**MINUTES OF THE MEETING OF BAWTRY TOWN COUNCIL HELD IN THE NEW HALL ON MONDAY 25TH JANUARY 2021 at 7.00PM**

**Present:** Cllrs: A. Claypole, D, Kirkham, D Cartwright, S, Young, D. Kirby,

J. Linsley, I. Greer, A. Cropley, G. Scott.

Mrs. A Harrison – Clerk to the Council

**In Attendance**: None.

**20/21/128** Receive Apologies and Approve Reasons for Absence

 C Lukey (family commitment), P Holland (unwell).

**Resolved:** That the reasons for absence be approved.

**20/21/129** Receive Declarations of Interest (other than standing interests) - None

**20/21/130** Agree Confidential Items- Item 7 Market Hill P&D Tender (contractual/legal)

**20/21/131** Public Discussion Period - No members of the public in attendance.

**20/21/132** Internal AuditReview - Review the system of internal control and the system of internal audit

Members reviewed the system of internal control and internal audit in accordance with Regulation 4 & 6 of the Audit Regulations.

**Resolved**: That David Ingman be appointed for another year if available or the Clerk to appoint an alternative independent suitably qualified auditor if required (2020-21 audit).

**Resolved**: That following consideration of the review of the system of internal control it was agreed that there were no outstanding matters that required attention.

**(**Noted some adjustments to procedures due to the pandemic but normal procedures to continue when available).

**20/21/133** Consider the Revenue Budget 2021-22 & set the Precept

 Members considered the Clerks budget report and estimated budget revenues. Noted recent fall in Market Hill & New Hall income due to the pandemic and the significant financial uncertainties arising from the ongoing closure of the hall, limited use of the car park and the new pay & display contract, the costs of which were currently unknown. The potential future impact of Brexit and the hardship caused to many during the pandemic was also a significant concern.

 That to help increase revenue and reduce the otherwise significant projected deficit considered that any change to the charging hours on Market Hill should be deferred for at least 12 months to increase this income stream and enable more accurate data to be received to assess the impact of any change and to reduce further pressure on the precept.

**Resolved** That the budget otherwise be agreed as drafted with a precept of £65,000 for 2021/22. (Unanimous).

Members noted this would equate to an increase in the annual cost for a Band D property of £7.83 per annum, from £39.94 in 2020/21 to £47.97 in 2021/22 (this increase included a slight rise due to the lower tax base).

Cllr Claypole as Mayor to prepare a report for publication.

**20/21/134** Public Bodies (Admission to Meetings) Act 1960

That in light of the confidential nature of the business to be transacted the press and public was excluded.

**20/21/135** Market Hill P&D Tender- Update including approve additional legal costs & updated specification. Approve contract terms, Invitation to tender and Key Requirements document and use of DMBC portal for publication

**Resolved**: DMBC legal fees agreed in accordance with the client care letter but up to a maximum of £5000

**Resolved:** That the clarification sought by DMBC to the revised draft specification be agreed. The Clerk to liaise further with DMBC and approve any final wording under delegated powers.

**Resolved:** That the draft contract terms be approved as drafted**.**

**Resolved:** That the Invitation to Tender (including Key Requirements) and any further supplemental procurement documents, prepared by DMBC, be referred to the Car Park Working Group for further consideration with the Clerk to approve final drafts under delegated powers. This would enable the tender to be republished as soon as possible as time was of the essence.

As previously agreed the said working group would continue to assess any received bids in due course and make recommendations to the full council who would appoint the successful contractor.

**Resolved:** That the tender be published via the DMBC portal with the initial tender on the contract finder website withdrawn in light new advice about likely threshold limits and additional information which would need to be included for compliance.

**Resolved:** Relevant Standing Orders and Financial Regulations relating to contracts be suspended to allow for the alternative procurement process noted above to be followed in this instance, but to continue to comply with any legislative requirements under the 2015 Public Contract Regulations.

**Resolved:** That as the procurement process itself (or procurement of the necessary equipment) could extend beyond the expiry of the current contract on May 1st it was agreed that notice still be given to the existing contractor to terminate provision at the expiry of the term, with free parking to be allowed during any gap in provision if this occured.

There being no further business the meeting ended at 8.55pm.

**Chair: ……………………………………………. Dated…………………………………………**