

Resources Committee

Agenda Item 9

Report Type:	Public Report for Information
Purpose of Report:	To consider the repairs needed to the Town Hall roof and the financial commitment required in anticipation of this project.
Recommendations:	<p>It is RECOMMENDED that:</p> <p>(a) This Committee recommends to Full Council the prioritisation of the Town Hall roof repair in terms of ongoing capital project commitments and recognises the statutory implications with respect to a listed building;</p> <p>(b) That the current unspent budget reserves commit and earmark £170,000 to this project;</p> <p>(c) That the project be initiated at the earliest opportunity.</p>
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1. BACKGROUND

- 1.1. The Old Town Hall/Mayor's Parlour is a Grade II Listed Building. The full Listing appears at Appendix A. Recently the Town Hall suffered an internal leak of a severe scale above the stairway. This permeated the carpet and the stairway landing and caused the roof tiles of the gentleman's toilet to fail and the toilet cistern to block with the roof tile detritus.
- 1.2. The location of the roof failure above the stairwell has previously been noted by councillors and anecdotally the Town Clerk is aware of the fragility of the roof location in this area.
- 1.3. Members have previously seen a recent roof survey which suggests that the parapet walls, lead lined box gutter, south apex lead covering and slating needs attention as a *minimum*. The Town Clerk has commissioned a temporary "patch" as a remedial measure to hopefully see through the inclement winter months and the invoice for the same appears on the Agenda before Members presently.
- 1.4. This report seeks the financial commitment and priority of a large part of the unspent budget to initiate the Town Hall roof repair.

Legal Provisions

- 1.5. There is no specific duty on property owners to maintain their buildings in a state of good repair. However, the Local Planning Authority can take action if it is considered that a building has deteriorated to the extent that its future preservation is at risk.
- 1.6. Section 54 of under section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Local Planning Authority may serve a notice requesting that the owner to undertake

those works considered necessarily for the preservation of the property. If the owner fails to carry these works, the authority has permission to execute the works and to recover the cost of these works from the owner(s).

- 1.7. Under section 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Local Authority may serve a repairs notice on the owner. This notice will specify the works which the Authority considers reasonably necessary for the proper preservation of the building. This is not restricted to urgent works.
- 1.8. If the work hasn't taken place two months after the repairs notice has been served, the authority can start compulsory purchase order proceedings (under This is under Section 47 of the Planning (Listed Buildings and Conservation Areas) Act 1990).
- 1.9. It is against this backdrop that the Town Hall roof now requires immediate attention.

2. IMPLICATIONS

Legal

- 2.1. The main legal provisions are outlined above.

Environmental

- 2.2. None.

Financial and Risk

- 2.3. The financial commitment to this project is unquestionably large. The figure before Members is as a result of an informal conversation with the Principal Authority and currently a more detailed estimate is not available.
- 2.4. The Council's Financial Regulations require all expenditure over £30,000 to be placed before and agreed at Full Council (4.1). No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained (4.6).
- 2.5. The Town Council also has specific Financial Regulations relating to the tendering and award of a contract. These appear at Appendix B.
- 2.6. The current financial position of the Town Council includes the unspent budget of the last financial year (2019/2020) and the balance sheet up until 31-3-2019 illustrates those unspent reserves at £194,595.91 (Appendix C). Since the end of the financial year the Council has also allowed for a budgeted £21,500 contribution to reserves raised by the precept and has a contingency in the budget also of £19,425 (Town Council Budget Appendix D).
- 2.7. The sum of the three budgeted variables above equates to £235,520.91.
- 2.8. The Town Council also has an Assets Damage Contingency also budgeted for at £8,000. Which would further increase the sum available to £243,520.91. Although the Assets Damage Contingency shall be drawn from during the rest of this financial year due to ongoing problems with vandalism.

Equalities

- 2.9. None.

Consultation and Engagement

- 2.10. Given the level of the potential contract this project shall have to follow strict tendering processes as outlined by the Public Contracts Regulations 2015.

3. CONCLUSION

3.1. Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

Appendix A – Listing of the Town Hall

Appendix B – Financial Regulations and Standing Orders relating to contracts

Appendix C – Balance sheet 2019/2020

Appendix D – Town Council Budget 2020/2021.

APPENDIX A

THE TOWN HALL

Overview

Heritage Category:

Listed Building

Grade:

II

List Entry Number:

1324677

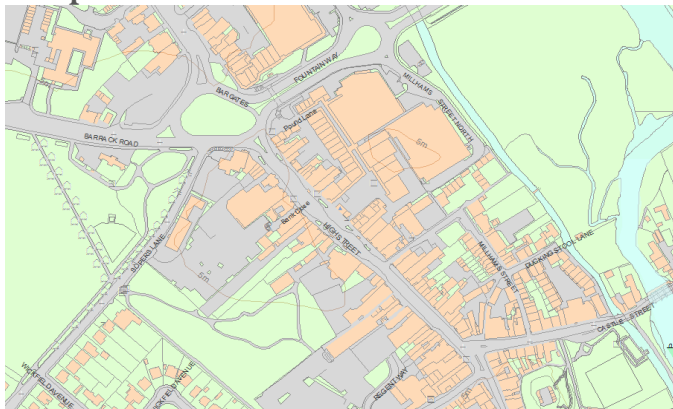
Date first listed:

12-Feb-1976

Statutory Address:

THE TOWN HALL, 30, HIGH STREET

Map



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1. The above map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF - [1324677.pdf\(opens in a new window\)](#)
2. The PDF will be generated from our live systems and may take a few minutes to download depending on how busy our servers are. We apologise for this delay.
3. This copy shows the entry on 02-Nov-2020 at 14:37:58.

Location

Statutory Address:

THE TOWN HALL, 30, HIGH STREET

1. The building or site itself may lie within the boundary of more than one authority.

District:

Bournemouth Christchurch and Poole (Unitary Authority)

National Grid Reference:

SZ 15790 92835

Details

4. HIGH STREET 1. (North East Side) 5187 No 30 SZ 1592 1A/98 (The Town Hall)

II GV

2. 1859. Upper floor and cupola a replica of old Town Hall of 1746 which stood in the centre of the High Street, Church Street, Castle Street junction. Red brick with white stone dressings, stone eaves cornice and balustrade. Hipped slate roof with centre domed cupola. Stone quoins, 1st floor string course and plinth. Stone centre bay under pediment flanked by Doric pilasters. 2 storeys. 5 windows, centre 1st floor Venetian window with balcony. Ground floor windows and door round arched with moulded stone architraves and keystones, centre 1st floor same. Side windows 1st floor have gauged rubbed brick arches with triple stone keys. All windows unbarred sashes. Added ground floor canopy.

The Town Hall, Nos 38, 38a, 42 to 46 (even) and The Ship Hotel form a group with Nos 25 to 29 (odd), No 31, Nos 43 and 45 and with the walls at the rear of No 29 and those in the Druitt Gardens, Nos 25, 31, 45, 38, 38a, and No 46 are buildings of local interest.

Listing NGR: SZ1579092835

Legacy

5. The contents of this record have been generated from a legacy data system.

Legacy System number:

101519

Legacy System:

LBS

Legal

- 6.** This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

APPENDIX B

Christchurch Town Council – Financial Regulations:

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)*.

*The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts³ Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£181,302) b) For public works contracts 5,225,000 Euros (£4,551,413)

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100]the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

Christchurch Town Council Standing Orders:

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the

Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

APPENDIX D

(See Below)

Christchurch Town Council									
Budget									
2020/21			2019/20		2019/20		2020/21		
	Description		Budget		Estimate		Budget		
Asset Class									
C1	C1 - Douglas Avenue	Allotments	860.00				1,000.00		
C2	C2 - Rutland Road	Allotments	10,115.00				12,000.00		
C3	C3 - Southey Road	Allotments	1,635.00				2,000.00		
C4	C4 - Arena Wheel Park	Play Facilities	4,820.00				6,000.00		
C5	C5 - Barrack Road Recreation Ground	Recreation Grounds	20,285.00				25,000.00		
C6	C6 - Druitt Gardens	Druitt Gardens & Hall	9,735.00				12,000.00		
C7	C7 - Druitt Hall	Druitt Gardens & Hall	7,880.00				25,000.00		
C9	C9 - Enfield Road Play Areas Jumpers Common	Play Facilities	1,921.00				2,500.00		
C9	C9 - Knapp Mill Open Space	Recreation Grounds	6,025.00				7,500.00		
C10	C10 - Knapp Mill Play Area	Play Facilities	1,921.00				2,500.00		
C11	C11 - Mudeford Quay Play Area	Play Facilities	1,921.00				2,500.00		
C12	C12 - Mudeford Recreation Ground Play Area	Play Facilities	8,088.00				10,000.00		
C13	C13 - Office of the Mayor	Office of the Mayor	24,210.00				27,000.00		
C14	C14 - Old Town Hall	Old Town Hall	20,000.00				22,000.00		
C15	C15 - Quomps Open Space	Recreation Grounds	15,965.00				17,500.00		
C16	C16 - River Way Play Area	Play Facilities	1,921.00				2,500.00		
C17	C17 - Rutland Road Play Area	Play Facilities	1,921.00				2,500.00		
C18	C18 - Tuttons Well and Guide Hut	Recreation Grounds	935.00				1,250.00		
C19	C19 - Waterman's Park Play Area	Play Facilities	1,921.00				2,500.00		
C20	C20 - Waterman's Park Wheel Park	Play Facilities	14,700.00				17,500.00		
C21	C21 - Assets Damage Contingency						8,000.00		
C6	Christchurch Cemetery	Cemetery	26,570.00				26,570.00		
C29	Stanpit Rec	Recreation Ground	6,650.00				6,650.00		
	Funded by BCP		(33,220.00)				(33,220.00)		
	Asset Class		156,779.00				208,750.00		
C7	Christmas Lighting	December	13,600.00				13,600.00		
	Funded by BCP		(13,600.00)				(13,600.00)		
Grant Class									
	Remembrance Parade Road Closures						2,000.00		
	Introduction of Grants Aid Policy						10,000.00		
C23	Red House Museum	Museum Grant	51,550.00				51,550.00		
	Funded by BCP		(51,550.00)				(51,550.00)		
	Grant Class		0.00				12,000.00		
			156,779.00	46%			220,750.00	43%	
Overheads Class									
	Salaries		75,000.00				104,000.00		
	Telephone		1,000.00				1,050.00		
	Office General		2,500.00				2,625.00		
	Training		2,000.00				2,100.00		
	Postage		350.00				367.50		
	Photocopying		1,250.00				1,312.50		
	Insurance		12,000.00				12,600.00		
	Legal		10,000.00				10,500.00		
	Election		8,000.00				8,400.00		
	Office Equipment		500.00				525.00		
	Refreshments		500.00				525.00		
	Travel		280.00				294.00		
	Advertising		600.00				630.00		
	Bin Liners		50.00				52.50		
	Membership Subs		2,000.00				2,100.00		
	Newsletter		1,000.00				1,050.00		
	PR		1,000.00				1,050.00		
	Professional fees		700.00				735.00		
	Audit fees		2,000.00				2,100.00		
	IT & Web Site		10,000.00				10,500.00		
	Rent		10,000.00				10,500.00		
	Rates		4,500.00				4,725.00		
	Contingency		18,500.00				19,425.00		
			163,730.00	48%			197,166.50	38%	
Exceptional Class									
	Britain in Bloom						25,000.00		
	Neighbourhood plan						50,000.00		
	Reserves		21,500.00	6%			21,500.00		
	Exceptions & Reserve Class		21,500.00				96,500.00	19%	
	Total Budget		342,009.00				514,416.50		
	No of Properties		12,263.00				12,184.00		
	Precept per Property		27.89				42.22	14.33	-51.39%
	BCP Council Tax		1,903.75				1,818.65	85.10	4.47%
							70.77	3.66%	