

Balsall Common Centre Project
Agreement between Balsall and Berkswell Parish Councils

1. Purpose

The purpose of this agreement is to define the responsibilities and commitments for the Balsall Common Centre project.

2. The project

A councils joint working group with invited residents is established to:

- 2.1. Create an Invitation to Tender in order to commission a consultant to produce a vision and layout design for improved public spaces, equip and modernise the centre which together with any planning policies, that can ensure that the centre is fit for the expanded Balsall Common of the future.
- 2.2. Deliver a selected consultant following evaluation by the published criteria for parish council's approval.
- 2.3. Project manage the budget of £50,000 to meet the costs of the study and any other pieces of work necessary.
- 2.4. Plan and resource the project including any events, communications, organise volunteers. All expenditure to be procured by the parish clerks.
- 2.5. Report to the parish councils on progress, key issues and timetable.

3. Role of the parish councils

- 3.1. To fund the event within the agreed budget. £25,000 of the budget is from the GBSLEP Strategic Economic Plan (SEP) Enabling Fund, £25,000 is to be met from general reserves of Balsall (£16,600) and Berkswell (£8,400).
- 3.2. Agree and appoint a consultant, the contract being between Balsall Parish Council (acting on behalf of both councils) and the jointly selected consultant.
- 3.3. Agree the final consultant's report.
- 3.4. Place orders for supporting material and services.
- 3.5. To meet the terms of the Grant Agreement of the funding body dated 27 March 2020.

4. Financial authority

- 4.1. Normal finance procedures will apply.
- 4.2. The Clerks will organise appropriate administrative arrangements for the placement of orders, payment of suppliers to ensure adequate financial control and the apportioning of costs in line with the agreed financial split above.

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Andrew Burrow
Chairman Balsall Parish Council

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Richard Drake
Chairman Berkswell Parish Council

Date

Date