

ANSTON PARISH COUNCIL

Addendum to Financial Regulations

'Payments authorisation with regard to the refurbishment of the old library' Protocol

This Protocol addresses the issue of timely staged payments for the duration of the old library refurbishment project.

Background – Anston Parish Council has received capital grant funding of £252,900 and revenue grant funding of £19,903 from the UK Government via the Department for Levelling Up Housing & Communities (DLUHC) Community Ownership Fund (COF). This grant is for the refurbishment of the old library situated off Ryton Road, North Anston.

The project management of the refurbishment project has been awarded to CS Surveying and Architectural Design Ltd of Dinnington. The duty of the project manager is to: engage and liaise with the main contractor; to inspect/verify the standard of workmanship; to accredit staged payments requested by the main or sub contractors; to issue a payment advice to the parish council less a 5% retained fee (snagging fee).

The overview of the project has been delegated by Council to a working group established for this purpose.

The working group has met with C S Surveying and discussed the necessity for speedy payment arrangements being in place in order to ensure smooth delivery, by contractors and sub-contractors, and for the avoidance of late payment penalties being levied on the Council.

Considering the sums that will be involved it is clear that current Financial Regulations may introduce unacceptable delays in making speedy payments.

Proposed Protocol

- a) That C S Surveying accredit staged payments and raise a payment advice for the attention of the Parish Council.
- b) That the advice be sent to the Clerk to the Council who can immediately authorise the payment.
- c) That the Clerk forwarded the advice to the RFO for uploading to the UTB banking portal for immediate payment.
- d) That the RFO advise the council in the usual manner and that the two councillors who need to approve the payment may do so without further reference to council/committee/sub-committee.
- e) The above Protocol to apply only to work which is included in the approved tender document. Any additional work which may have been authorised by the project manager (as a matter of urgency or expedience) be referred to the working group before any payment advice is issued.
- f) This protocol ceases to have effect on the completion of the refurbishment programme. Completion is expected by the end of 2024.

7th February 2024