

Date: 16th May 2019

Title: Report Item 5

By: Councillor Kevin Godden, Lead Member for Finance

Purpose: To allocate lead responsibility for the delivery of each capital project within the Council Budget for 2019/20.

Recommendation: Members are asked to recommend and approve an Officer or Member to take lead responsibility for the delivery of each of the capital projects included within the Council Budget for 2019/20

Introduction

1. The Council set its budget at a special meeting of the Council on 22nd January 2019 which included a number of capital projects to be delivered during the budget period.
2. The table below sets out the capital projects that have been included in the Council Budget 2019/20.

All £	Original Budget 2019/20	Original Budget 2020/21
801 - Refurbishment of War Memorial	2,500	
802 - Friston Build Out Contribution to ESCC	6,000	
803 - Refurbishment of Bus Shelters	500	600
804 - EDF Cricket - Capital Contribution to Wicket	5,000	
805 - New Fencing at Recreation Ground	1,000	
806 - Major Refurbishment of Pavilion	5,000	
807 - Neighbourhood Plan	14,225	14,225

3. There is a requirement under Standing Orders 2.2 that prior to undertaking a major [capital] projects, a feasibility report should be prepared.
4. We recommend that the feasibility report should include the provisions set out within Standing Order 2.2 but should also include; capital costs, capital funding, cashflow forecasts (when payments will be paid) and any revenue implications in future years but should also include the purpose of the project, detailed of the works to be undertaken and what will be provided as a result of the investment.

5. In order to ensure that the capital projects have sufficient oversight it is recommended that each of the capital projects set out in Table 1 above are allocated a lead Officer or Member. Their responsibilities will include:
- ensure that each project has a feasibility report,
 - project is delivered on time and within budget
 - report back to Council on progress
 - advise the Council on any required interventions to ensure that the project outcomes are delivered and the project remains within cost and time parameters.
6. Financial Regulation 8.1 provides that before placing an order or making a purchase for services or works, steps must be taken to ensure that the Council is paying a competitive price and achieving good value for money. Therefore, the relevant lead Officer or Member will need to provide the requisite number of quotes in accordance with the table below for the Council to sign off and approve the commencement of the project.

Table 2 – Procurement Requirements

Contract Value	Requirement
Under £1,000	3 quotes which can be oral or written
Under £10,000	3 written quotes
Over £10,000	See Standing Orders

REPORT END