

**BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING**  
**HELD IN THE COUNCIL CHAMBER ON TUESDAY 22<sup>nd</sup> NOVEMBER 2016 at 2.00pm**

**Present:**

Cllr T Allen (Town Mayor)  
Cllr R Ashby  
Cllr R Bray  
Cllr E Kelly  
Mr P Hall  
Ms D Eckhart – Devon Communities Together  
Miss E Steer – Bovey Tracey Information Centre Trust  
Mr M Wells – Town Clerk

The meeting was chaired by Cllr Eoghan Kelly.

**1. Apologies for absence:**

Mrs J Paxman – Bovey Tracey Library

**2. Minutes of Previous Meeting**

Mark circulated copies of the Governance meeting minutes of 3<sup>rd</sup> November 2016. Erica highlighted that she could not recall a discussion around non-councillors not having voting rights within Option 2? Dawn agreed to check this with Lesley as the group felt that all members of a Management Committee should have voting rights.

**3. Feedback from Governance Session with Lesley/Dawn**

Dawn updated members of the Steering Group who were not present at the meeting, explaining that following the discussion on the 3<sup>rd</sup> November, there appears to be a shift in the groups preference for future governance arrangements from a possible CIC to the formation of a Management Committee to include stakeholders.

Following a discussion, the group agreed that subject to a proviso that non-councillors would have voting rights, then a Management Committee would be a preferred way forward and this would be highlighted as a recommendation within the Business Plan when considered by Full Council.

In addition to the above recommendation, Mark highlighted several other topics within the Draft Business Plan which should become clearer in the near future (e.g. VAT implications and confirmed budgets/contributions etc.) at which point the Draft Plan should be presented to Full Council for consideration.

Erica suggested that the presentation of the plan should include a precis of the key points for consideration. Eoghan suggested that this is circulated allowing ample time, prior to the meeting for members to read and consider.

**4. Architect Tender Process – Update**

Mark provided an outline timeframe for the current tender process:

25<sup>th</sup> October - Tender opportunity publicised via the portal  
28<sup>th</sup> November – Closing date for tender submissions  
29<sup>th</sup> November – 2<sup>nd</sup> December – Initial evaluation of tenders  
13<sup>th</sup> December – Shortlisted Architects asked to present their submissions to BTTC panel  
9<sup>th</sup> January 2017 – Recommendation made to Committee on intention to award contract

It was agreed that the panel (consisting of the Town Clerk, Architect Advisor, Independent Representative and Town Councillor(s) would undertake the initial evaluation of all tenders received and agree a shortlist for further interview on the 13<sup>th</sup> December.

The Town Clerk to feedback by email to the Steering Group updates on tenders received and arrange a further meeting of the Steering Group in the New Year to consider the results of the tender process and make a group recommendation to Full Council on the preferred architect appointment.

#### **5. Authorise completion of Devon Communities Together work**

Mark explained that the end of year grant report has now been requested by 'Awards for All' and has been submitted. The Town Council are now required to sign off and release payment to Devon Communities Together for their work.

The draft invoice for services has come in under budget, however it is suggested that the surplus grant funding is earmarked for a further community consultation exercise early next year, feeding back on consultation responses to date and supporting the appointed architect to run a consultation event in relation to potential designs for the site.

Eoghan, on behalf of the Steering Group, thanked Dawn and colleagues for their extremely valued work on this project and collectively the Steering Group agreed that the objectives set-out in the brief had been achieved and therefore approved release of the grant payment.

#### **6. VAT Implications**

Mark explained that following the recent meeting where the future governance arrangements were discussed, a further outstanding matter that required attention was to obtain formal guidance around the potential VAT implications that surround not only the construction of the building, but the future management arrangements.

Following initial estimates from independent/Public Sector VAT advisors, Mark contacted Steve Parkinson (National VAT Advisor for the Society of Local Council Clerks). Steve has provided a fixed price quotation of £900.00 to research and prepare a formal report on the options to minimise the VAT for the project. Eoghan suggested contacting DCC to ascertain whether or not they would be able to provide the VAT guidance as DCC are financially supporting the project in conjunction with the Town Council.

The Steering Group agreed that subject to DCC not being able to offer this guidance, that a recommendation is taken forward to the next Finance, Resources and General Purposes Committee for consideration to commit £900 to commission the SLCC Advisor to provide the necessary VAT report.

**7. Partner Financial Contributions**

Mark updated the Steering Group following recent discussions with Matt in relation to the Town Council's application for a capital contribution from DCC towards a) fitting out the library and b) construction costs.

Mark explained that £35,000 has now been committed towards 'fit-out' costs for the library. Furthermore, DCC's Corporate Capital Grant group met earlier in November and an officer recommendation of £100,000 capital contribution has been put forward for member approval at a meeting in February 2017.

**8. Arrangements for Watermark Centre visit**

It was agreed that those wishing to attend and that wished to share a lift would meet at the Town Hall at 8.30am on 29<sup>th</sup> November. Bob Ashby offered to drive.

**9. Agenda items for next meeting**

It was agreed that the next meeting would take place early in the new year. Items for discussion would include:

- Updates to draft Business Plan
- VAT Report
- Architect Appointment

**10. AOB**

Eoghan offered Steering Group members the opportunity to raise any other business. No other items were raised.

The date of the next meeting is to be confirmed.

