Town Clerk referred Members to the two options for tender process and asked Members for their preference. Town Clerk noted that only one contractor had responded to date, she asked Members to consider if further contractors should be approached and/or asking BCBC for their preferred contractor list.
- Members discussed and were in agreement of option 2 for a selected tender process and to ask BCBC for their preferred contractor list and to include the one contractor who had already responded.

Resolved: That Bridgend Town Council appoints an architect; with the architect completing the technical specifications for the building project, arranging and managing the tender process, assessing whether the building work carried out meets the required standards and to arrange the certification required when the work is complete.

Resolved: That Bridgend Town Council proceed with a selected tender process to appoint a building contractor.

Resolved: To uphold a decision made previously by full Council, to appoint K Architects.

b) To review Architect responses to the Town Hall Brief

- Discussed under agenda item 3a

c) To review Contractor responses to the Town Hall Brief

- Discussed under agenda item 3a

4. To discuss funds deposited in an Evergreen Hall Lease Escrow account

- Deputy Town Clerk referred Members to the Evergreen Hall, sale of lease funds, still held in an Escrow account.
- Chair referred to the pandemic and its effect on the ability of Evergreen Hall members to meet over the past year. He enquired if they had retained their treasurer.
- Town Clerk advised that she had not received notification of any changes with regard to the treasurer and that the Charity had been very active during the pandemic, switching to an online presence and publishing and distributing three newsletters both online and in hard copy.
- The Deputy Town Clerk/RFO sought clarity on when and how the funds should be released to the Evergreen Hall Charity.
- The RFO referred to the sum of the funds and the financial regulations and internal controls of the Charity; she asked if assurance should be sought in the form of a signed document.
- Chair queried how the management group were operating and meeting. Town Clerk responded that the Officer appointed had continued in their role and that they were liaising by telephone.

- Cllr. L Walters stated that she understands it is a significant worry due to the sum of the funds however questioned if Bridgend Town Council have the right to hold the money; Cllr. A Wathan agreed with Cllr. L Walters.
- Chair proposed that the RFO ask the Evergreen Hall Charity treasurer of their current status, and, if it is their preference that Bridgend Town Council hold or release the funds.
- Chair stated his preference that there is assurance that the funds are released to a financially sound arrangement.
- Cllr. M Voisey noted that with the sale and transfer of the lease funds, the Evergreen Hall Charity will become a room higher customer of Bridgend Town Council, and that support grants cannot be made to the Council in the future. The Chair agreed and stated that it does need to be communicated that annual subsidy won't be given moving forward.

Resolved: That the RFO contacts the Evergreen Hall Charity treasurer to seek clarity on their current status and to advise the Councils position regarding future grants.

5. To consider Grant Aid Applications

a) To receive further information requested from Bridgend Carers Centre

- Members reviewed the information requested and received from Bridgend Carers Centre.
- Members questioned the figures provided and felt that the information represented the County Borough and not the three Bridgend Town Council Wards, although it was highlighted that those living within the wards clearly do benefit from the services provided.
- Members discussed if it would be beneficial to request additional further information; it was decided against as Members wished to come to a resolution on this matter.
- Cllr. M Voisey proposed that a grant of £3,000 be awarded representing £1,000 for each ward which was seconded.
- Chair called for a vote for those in favour or not in favour of awarding a grant of £3,000 to Bridgend Carers Centre:

Cllr. Steven Bletsoe	Not in favour
Cllr. Alan Wathan	Not in favour
Cllr. David Unwin - Chair	In favour
Cllr. Lyn Walters – Deputy Chair	In favour
Cllr. Ian Williams	Not in favour
Cllr M Voisey	In favour

- Chair gave a casting vote in favour of awarding a grant of £3,000 to Bridgend Carers Centre.

Resolved: That a grant of £3,000 be awarded to Bridgend Carers Centre.

b) Application from Wales Air Ambulance Charity Emergency Appeal

- Members reviewed the application and supporting information.
- Chair referred to the number of calls made within the Bridgend area and was satisfied that the application had fulfilled the local area data.
- Members spoke of the lifesaving work carried out by the Wales Air Ambulance.
- It was highlighted that you cannot know when it will be needed and that it would always be supplied; Members stated their support of the Charity.

Resolved: That a grant of £500 be awarded to Wales Air Ambulance Charity Emergency Appeal.

c) To receive Bridgend Association of Bowls, Tennis and Squash Clubs application update

- Members received information with regard to the delay in works due to COVID-19.
- The Deputy Clerk sought clarification on the status of the grant awarded
- Members spoke of the promotion of the clubs in relation to being open to the public and not just members.

Resolved: That the grant of £5,000 stands, to be paid when confirmation of works start.

The Meeting Closed 12.05

Signed..... (Chair of Finance Committee)

Date.....