

Extract from draft minutes of full council meeting held on 14 August 2018

Minute reference FC18/19-147

Newton Leys Developments

The Clerk and the Community Buildings Co-ordinator gave a presentation which reminded members of the background and recent history of the S106 planning obligations which directly affected the Town Council (ie the temporary community centre, the new permanent community building and sports hall, the football pitches and the allotments) and the planned timetable and anticipated arrangements for handover of the different facilities.

It was **RESOLVED** to approve the recommendation of the Finance and Planning Committee made on 17 July 2018 to set the allotment rent at Newton Leys as 25p per m² in line with all the allotments in the parish (Minute reference FP18/19-13iii).

Members were then updated on the current position and timetable and background work done in preparation by officers. The Clerk informed members of the policy and financial decisions which were needed from full council to enable this work to continue and to empower the Newton Leys Pavilion to work with the Finance Committee to develop budgets and charges, transition plans, business plans and other pieces of work for approval by council. Detailed discussions followed.

It was **RESOLVED** to amend the scheme of delegations to incorporate new terms of reference for the Newton Leys Pavilion Committee as follows:

The purpose of the Newton Leys Pavilion Committee is to manage and maintain the temporary Newton Leys Community Centre and to make transitional arrangements for acquisition, use and management of the new Newton Leys Pavilion and the adjoining playing fields at Newton Leys.

The committee shall be delegated:

- i to develop a draft policy statement for consideration and approval by full council setting out the Town Council's policy position with regard to the assets listed above*
- ii to prepare a business plan and budget for the Newton Leys Pavilion building and the Newton Leys playing fields for consideration and approval by full council*
- iii to make necessary urgent decisions on behalf of the council about the finishes and any minor matters during the construction of the new Pavilion building and car park and to liaise with Taylor Wimpey and their project managers and contractors accordingly*
- iv until a revenue budget is allocated to review quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion and to make recommendations to full council about the work to be undertaken*

v once a revenue budget has been allocated to approve quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion provided all costs remain within the budget approved by the council up to a limit of £10,000 per individual item

vi to oversee the transitional arrangements as service users migrate from the existing community centre to the new pavilion

vii to engage with the community in Newton Leys to ensure that they are consulted and involved in the arrangements and to prepare plans for publicising the use of the new facilities

The Committee will consist of 6 members of BFSTC and between 3 and 5 non-councillor members who represent the community of Newton Leys (non-voting members).

It was agreed that additional resource was needed to pursue the work on the transition to the Pavilion and closure of the temporary community centre and it was **RESOLVED** to increase the hours of the Community Buildings Co-ordinator on a temporary basis from 18 hours per week to 25 hours per week on the grounds of urgency. The HR Committee was tasked with revising the hours of the fixed term contract for the Community Buildings co-ordinator for the duration of the contract at its next meeting when a fully costed report would be prepared.

It was **RESOLVED** that the clerk would prepare a draft written policy document for approval by full council which would lay out the anticipated use of the building as described in the presentation.

It was **RESOLVED** that the council's policy aspiration with regard to the Pavilion was to break even financially as soon as possible. The target set for achieving this position this was by the end of the financial year 2020/21 although it was recognised that this might be challenging.

The Clerk advised that in preparing the budget consideration needed to be given to the council's VAT position and whether it would be appropriate to opt to tax the new building. This decision needed to be made in the context of all the council's financial affairs not just Newton Leys and, as VAT matters concerning local council could be complex and any mistakes potentially very costly, provisional arrangements had been made to obtain professional advice from a sector specialist who provided VAT Consultancy. The cost of this advice was £1,107.50 and it was hoped that the Consultant would be able to attend the next Finance and Planning meeting to explain the issues in full to the committee. It was **RESOLVED** to approve these arrangements.