

**Minutes of the Community Centre Committee of Aston Clinton Parish Council,  
held on Monday 25th March 2019, 18:45  
at Aston Clinton Parish Meeting Room**

**Present:**

Councillors: -

L Tubb - Chairman

L Ronson

K Loxley (Co-opted member)

Clerks: E Barry (recording)

0 members of the public

**19.37 Apologies**

Apologies were accepted from Cllr Stewart, Cllr Read and Cllr Mason. A resignation from the Committee was received and accepted from T Comerford, Co-opted member.

**19.38 Declarations of interest**

There were no declarations.

**19.39 Minutes of the meeting held on 13/03/19**

Were Agreed and signed by the Chairman.

**19.40 Public Participation**

There was no public participation.

**19.41 Invoices for Payment**

The Planning & Projects Clerk explained that the new invoice sign-off process was now in place and presented the following invoices to the Committee.

**Invoices for payment under £5,000**

Supplier	Amount	Any comments
1. CBG	£4,864.00 ex VAT	This invoice had already been paid and signed off at F&S and PC meetings and was for the work submitted with the planning application in January.
2. CBG	£2,520.00 ex VAT	February Drawn down for work completed on detailed design work.
3. Bancroft Consulting	£3,122.40 ex VAT	Traffic report for the planning application

**MOTION:** To approve payment of invoices under £5,000 was proposed by L Ronson, seconded by K Loxley and AGREED.

**Invoices for payment over £5,000**

There were no invoices for payment over a value of £5,000 and therefore - the

**MOTION:** To recommend payment of invoices over £5,000, was not required.

**19.42 VAT**

**i. Offer from ‘Option to Tax’ office –**

Cllr Tubb explained that there had been two submissions for option to tax, one to include the whole park and the other for the Community Centre (CC) and All- Weather pitch (AWP) only. However, HMRC had only responded with the option to tax the CC and AWP only. As it had taken so long to get to this stage, it was felt that it would be in the best interests of the PC to accept this option in the first instance, and then re-apply again to include the rest of the park, to save any more delays and uncertainty for the Community Centre build.

**MOTION:** to accept the offer from Option to Tax, to opt the Community Centre and All-Weather Pitch only at present was proposed by K Loxley, seconded by L Ronson and AGREED.

**19.43 Next phase of design work – construction details**

Based on the progress that had been made with the VAT situation, planning application and the conditions placed on the New Homes Bonus funding, the Committee felt that it was important to keep the project moving forward.

**MOTION:** To agree commission of Architect, Structural Engineer, Mechanical Engineer and other services for the next stage of design work – construction details, for April was proposed by K Loxley, seconded by L Ronson and AGREED, subject to approval by the Parish Council to trigger the Construction Details’ phase

**19.44 Temporary Accommodation – Procurement Process**

Further to the discussion at the Community Centre Committee Meeting held on 25<sup>th</sup> March 2019 where the Committee were in general agreement that tendering for the Temporary Accommodation on the Government ‘Contract Finder’ website, as required by Financial Regulations, would not be the best means of procurement for this project, it was AGREED that a MOTION to set aside the Financial Regulations/Standing Order would be brought to the next PC meeting. It was also seen as prudent for the Community Centre Committee to formally discuss and AGREE, or not, by way of a formal MOTION, in order to make a recommendation to the Finance and Staff Committee and ultimately to full Parish Council for final Decision.

**MOTION:** to agree the Community Centre Committee’s proposal, to implement Financial Regulation 11.1.d, allowing 11.1.b to be waived and thereby setting aside Standing Order 18 c. (Standing Order 18 d i. to apply), ie. that the 3 quotes approach will be adopted was proposed by L Ronson, seconded by K Loxley and AGREED.

**19.45 Date of Next Meeting:**

It was AGREED that the next meeting would be held prior to the next F&S and PC meetings, but no date was set.

.....Signed:  
Date:.....