



MINUTES OF A MEETING OF THE BUILDINGS MAINTENANCE COMMITTEE

LG1, SALISBURY GARDENS

9AM

3 JULY 2024

Members present:-

Councillors: Ian Bond (Chair), Mark Jefferies, Steph Toogood

Clerk: Katherine Baldwin

MINUTE SUBJECT

DRAFT

01/24

RESIGNATION OF CLLR JAMES TOOGOOD FROM THE BUILDINGS MAINTENANCE COMMITTEE

It was noted that Cllr James Toogood had resigned from the Buildings Maintenance Committee.

02/24

PUBLIC FORUM

There were no members of the public present.

02/24

APOLOGIES FOR ABSENCE

No apologies were received.

03/24

DECLARATIONS OF INTEREST

No Declarations of Interest were received.

The Chair reminded the Committee of the importance of declaring any interests and asked members to declare any interests in respect of individual agenda items at all meetings of the Committee.

04/24

COMMITTEE PROCEDURE

The Town Clerk introduced the Paper and explained that a new member of staff would be recruited who would assist the Town Clerk with obtaining quotes for required works and making contact with contractors. The Town Clerk reiterated the importance of declaring any interests as per paragraph 4 of the Paper. The Town Clerk noted that a Procurement Policy is required and would be pursuing this with Policy and Resources Committee.

Cllr Bond noted that representing the Council to contractors falls to the Officers, not the Councillors. Cllr Toogood raised that there had previously been a discussion about creating a preferred list of suppliers and asked whether this had been progressed. Cllr Bond noted that whilst a list of preferred suppliers may help to fast track requests, there would need to be interviews to form this list. Cllr Toogood noted that it would be useful to know where to go in an emergency. Cllr Bond suggested that the Policy and Resources Committee could consider the matter of a preferred list of suppliers as part of its work on a new Procurement Policy.

Cllr Toogood asked if the arrival of the new member of staff would affect recommendation (d). The Town Clerk confirmed that it would not as it would be for the Town Clerk to communicate with contractors if an instruction is to be disregarded.

The Chair advised members that if the report is agreed, he intended to share it with all members of the council, as recommended best practice.

It was unanimously agreed to:

- a) note the legal regulations and other requirements within which members are required to work, as set out in this report;

- b) refer to Policy & Resources Committee the outstanding matter of a new Procurement Policy for the Council, and asks that this committee be consulted during the development of any such policy;
- c) note that individual Councillors must never purport to represent VTC nor issue instructions to contractors or potential contractors, nor invite them to carry out or quote for works, which are tasks that must be executed by properly authorised staff;
- d) authorise the Clerk at her discretion to correct former misunderstandings and to advise any or all of the Council's contractors that individual Councillors are prohibited in law from issuing them with instructions or invitations to carry out or quote for works, and that any such communications received should be disregarded and advised to the Clerk.

05/24 BUDGETS

a) Salisbury Gardens

The Town Clerk gave an overview of the Salisbury Gardens budget for 2024-25. The Town Clerk noted that the Maintenance budget was not committed spend. The Town Clerk highlighted to members that there is a PWLB loan associated with the Salisbury Gardens budget which must be factored into the budget. The amount to be paid for 2024-25 is £9,600.

b) General Budget

The Town Clerk gave an overview of the general budget for 2024-25. The Town Clerk noted that the Maintenance budget was not committed spend and there had already been some spend this year. The Town Clerk noted that there is a PWLB loan associated with the Public Toilets which must be factored into the budget and currently comes out of the Public Toilets budget line.

Cllr Bond that all Committees are only able to spend within their own budgets and the budget for Salisbury Gardens falls to this Committee. Cllr Bond noted that a previous report had been received which indicated that Salisbury Gardens needed a lot of work. Cllr Bond suggested the need for a fund for significant repairs and it was something to think about for the next budget. It was noted that the PWLB values are not currently seen as they fall within budget lines but the values need to be shown. The Town Clerk noted that there was a budget line for PWLB but it was currently blank and should show the values. Cllr bond noted that the Town Clerk had delegated powers to authorise smaller maintenance works which do not exceed the amount the Town Clerk is delegated to spend. Cllr Toogood asked about the Putting Green and whether the Committee is responsible for any of the elements. Cllr Bond noted that the physical structures would fall under this Committee.

Members of the Committee noted the budgets.

06/24 EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the following items:

It was resolved under the Public Bodies Admissions to Meetings (1960) Act: to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

The meeting closed at 09.40 am

SIGNED BY THE CHAIR

DATE