

Balsall Common Village Centre Working Group

Ways of Working – Berkswell Parish Council

Background

The Village Centre Working Group currently comprises:

Andrew Burrow (Chairman) – Berkswell Parish Councillor

Richard Drake (Secretary) – Berkswell Parish Chairman and Balsall Parish Councillor

Kay Howles – Berkswell Parish Councillor and Balsall Parish Councillor

Marion Keeley – Balsall Parish Councillor

David Bell – Alderman and former Borough Councillor

Tony Diccio – Borough Councillor

Lorraine Horlor – Balsall Common Residents Association

Terry Hughes - Balsall Common Residents Association

Vince Ritters – Balsall Resident

Rachel Westwood – Balsall Resident

Walter Bailey of SMBC is their representative on the project

Current status

A £30,000 contract has been placed with ARUP to develop a Masterplan for the Village Centre. This is included in the financial plans of both parish councils as well as a further £10,000 for currently unspecified additional items. Any spend up to £50,000 will be subject to a 50% grant from the Greater Birmingham & Solihull Local Enterprise Partnership. Grant reclaim is made on initial claim and then final claim.

Way of working

The parish council delegate to their clerk the authority to meet invoices up to the contract amount of £30,000 as work is confirmed as complete by the Village Centre Working Group and confirmed by at least 2 Berkswell Parish Councillors on the Working Group. There are 3 councillors from each council on the Working Group.

Invoice payment is in accordance with agreed Financial Regulation 5.5.b (Berkswell). The agreed payment schedule on the current contract value is as follows:

Stage	Amount £	VAT £	Total Amount £	GBSLEP Grant Claim £	Balsall PC Share (66%) £	Berkswell PC Share (34%) £
1	2,500	500	3,000	1,250	825	425
2	5,500	1,100	6,600	2,750	1,815	935
3	5,500	1,100	6,600	2,750	1,815	935
4	5,500	1,100	6,600	2,750	1,815	935

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5	5,500	1,100	6,600	2,750	1,815	935
6	5,500	1,100	6,600	2,750	1,815	935
Total	30,000	6,000	36,000	15,000	9,900	5,100

Gross payment of invoices will be made by Balsall and Berkswell invoiced for its net share. Balsall will reclaim VAT paid in the normal manner (6 monthly).

The parish council delegate to their clerk the authority to place new orders up to a maximum of £10,000 as requested by the Village Centre Working Group and confirmed by at least 2 Berkswell Parish Councillors on the Working Group. These orders could include additional items from ARUP as indicated in their quote, cost of communication(s) with residents and/or additional survey work. Orders placed will be reported to the next occurring parish council meeting.

Should it be deemed desirable/necessary to spend more than this both PCs will need to authorise the expenditure and, therefore, a proposal would have to be brought back to the PCs. A further £10,000 of expenditure would attract a 50% grant resulting in a net cost to Balsall PC of £3,300 and Berkswell £1,700 both amounts being within their overall budget contingencies.

(All items above are subject to VAT at 20% which is recoverable by Balsall PC)

Reporting to PCs

Both Parish Councils have 3 Councillors on the Working Group. They will report back on progress at Parish Council meetings.

30th January 2021