HERTFORD TOWN COUNCIL

Ref: Finadmin/fagenda

3 March 2017

TO: ALL MEMBERS OF THE FINANCE, POLICY AND ADMINISTRATION COMMITTEE

Dear Councillor,

A Meeting of the Finance, Policy and Administration Committee will be held on:

MONDAY 13th MARCH 2017
IN THE ROBING ROOM, THE CASTLE, HERTFORD
AT 7.30 PM

The Agenda is attached.

Yours sincerely

pp. Mr J Whelan
Town Clerk

Members of the Committee Councillors: Mrs R Bolton, P Boyle, M Deards, R Deering Mrs S Newton, Dr L Radford, Miss J C S Sartin and A Stevenson

TOWN CLERK - JOSEPH WHELAN MBA
The Castle • Hertford • SG14 1HR • Tel: 01992 552885 • Fax: 01992 505876 • Email: town.clerk@hertford.gov.uk

AGENDA OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE MEETING TO BE HELD ON MONDAY 13 MARCH 2017 AT 7.30 PM IN THE ROBING ROOM, THE CASTLE, HERTFORD

1. ELECTION OF CHAIRMAN

2. ELECTION OF VICE CHAIRMAN

3. RECORDING OF MEETING

To establish if it is the intention of any person present to record the meeting.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence

5. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

a) Have not already been entered into the register and
b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8th April 2013).

6. THE MINUTES

To confirm as correct the Minutes of the meeting held on 3 January 2017 and 23 January 2017 and to authorise the Chairman to sign the same.

7. ACTION SHEET

To note the Action Sheet - **PAPER A**

8 QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have

advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

9. COMMUNITY GRANT – HERTFORD FOOTBALL CLUB

To consider a grant request from Hertford Football Club for funding under the Community Grant Scheme. – **PAPER B**

10. COMMUNITY GRANT – COUNTRY BUS RALLIES

To consider a grant request from Country Bus Rallies for funding under the Community Grant Scheme. – **PAPER C**

11. COMMUNITY GRANT – ROTARY CLUB OF HERTFORD

To consider a grant request from Rotary Club of Hertford for funding under the Community Grant Scheme - .**PAPER D**

12. COMMUNITY GRANT - HERTFORD MUSIC FESTIVAL

To consider a grant request from the Hertford Music Festival for funding under the Community Grant Scheme.– **PAPER E**

13. COMMUNITY GRANT - HERTFORDSHIRE FESTIVAL OF MUSIC FESTIVAL

To consider a grant request from the Hertfordshire Festival of Music for funding under the Community Grant Scheme - **PAPER F**

14. COMMUNITY GRANT - MUDLARKS

To consider a grant request from Mudlarks for funding under the Community Grant Scheme. **PAPER G**

15. PERSONNEL SUB COMMITTEE

To receive the minutes of the Personnel Sub Committee Meeting held on 30 January 2017 - **PAPER H**

16. COURTYARD ARTS FUNDING REQUEST

To consider the attached request for funding from Courtyard Arts. **PAPER I**

17. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

To review and recommend the Standing Orders and Financial Regulations for adoption by the Town Council. **PAPER J**

18. HERTFORD URBAN DESIGN STRATEGY MEMORANDUM OF UNDERSTANDING

To note the attached draft of the Memorandum of Understanding between the Prime Partners involved in bringing the Town Centre Enhancement Project to fruition. **PAPER K**

19. ARTS HUB FUNDING REQUEST

To consider a Seed funding application in relation to the Hertford Arts Hub. **PAPER L**

20. FINANCE

(a) Bank Reconciliations

To receive the bank reconciliation summaries for December 16 – January 2017 **PAPER M**
(As agreed at the meeting of this Committee on 16th February 2009, summary sheets only are provided. Bank Statements can be viewed in the Castle at any time)

(b) Payment Schedules

To receive the cheque payment schedules for December 2016– February 2017, including separate schedules indicating payments over £500. **PAPER N**

(c) Non Cheque Payments

To receive a schedule of Direct Debit and BAC's payments made between December 2016 – January 2017. (These payment schedules will be referred to all future meetings of the Committee.) - **PAPER O**

(d) Debtor and Creditor Payment Times

To receive a report detailing the time it takes for the Council to pay its creditors and to receive payment from its debtors - **PAPER P**

(e) Cardholder Data Security Policy

To consider the attached Policy for recommendation to the Full Town Council for adoption within the Constitution. **PAPER Q**

(f) Treasury Management and Investment Strategy

To review the Strategy **PAPER R**

(g) Internal Audit Report

To receive the interim Internal Audit report for 2016/17 - **PAPER S**

(h) Income and Expenditure to 31 December 2016

To receive a report on the Income and Expenditure to 31 December 2016 – **PAPER T**

21. EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

22. TAXI MARSHAL CONTRACT

To consider a report regarding the preferred contractor for the Taxi Marshalling scheme. - **PAPER U**

23. CASTLE GROUNDS MANAGEMENT ARRANGEMENTS

To receive an update regarding the future maintenance arrangements for the Castle Grounds **PAPER V**

24. DEBTORS OVER 90 DAYS

To receive a report regarding a debtor over 90 days. **PAPER W**

PAPER A

ACTION LIST FROM
FINANCE, ADMINISTRATION AND POLICY COMMITTEE MEETING –3 JANUARY 17

	ACTION	BY	DUE DATE	STATUS AS AT 3 MARCH 17
FINANCE	Detailed Asset Register	SD	31 December 16	Largely complete.
PREMISES				
OTHER	Militia Colours. – Seek funding and storage options	TC		Hertfordshire County Council Archives Service contacted for advice.
	Ashley Webb Shelter - Refurbishment	TC		Discussions have taken place with East Herts Council though the TCUDS Member Implementation Steering Group. Schematic plans are being developed for consideration at the Steering Group of a reformatted shelter; options include removing roof.
	Drinking Fountain in Town Centre	TC		Further investigations and discussion required to take project forward- potentially part of implementation of the Hertford Town Centre Urban Design Strategy
	Development of a riverside walkway	TC		Further investigations and discussion required to take project forward -potentially part of implementation of the Hertford Town Centre Urban Design Strategy
	Castle Grounds - Open discussions with East Herts Council	TC		Agenda item
	Land adj to 145 North Road - Update on progress	TC		Advised separately.
	Memorial benches - Identify bench designs and circulate to members and advise member of public of Council's decision	TCarp		Member of public advised. Designs received and pre planning advice received.
	Litter picking initiative - Publicity launch with the Mayor in New Year	TCarp		Launched January 17

PAPER B

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 9 – COMMUNITY GRANT APPLICATION – HERTFORD TOWN FOOTBALL CLUB

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION HERTFORD TOWN FOOTBALL CLUB

An application for £500.00 towards improved pitch maintenance – e.g improved drainage system, turf maintenance equipment, fertiliser spreader, extra sprinklers/hoses.

Accounts are supplied with this application.

The applicant has previously received grants of: 2013 £1,200, 2010 £500, 2008 £1,000, 2006 £500, 2005 £1,000, 2004 £1,000.

PAPER C

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 10 – COMMUNITY GRANT APPLICATION – COUNTRY BUS RALLIES

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION COUNTRY BUS RALLIES

An application for £570.00 towards the cost of Classic Bus day event in and around Hertford.

The Council has supported the Classic Bus Days with an annual grant since 2004. A grant of £680 was awarded for the event in June 2016. If a grant is awarded it should be from the 2017/18 grants budget for the event in June 2017.

PAPER D

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 11 – COMMUNITY GRANT APPLICATION – HERTFORD ROTARY CLUB

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION ROTARY CLUB OF HERTFORD

An application for £800.00 towards Carnival at the Castle – Sunday 25th June 2017.

Accounts are supplied with this application.

The applicant has previously received grants of £800 in 2015/16, £800 in 2014/15, £1,200 in 2013/14 and £1,200 in 2012/13.

PAPER E

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 12 – COMMUNITY GRANT APPLICATION – HERTFORD MUSIC FESTIVAL

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION HERTFORD MUSIC FESTIVAL

An application for £1200.00 towards PR services including marketing ,press releases ,design printing of flyers, posters, banners ,performers expenses, equipment hire & logistics.

Accounts are supplied with this application.

The applicant has previously received grants of: Mar 2016 £1,200, Mar 2015 £1200, Mar 2014 £1200, Jul 2012 £1200, Mar 2012 £1200, Apr 2010 £1200.

PAPER F

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 13 – COMMUNITY GRANT APPLICATION – HERTFORDSHIRE FESTIVAL OF MUSIC

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION HERTFORDSHIRE FESTIVAL OF MUSIC

An application for £1200.00 towards printing costs for Festival prospectus & hire of venues and instrument maintenance.

Accounts are supplied with this application.

The Council supported the first festival with a grant of £1,200 awarded in June 2016. If a grant is awarded it should be from the 2017/18 grants budget for the event in 2017.

PAPER G

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13 MARCH 2017

AGENDA ITEM 14 – COMMUNITY GRANT APPLICATION – MUDLARKS COMMUNITY GARDEN

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £15,000 for Community Grants in 2016/17 with an additional £3,973.00 rolled forward from 2015/16.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

a. Audited accounts.

b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

3. GRANT APPLICATION MUDLARKS COMMUNITY GARDEN

An application for £1200.00 towards Mudlarks Summer Scheme for young people (age 9-12) with autism and learning difficulties.

Accounts are supplied with this application.

The applicant was previously awarded a grant of £500 in 2010.

Community Grants 2016/2017

Organisation	Date	Amount Requested	Amount Rewarded	Balance
			b/fwd 2015/16	£3,973.00
2016/17 Grants budget			15,000.00	18,973.00
Country Bus Rallies	14th March 2016	680.00	680.00	18,293.00
Home-Start East Herts	14th March 2016	1,000.00	1,000.00	17,293.00
Hertford Children's Book Festival	14th March 2016	0.00		17,293.00
Chips - Childrens Integrated Playschemes	27th June 2016	920.00	920.00	16,373.00
Courtyard Arts and Community Centre	27th June 2016	700.00	700.00	15,673.00
East Herts Diversionary Activities Group	27th June 2016	1,000.00	1,000.00	14,673.00
Hertford and District Camera Club	27th June 2016	500.00	500.00	14,173.00
Hertford Horticultural Society	27th June 2016	300.00	300.00	13,873.00
Hertford Festival of Music	27th June 2016	1,200.00	1,200.00	12,673.00
Hertford District Scout Council	27th June 2016	1,200.00	600.00	12,073.00
Friends of St Leonard's Church Bengeo	27th June 2016	1,200.00	1,200.00	10,873.00
Future Living Hertford	17th October 2016	600.00	600.00	10,273.00
Hertford Symphony Orchestra	17th October 2016	1,200.00	1,200.00	9,073.00
Rosie Stewart	17th October 2016	250.00	250.00	8,823.00
East Herts Citizens Advice Centre	3rd January 2017	1,200.00	1,200.00	7,623.00
Trauma Teddies	3rd January 2017	304.24	304.24	7,318.76
Hertford Town Football Club	13th March 2017	500.00		6,818.76
Hertford Music Festival	13th March 2017	1,200.00		5,618.76
Rotary Club of Hertford	13th March 2017	800.00		4,818.76
Mudlarks Community Garden	13th March 2017	1,200.00		3,618.76

Community Grants 2017/2018

Organisation	Date	Amount Requested	Amount Rewarded	Balance
			b/fwd 2016/17	£3,618.76
2016/17 Grants budget			16,000.00	19,618.76
Country Bus Rallies	13th March 2017	570.00		19,618.76
Hertfordshire Festival of Music	13th March 2017	1,200.00		19,618.76
				19,618.76
				19,618.76
				19,618.76
r				

MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON MONDAY 30 JANUARY 2017 IN THE ROBING ROOM, THE CASTLE, HERTFORD

PRESENT: Councillor Mrs S Newton, in the Chair

Councillors: P Boyle, Miss C Geall and Dr L Radford

IN ATTENDANCE: Mr J Whelan, Town Clerk

448. RECORDING OF MEETING

It was established that no person present wished to record the meeting.

449. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Tybinka (personal commitment)

450. DECLARATION OF INTERESTS

None.

451. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 14 November 2016 be confirmed as a correct record of the proceedings and signed by the Chairman.

452. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

453. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year January to December 2016.

Committee noted that the average sickness absence per member of staff was below the national average and also that there were no patterns of frequent/repeated absence or any member of staff on long term sick leave.

It was **RESOLVED** that:

The Committee notes the report.

454. DISCIPLINARY AND GRIEVANCE ACTIONS

The Committee noted that there were no disciplinary or grievance actions to report.

455. OVERTIME AND TOIL REPORT

The Committee considered a report from the Finance Manager on the overtime and toil expenditure for the year to date.

It was **RESOLVED** that:

The Committee notes the report.

456. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters other individuals and organisations, the public shall be excluded while the follow items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1060, as amended by the Local Government Act 1972.

457. STAFF REPORT

The Committee received a report from the Town Clerk

It was **RESOLVED** that:

Further consideration be given to some of the points raised by Committee and that a report be considered at Finance Policy and Administration Committee on 13 March 2017.

There being no further business the meeting was closed at 9:00 p.m.

REPORT TO FINANCE, POLICY AND ADMINISTRATION COMMITTEE – 13th MARCH 2017

PAPER I

AGENDA ITEM 16 – COURTYARD ARTS FUNDING REQUEST

1. PURPOSE OF THE REPORT

Committee is asked to consider a grant application to provide funding for a proposed extension at Courtyard Arts.

2. BACKGROUND INFORMATION

Courtyard Arts runs a programme of arts exhibitions, classes, events and outreach activities at its existing base in Port Vale, Hertford.

In 2013 Courtyard Arts trustees considered the following options for the future management of the existing centre:

- to remain as they are; or
- to find another premises; or
- extend the existing centre

Following consultation with Courtyard members, the decision was taken to remain in a central location in Hertford and continue to enjoy the positive characteristics of that location including convenient public transport links and adjacent parking facilities.

Plans were drawn up to reconfigure the existing site to increase classroom capacity and provide a multipurpose space by enclosing the courtyard. A glazed atrium over the existing courtyard would allow use of the space year-round for additional gallery, retail and café space and for events including concerts and art talks.

Planning permission was granted for the proposals in 2015.

A Development Director has been appointed to lead the project.

3. FUNDING REQUEST

Details of the project including costs, funding sources and timetable are all included in the letter and attachments in Appendix 1

Courtyard Arts are seeking £10,000 to help fund some of the immediate project costs noted in Appendix 1. Courtyard Arts are working to secure funds to match the sum sought from the Council.

To date, the trustees have already paid to get the project through the planning permission stage and other regulatory processes.

New Homes Bonus is an appropriate budget to provide this funding as the funds will be used to extend a Hertford facility that is used by a wide cross section of the community.

The Committee may wish to consider conditions it wishes to place on the grant of funds to Courtyard Arts

4. RECOMMENDATION

It is **RECOMMENDED** that:

a) The Committee **considers** the proposal to provide funding up to but not exceeding the value of £10,000 to be funded from the New Homes Bonus.
b) The Committee **resolves** the conditions it wishes to attach to any contribution to the proposed extension of Courtyard Arts.

Report By: Joseph Whelan, Town Clerk 22nd February 2017

Appendix 1

Courtyard arts

13th February 2017

Joseph Whelan
The Town Clerk
Hertford Town Council
The Castle
HERTFORD SG14 1HR

Dear Joseph

RE: COURTYARD ARTS CENTRE

I shall be extremely grateful if you will submit this application to the finance committee at the earliest opportunity. I have included some background to Courtyard Arts for those committee Members who may not be so familiar with us.

PROJECT TITLE: Additional Teaching Studio with Flexible Community and Retail/Café Space

ABOUT US: Courtyard Arts Centre is a small friendly community arts centre in Port Vale. Our mission is: *'to provide a launch-pad for all members of the community to achieve their artistic potential'.* We offer a wide range of term time classes and holiday workshops for adults and children of all ages and abilities in a wide variety of media. We run dedicated art sessions for primary schools and life drawing for A-level students.

We provide an outreach programme working with local groups such as 'Mind in Mid Herts', running bespoke workshops for adults with learning difficulties or disabilities, visually impaired adults, Alzheimer's and dementia sufferers as well as young and older carers. Other educational events include art talks, concerts and coach trips to art galleries and museums.

Our gallery has a vibrant and varied programme of exhibitions which run alongside artists' studios, a small café and a gift shop show-casing work by local artists. We also curate the gallery space at Hertford Theatre. Exhibitions feature the work of solo or groups of artists and include an annual Open, a Residency, a Courtyard Members Show and displays of work by HND and Degree students from Hertford Regional College and the University of Hertfordshire. One of our Artists in Residence, Holly Darton, later ran the Hunt & Darton Café at the Edinburgh Fringe and then toured the UK.

We are active in promoting Hertford as an artistic venue, working closely with the museum, theatre and others. We set up Hertford's first ever art trail, now in its fourth year. We were also proud to be one of the founding partners in the Hertford Arts Hub project and continue to be actively involved.

BACKGROUND TO THE PROJECT: A few years ago, demand began to exceed supply. The Centre is now running at full capacity with over 200 people attending classes each week and we are unable to fulfil our waiting lists that continue to grow – at last count we have 135 adults and children waiting.

In 2013, the trustees considered the options: to remain as we are; to find another premises; or extend. Following consultation with Courtyard members, it was agreed that the advantage of being in a central location in Hertford with convenient public transport and parking facilities next door, were paramount and means of expanding capacity should be considered. Accordingly plans were drawn up to reconfigure the site to increase classroom capacity and provide a multipurpose space by enclosing the courtyard. This glazed atrium will mean we can use the space year-round for additional gallery, retail and café space and for our events such as concerts and art talks.

In 2015 we received planning permission. The expansion will increase our student capacity by 60%, relieving pressure on the waiting list and enable a significant increase in revenue making us more financially viable. We are fully self-funded and do not receive grants or require support from any foundations or councils in order to operate. Our annual turnover is approx. £113k and recently we have operated at a small loss in part due to investments made in this project and have been drawing on our reserves which are currently equivalent to approximately 2/3 annual turnover.

OUR PROJECT: Having received planning permission, we need to raise the funds and commission the capital works. The project has been broken down into three phases: phase 0, the preparatory stage;

Courtyard Arts & Community Centre Port Vale, Hertford, Hertfordshire SG14 3AA
07818 423743 / 01992 509596 www.courtyardarts.org.uk admin@courtyardarts.org.uk
Registered charity 1044469

phases 1 and 2 are the construction phases for the classroom extension and the glazed atrium to the courtyard. They can be delivered in parallel or separately according to available funds.

We have started Phase 0. Last year the Trustees secured the services of a volunteer business consultant via The Cranfield Trust, prepared a fund raising strategy and appointed a Development Director (me) to deliver their ambition. Since November, I, supported by the business consultant, have started fund raising activities and prepared a detailed business plan with cash flow forecast and a project timeline.

Our plan is to complete the fund raising stage within 12 months and the design/specification/tendering stage within 12 to 15 months in order to start building by November 2018. We expect the build to take up to 9 months scheduled to minimise the impact on existing Centre activities.

COSTS: We have used the planning drawings to obtain outline cost estimates from several independent and credible sources. From these we estimate the build cost will be in the range £305,000 to £685,000. Much of the variation relates to the cost of the glass atrium with estimates ranging from £100,000 to £250,000. The total capital costs are broadly grouped as follows:

- Classroom extension: £100k to £135k
- Internal alterations/refurbishment/drainage: £50k - £150k
- Glass enclosure: estimated range £100k - £250k

The project costs are as follows:

- Professional services (including design fees): £25k - £100k
- Financing and exceptional costs £30k - £50k

Our priority is to obtain detailed Working Drawings, Specifications of Works and a structural engineer's report so we can tender for competitive building quotes and obtain building regulations. We do not believe the upper costs represent good value for money and will seek to cost reduce where appropriate without adversely affecting the quality or future revenue.

We estimate that our immediate project costs will be in the region of £25,759.00 comprised of £18,600 professional services (architect, engineer, application fees) plus £7,159.00 salary costs.

AMOUNT REQUESTED: We are requesting £10,000 from Hertford Town Council which will be used to fund our immediate project costs. This will be matched with funds from other sources such as East Herts Council and Arts Council England. The trustees have already paid to get the project through the permissions stage plus invested in the Development Director using its allocated reserves. You have been a great support to Courtyard over the years and we have always made excellent use of previous grants from you (such as our refurbished kitchen, art equipment/materials and outreach projects). Your assistance will be vital for moving us onto the next critical stage of our project as well as giving us greater leverage with foundations outside of our area.

We understand that the Arts Hub is one of the council's priorities which we believe will be a fantastic asset to the town. Support for Courtyard's development will strengthen the concept that the council nurtures a thriving arts community for its residents which also attracts audiences from wider afield.

I enclose a copy of our most recent events programme and some photographs which show the range of activities on offer at our busy Centre. We all believe that the Centre brings great value to the town and its residents - our additional facilities will create more opportunities.

I very much look forward to hearing from you.

Yours sincerely

Melanie Ewer
Development Director

Exhibition Programme: Hertford Theatre

Hertford Regional College
4th – 29th January

The Higher National Diploma (HND) Creative Industry Year 2 students are showing a range of individual photographic work prior to their graduation.

Yellow and Blue
Niranjan Kamatkar
31st January – 26th February

Yellow and Blue Productions

Niranjan Kamatkar is an established filmmaker and artist who delivers art projects and services that profile the culture, identities and issues for marginalised communities. In showing his unique work he looks to meet and establish dialogues with new and experienced local artists.

Rachel McCullock
28th February – 26th March

This local artist employs a range of materials, including household paints to conjure very striking large-scale and colourful abstract 'action' type paintings.

Deana Kim Page
28th March – 23rd April

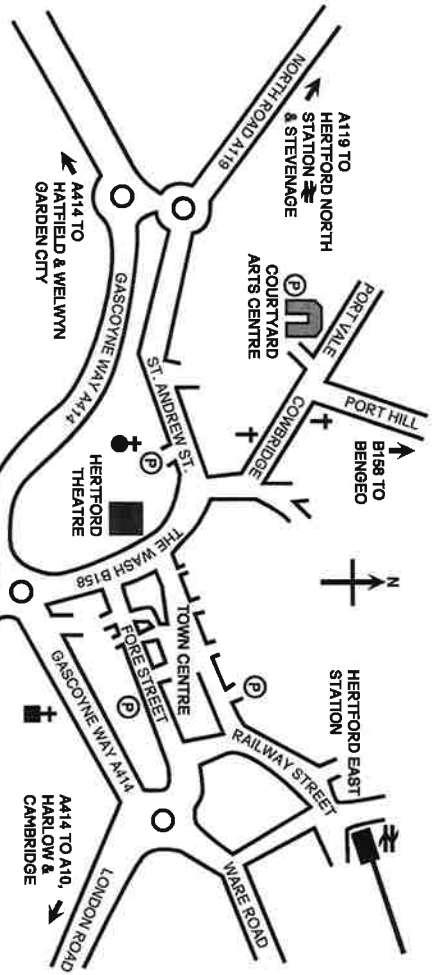
Deana Kim Page: tutor for the last 5 years has seen over 5,000 people across 4 counties, including Hertfordshire, Essex, Berkshire and Surrey. This exhibition is to showcase local and National students' diverse and exciting artwork at all levels and abilities. Artists aged 8 upwards show a diverse, exciting mix of mediums and subjects, which will also include art works from Courtyard Arts' students.

Peter Dawkins
25th April – 21st May

As a professional illustrator, Peter has enjoyed a long and successful career in the commercial and creative industries. He offers a discerning eye and love for depicting his travels and personal experiences.

Like us on Facebook:
Courtyard Arts

Follow us on Twitter:
@Courtyard_Herts



Travelling to Courtyard Arts

Both Hertford North and Hertford East railway stations are within a 15 minute walk of Courtyard Arts.

There are bus routes to Hertford from Harlow, Ware and Welwyn Garden City.

Contact us:

01992 509596
admin@courtyardarts.org.uk
www.courtyardarts.org.uk
Courtyard Arts & Community Centre
Port Vale
Hertford, Hertfordshire
SG14 3AA

Courtyard Arts & Community Centre is a registered charity number 1044469

Events Leaflet Design:
Our events leaflet is kindly designed free of charge by Natalie Howard
www.nh-creative.com

Courtyard Arts
Events Programme
January - May 2017

Hertford Regional College Fine Art, 10th - 21st January

Gallery / Gifts
Café / Art Classes
Ceramics / Events
Children's Parties

Hertford's leading visual arts

Opening Hours
Tuesday - Saturday 10 am - 4 pm

01992 509596 www.courtyardarts.org.uk

For class times, please see centre pages

Exhibition Programme: Courtyard Arts

Hertford Regional College Fine Art
10th – 21st January

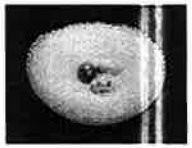
The Foundation Degree (FD) fine art students show off their individual and creative project ideas prior to graduation. This is an annual event for which Courtyard Arts is pleased to collaborate with this local FE college and Higher Education provider.

University of Hertfordshire
24th January – 4th February

The fine art degree students take this opportunity to display their various critical and independent creative studies and directions. This is an annual event and we are pleased to welcome UH back.

Richard Sutton
7th February – 4th March

An artist with a broad approach bringing together different elements styles and trends drawn upon cartoon animations, modern twentieth century and classical art. He describes the artist as shaman, one in service of a creator divine or otherwise.



Clone: The Art in Replication
Just Glass
7th March – 1st April

February 2017 sees the twentieth anniversary of the cloning of Dolly the Sheep. Just Glass marks this pioneering event with a show focusing on the creative possibilities of replication, duplication and repetition, using glass as the creative medium.

Open Event
4th April – 6th May

Artists are invited to submit work for our annual Open. The artwork for the Open Exhibition 2017 is selected entirely by the judges. The judges will see all submissions and will select work for the exhibition and choose the best in show, which has a prize of £200.

Like us on Facebook
Courtyard Arts

Follow us on Twitter
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Classes for Adults and Children at Courtyard Arts: Spring 2017

Adults' Classes
Term Dates: 7th January - 8th April **Half Term: 11th - 18th February**

Day	Class	Time	Tutor	Price	No. of Sessions
Monday	Oil Painting	3:30pm - 5:30pm	Paul Fennell	£103	12 weeks
	Ceramics	7:30pm - 9:30pm	Pat Joyce	£113	12 weeks
	Oil Painting	7:30pm - 9:30pm	Paul Fennell	£103	12 weeks
Tuesday	Mixed Media	12:45pm - 2:45pm	Gillian Mackenna	£86	10 weeks
	Acrylic Painting	1.00pm - 3.00pm	Deana Kim Page	£103	12 weeks
	Ceramics	7:30pm - 9:30pm	Debbie Bent	£113	12 weeks
Wednesday	Ceramics	10:00am - 12:30pm	Teresa Morton	£110	10 weeks
	Watercolour Painting	10:00am - 12:00pm	Paul Fennell	£103	12 weeks
	Ceramics	1:30pm - 3:30pm	Sue Wagstaff	£94	10 weeks
	Watercolour Painting	1:30pm - 3:30pm	Paul Fennell	£103	12 weeks
	Life Drawing and Painting	7:30pm - 9:30pm	Lisa Banks	£140	10 weeks
	Ceramics	7:30pm - 9:30pm	Teresa Morton	£94	10 weeks
Thursday	Ceramics	10:00am - 12:30pm	Teresa Morton	£110	10 weeks
	Drawing Media	10:00am - 12:00pm	Paul Fennell	£103	12 weeks
	Mixed Media	1:00pm - 3:00pm	Gillian Mackenna	£86	10 weeks
	Kiln Fired Glass	1.30pm - 3.30pm	Gloria MacArthur	£151	12 weeks
Friday	Printmaking	10:00am - 12:00pm	Jude O'Sullivan	£136	12 weeks
Saturday	Pottery Workshop (Adults & Young Adults) +	3.00pm - 5.30pm	Pat Joyce	£77	6 weeks

Children's Classes
Term Dates: 7th January - 8th April **Half Term: 11th - 18th February**

Day	Class	Time	Tutor	Price	No. of Sessions
Tuesday	Tiny Artists (1 - 5 years)	10:00am - 11:00am	Polly Kiernan	£54	10 weeks
	Art & Clay (9+ years)	5.00pm - 6.30pm	Debbie Bent	£98	12 weeks
Thursday	Dreamers & Doodlers	4.00pm - 5.00pm	Polly Kiernan	£54	10 weeks
Friday	Art & Clay (12+ years) °	10:30am - 12:30pm	Sue Wagstaff	£108	10 weeks
	Art & Clay (7 - 12 years) °	1:00pm - 3:00pm	Sue Wagstaff	£86	10 weeks
	Tiny Artists (1 - 5 years)	1:10pm - 2:10pm	Polly Kiernan	£54	10 weeks
	Tiny Artists (1 - 5 years)	2:10pm - 3:10pm	Polly Kiernan	£54	10 weeks
Saturday	Fun Art (5+ years)	10:00am - 11:30am	Claire Preston	£82	10 weeks
	Ceramics (6+ years) +	10:00am - 12:00pm	Teresa Morton	£77	6 weeks
	Little Screen Film Club (8+ yrs)	12:15pm - 2:45pm	Alicia Perry	£103	12 weeks

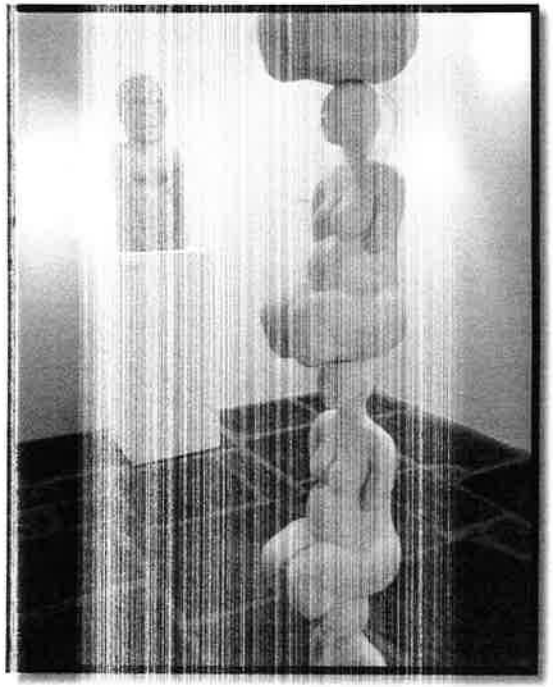
° These classes are for home schooled children + Alternate Saturdays

COURTYARD ARTS CENTRE

THE GALLERIES

Alan Davie Exhibition, Hertford Theatre

Making with a Message, Davida Macdonald

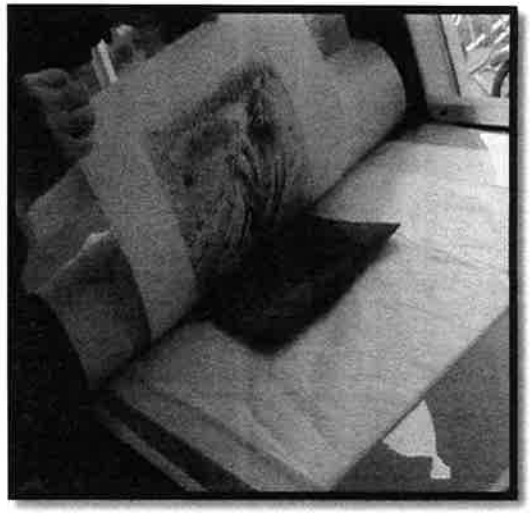


"The Art of Mitochondria, it's in my DNA"

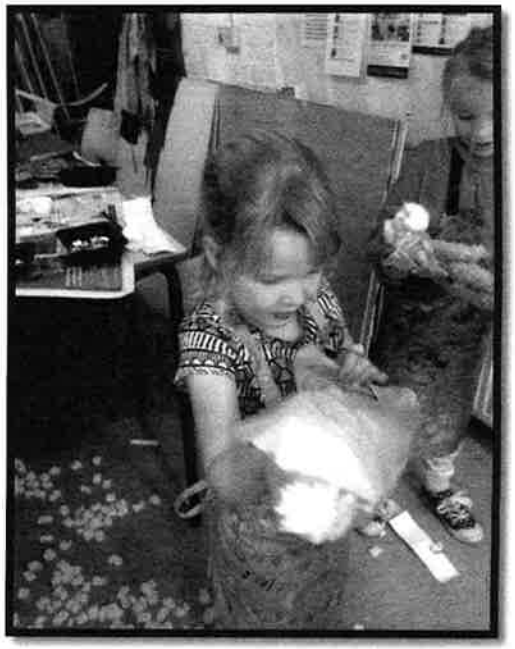
Sound artist, Sarah Anderson
Artist in Residence 2015

Open Exhibition

CLASSES



Drawing, life drawing, pottery/ceramics, film animation, oil painting, mixed media, acrylic painting, kiln fired glass
Our students range from 18 months to 80+, of all ages and abilities



COMMUNITY EVENTS

"Wallace meets Rousseau" mural, Hertford Town Centre

Hertford Children's Book Festival, with author Sophy Henn

The Big Draw with Hertford Museum and Hertford Theatre

Hertford Carnival

OUTREACH WORK

Pottery made by visually impaired adults

Army Cadets, Arts Award for Hertford Museum

Art and craft courses for adults at Braziers Field Assisted Living

Document 2.1

STANDING ORDERS

(including Committee & Delegation Arrangements)

These Standing Orders provide procedures and controls for the management of Council business. Basic arrangements are contained in Schedule 12 of the Local Government Act 1972. The procedural requirements in Schedule 12, together with other requirements appropriate for the Council, are incorporated.

Standing Orders should be seen as an aid to proper and effective governance. Over regulation can be an impediment.

References to the Chairman/Mayor in these Standing Orders include the Deputy Chairman/Deputy Mayor and any other Councillor when acting as Chairman/Mayor.

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DEFINITIONS

Chairman of the Council	The Councillor of the Council elected to that office by Councillors and known as the Mayor of Hertford.
Chairman of Committee or Sub-Committee	The Councillor elected by the Councillors of the Committee or Sub-Committee to that office. The Councillors of a Committee of Sub-Committee may elect a Councillor of the Committee or Sub-Committee to be Chairman of an individual meeting in the absence of the Chairman and Vice-Chairman.
Committee	A group of Councillors which has been appointed by the Council to whom duties and powers may be delegated which would otherwise be executed by the Council.
Council	Hertford Town Council
Councillor(s)	Duly elected representative(s) of the electoral areas of Hertford Town Council, who have signed the Declaration of Acceptance of Office and are serving on the Council for the time being.
Deputy Mayor or Deputy Mayor	The Vice-Chairman of the Council elected to that position by Councillors of the Council.
Leader of the Council	The Councillor nominated as such by the largest political group.
Majority	A majority of those present at a meeting and voting. A motion may be carried by a single voter if no other Councillor chooses to vote.
Mayor	The Chairman of the Council elected to that position by the Councillors of the Council or otherwise as directed by statute.
Proper Officer	Statutes refer to the "Proper Officer" for a number of purposes. It is usually theTown Clerk for any purpose for which a proper offcier is mentioned in any statute except where the issue is finance related when the Finance Officer is identified as the "Proper Officer".
Resident	A person who is resident in the electoral area of Hertford Town Council and whose name may or may not appear on the Register of Electors for Hertford.
Statutory	As laid down by law.
Sub-Committee, Working Party, or Forum	A sub-Committee, working party or forum established by the Council or a Committee
Vice-Chairman of the Council	The Deputy Mayor
Working Party	Councillor(s), Officers and other individuals who have been asked to review or investigate a specific topic or topics and report thereon to the constituting body (Council, Committee or Sub-Committee).

1 FULL TOWN COUNCIL MEETINGS

1.1 Chairing meetings

The Mayor or in her /his absence the Deputy Mayor shall chair meetings of the Council. In their absence the Council shall select a Councillor to chair the meeting.

1.2 Quorum

No business shall be dealt with unless there is a quorum of one third of the Council (6 Councillors). If there is no quorum, the meeting must be adjourned immediately.

1.3 Holding meetings

1.3.1 An Annual Council Meeting (known as "Mayor Making" at Hertford) shall be held every year on the 3rd Thursday in May. In the year of ordinary elections of town Councillors the annual meeting shall be held within 14 days after the day on which Councillors elected take office.

1.3.2 At least 3 other meetings of the Council shall be held every year on a calendar to be determined by the Council. This calandar shall include the dates of Committee and Sub Committee Meetings.

1.3.3 An extraordinary meeting of the Council may be called at any time by the Mayor.

1.3.4 Any 2 Councillors may submit a written request signed by them to the Mayor to call an extraordinary meeting. In the event of the Mayor not calling an extraordinary meeting within 7 days of receiving the request, or refusing to call an extraordinary meeting, the 2 Councillors may call an extraordinary meeting.

1.3.5 Meetings shall be held at a place, date and time fixed by the Council.

1.3.6 Notice of the time and place of meetings must be fixed in a conspicuous place in the Town at least 5 clear days before the meeting. Where a meeting is called by Councillors of the Council (1.3.4 above), the notice shall be signed by those Councillors and shall specify the business proposed to be transacted at the meeting (the agenda).

1.3.7 All Councillors of the Council shall be given (by post or left at their residence or by email) at least 5 clear days written notice of all meetings of the Council from the Proper Officer specifying the business proposed to be transacted (the agenda).

1.4 Order of business for Annual Council Meetings

1.4.1 In an election Councillors should execute declarations of acceptance of office in another Councillor's presence or in the presence of the Proper Officer before the Annual Council Meeting.

1.4.2 At the Annual Council Meeting the order of business shall be:

1. To elect a Chairman with the style of Mayor;
2. To receive the Chairman's declaration of acceptance of office or otherwise decide when it will be received and the Mayor's oath;
3. In the ordinary year of the election of the Council, to fill any vacancies left unfilled at the election by reason of insufficient nominations;
4. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;
5. To elect a Vice Chairman with the style of Deputy Mayor
6. To appoint Standing Committees and Sub Committees – including any required under the disciplinary procedure and the Town Clerk's appraisal Committee;
7. To receive the nomination of Leader of the Council from the majority political group. (SO 3.1);
8. To make appointments and nominations to outside organisations;
9. To decide the dates, times and place of meetings of the Council for the year;
10 To conduct any other business appropriate for the Annual Council Meeting.

1.5 Order of business for ordinary meetings

At ordinary meetings, business will usually be conducted in the following order:

1. To receive disclosures of interest by Councillors in items on the agenda;
2. To approve as a correct record the minutes of the previous meeting. The Mayor or Councillor presiding shall sign the minutes in accordance with statutes (SO1.6);
3. Chairman's announcements and such communications as the Chairman of the meeting may wish to lay before the Council;
4. To deal with business expressly required by statute;

5. To note a change in the nomination of Leader of the Council from the majority political group (SO 3.1);

6 To receive petitions (SO 1.7);

7. To receive questions and comments from the public (SO 1.8);

8. To receive and consider reports from Committee Chairmen including recommendations from Committees and other minutes for information (SO1.9);

9. To receive business motions from Councillors (SO 1.10);

10. To receive and consider reports from Officers of the Council;

11. To approve any changes to Standing Orders, the delegation arrangements or other governing documents;

12. Any other business specified in the agenda.

1.5.2 The order of business may be changed by the Meeting by motion put by the Chairman.

1.6 Minutes

1.6.1 No discussion shall take place on a motion to agree the minutes other than upon their accuracy.

1.6.2 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

1.6.3 The minutes must record the names of Councillors present at the meeting and the declarations of interest of any Councillor.

1.6.4 The minutes of a meeting must be circulated to all Councillors as soon as practicable and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairman.

1.7 Petitions

1.7.1 Petitions may be received at ordinary meetings of the Council provided that the petition is received by the Town Clerk no later than mid-day five working days before the day of the meeting and is signed by at least 25 electors within the Town.

1.7.2 Petitions may only be about a matter for which the Council has a responsibility or which affects the Town.

1.7.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.

1.7.4 A petition will not be received by the Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Council in the last six months.

1.7.5 One signatory to the petition may speak on the petition for no more than 5 minutes.

1.7.6 No discussion shall take place on the petition. A Councillor may move that the petition be referred to the next meeting or to a Committee or to another body. Once seconded, the motion will be voted on without discussion.

1.7.7 No more than 5 petitions will be received at a meeting.

1.8 Public Questions and Comments

1.8.1 Any resident within the Town may put a question or a comment to the meeting about a matter on an agenda.

1.8.2 A resident seeking a response to a question at the meeting must give the Town Clerk notice of the question no later than midday on the last working day before the meeting day.

1.8.3 A question or comment will not be received by the Council which is in furtherance of a person's individual circumstances or which is about a matter where there is a right of appeal to the courts, a tribunal or a government minister.

1.8.4 A question or comment will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months.

1.8.5 An elector putting a question or a comment may speak for no more than three minutes.

1.8.6 A maximum of 10 minutes will be allowed for public questions and comments.

1.8.7 There shall be no more than 5 questions or comments at any meeting although the Chairman may vary this limit

1.8.8 No discussion shall take place on any question put or comment made. Where practical, the Chairman may respond or indicate that a written response will be made.

1.8.9 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the elector.

1.8.10 At all meetings of the Council, Councillors and co-opted Councillors must not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a disclosable pecuniary interest unless they have received a dispensation in accordance with the members' Code of Conduct. Councillors with such an interest and who have not

received a dispensation should leave the room for the duration of the relevant agenda item. A record will be made in the minutes of the name of any Councillor who leaves the room under this provision. The record will show the reason for which they left and state for which agenda items they were not present.

1.8.11 Any Councillor may ask a question of the Council, provided it is communicated in writing to the Town Clerk at least five clear days before the meeting. Such questions are not an opportunity for debate on a subject not included on the agenda. An answer will be provided, which concludes the discussion.

1.9 Reports from Committee Chairmen & recommendations of Committees

1.9.1 The usual order for considering reports from Committee Chairmen and recommendations of Committees will be:

Community Services Committee
Development & Leisure Committee
Finance, Policy & Administration Committee

1.9.2 The order may be changed by the meeting by motion put by the Chairman where this is conducive to the efficient conduct of business.

1.9.3 Recommendations of Committees must be included in full on the agenda for the Council meeting. Recommendations of Committees meeting after the notice of meeting has been sent to Councillors must be circulated to all Councillors as soon as practical.

1.9.4 Recommendations may not be discussed until they have been moved and seconded. This will normally be done by the Chairman and Deputy Chairman of the Committee.

1.9.5 Normally only one recommendation may be discussed at a time, but the Chairman may allow 2 or more recommendations to be discussed together where this is conducive to the efficient conduct of business.

1.10 Business motions

1.10.1 Any Councillor may give to the Town Clerk written notice of a motion the Councillor wishes to move at a meeting at least 10 clear days before the meeting.

1.10.2 Motions must be included in full on the agenda in the order they are received.

1.10.3 Motions must not be discussed until they have been moved and seconded.

1.10.4 Normally only one motion may be discussed at a time, but the meeting may agree on motion of the Chairman that 2 or more motions relating to the same matter be discussed together where this is conducive to the efficient conduct of business.

1.11 Rules of debate for Committee recommendations and business motions

1.11.1 Any Councillor may propose an amendment to a Committee recommendation or business motion.

1.11.2 An amendment must relate directly to the subject matter of the recommendation or motion and may refer the recommendation or motion to a Committee for consideration or further consideration, delete words, add words, or delete and add words. An amendment must not have the effect of nullifying the recommendation or motion.

1.11.3 An amendment may not be discussed until it has been moved and seconded.

1.11.4 An amendment may be withdrawn at any time by the Councillor moving it.

1.11.5 The Councillor moving the recommendation or motion may incorporate an amendment into the recommendation or motion.

1.11.6 Amendments will be discussed separately unless the meeting agrees to discuss them together on the motion of any Councillor.

1.11.7 The order of speaking shall be:
- mover of the recommendation or motion
- mover of amendment
- any other Councillor wishing to speak
- right of reply of mover of amendment
- right of reply of mover of recommendation or motion.

1.11.8 A Councillor may speak only once in a debate except where the Councillor has a right of reply or where the Chairman, in her/his discretion permits in the interests of debate.

1.11.9 During a debate, but between speakers, any Councillor may move a procedural motion:

- That the question be put to the vote immediately
- That the meeting move to the right of reply of the mover of the recommendation or motion and then to the vote
- To proceed to the next business.

If seconded, the procedural motion shall be put to the vote immediately without discussion.

1.12 Voting

1.12.1 Subject to any legal requirement all questions to be decided by the Council shall be decided by a majority of the Councillors present and voting.

1.12.2 Councillors shall vote by show of hands. A Councillor's vote will only be counted if the Councillor is in the room of the meeting at the time the vote is taken.

1.12.3 Immediately after a vote is taken and before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.

1.12.4 Immediately before a vote is taken any Councillor may request that a vote is recorded. When a request is made the Chairman or person nominated by the Chairman shall call the names of all the Councillors and after each name is called the Councillor shall state whether s/he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.

1.12.5 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.

1.12.6 The Chairman must give a casting vote in the event of there being an equality of votes for the election of the Chairman of the Council.

1.13 Procedural motions

1.13.1 Any Councillor at any time may move, between speakers, any of the following motions:

- To proceed to the next business
- To move to the vote
- To refer a matter to a Committee
- To adjourn the meeting

If the motion is seconded, it must be put to the vote immediately without discussion.

1.14. Reversing a Previous Resolution

1.14.1 A decision of the Council shall not be reversed within six months except either by a special resolution, the written notice thereof bearing the names of at least six Councillors of the Council or by a resolution passed in pursuance of the report or recommendation of a Committee.

1.14.2 When a special resolution or any other resolution passed under the provisions of paragraph 1.14.1 of this order has been disposed of, no similar motion may be moved within a further six months.

1.15 Conduct

1.15.1 A Councillor or Officer when speaking must stand and address the Chairman.

1.15.2 Councillors must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairman in the proper management of the meeting and the role of the Town Clerk as impartial adviser.

1.15.3 If a Councillor persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructing business, the Chairman may move that the Councillor be not further heard. If the motion is seconded, it must be put to the vote immediately without discussion.

1.15.4 If the Councillor continues to behave improperly after a motion that the Councillor be not further heard, the Chairman may move that either the Councillor leaves the meeting or that the meeting is adjourned for a specified period. If the motion is seconded, it must be put to the vote immediately without discussion.

1.15.5 If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impractical, the Chairman may adjourn the meeting for as long as s/he considers necessary.

2 COMMITTEE MEETINGS

2.1 Chairing meetings

2.1.1 Every Committee shall at its first meeting following the Annual Council Meeting, before conducting any business, elect a Chairman for the year. A Committee may elect a Deputy Chairman.

2.1.2 The Chairman of the Committee, or in her/his absence the Deputy Chairman, will chair meetings of the Committee. In their absence, the Committee shall select a Councillor to chair the meeting.

Quorum

No business shall be dealt with unless at least 3 Councillors are present.

If there is no quorum the meeting must be adjourned immediately.

2.3 Holding meetings

2.3.1 The ordinary meetings of a Committee shall be held at a place, date and time fixed by the Annual Council.

2.3.2 Special meetings of a Committee may be called by the Town Clerk in consultation with the Committee Chairman and Leader of the Council.

2.3.3 Notice of the time and place of meetings must be fixed in a conspicuous place in the Town at least 5 clear days before the meeting.

2.3.4 All Councillors of the Council shall be given (by post or left at their residence) at least 5 clear days written notice of all meetings of a Committee from the Town Clerk specifying the business proposed to be transacted (the agenda).

2.4 Order of business

2.4.1 Business will usually be dealt with in the following order:

- To receive Apologies for Absence
- Disclosures of interest by Councillors in items on the agenda
- Agreeing the minutes of the last meeting and signing them (SO 1.6)
- Public Question time (SO1.8)
- Any business remaining from previous meetings
- Other business placed on the agenda.

2.5 Voting

2.5.1 Subject to any legal requirement all questions to be decided by a Committee shall be decided by a majority of the Councillors present and voting.

2.5.2 Councillors shall vote by show of hands. A Councillor's vote will only be counted if the Councillor is in the room of the meeting at the time the vote is taken.

2.5.3 Immediately before or after a vote is taken and before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.

2.5.4 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.

2.6 Attendance by Other Councillors

2.6.1 Any Councillor who is not a member of a Committee may attend any meeting of that Committee.

2.6.2 The Chairman may permit any such Councillor to speak.

3 OTHER PROVISIONS

3.1 Leader and Deputy Leader of the Council

3.1.1 The largest political group on the Council may, at the time of the Annual Council Meeting following the ordinary election of town Councillors, nominate a Councillor as the Leader of the Council and Deputy Leader of the Council by giving the Town Clerk notice at least 7 clear days before the meeting.

3.1.2 A change of Councillor recognised as Leader of the Council and Deputy Leader of the Council may take place at any other time provided the largest political group on the Council gives notice to the Town Clerk, who shall report the change to the next ordinary Council meeting.

3.1.3 When a nomination is made the Council will note the appointment (SO 1.5.1).

3.1.4 The Leader of the Council is the most senior Councillor of the Council politically. He/she will lead the decision making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader of the Council has no legal status or civic and ceremonial responsibilities.

3.1.5 The Town Clerk may use the Leader of the Council as a "sounding board" in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal.

3.1.6 The Deputy Leader of the Council will act during periods of absence of the Leader.

3.2 Individual Councillors

3.2.1 A Councillor may not individually exercise any functions of the Council on behalf of the Council. A Councillor must not issue a direction to an employee or issue any order relating to work being done for the Council or claim any right to enter any property on behalf of the Council.

3.3 Smoking

3.3.1 Smoking is prohibited during any Council, Committee, sub-Committee or working party meeting.

4 COMMITTEES AND DELEGATIONS

4.1 Appointment of Committees

4.1.1 The Town Council will, at the Annual Council meeting appoint such Committees, sub Committees, working parties and forums as are deemed necessary to effectively discharge the Council's business.

4.1.2 The Council may, at any other time, appoint Committees, Sub Committees, Working Parties and Forums as are deemed necessary

4.1.3 The Committees and Sub Committees currently appointed shall consist of the number of Councillors set out below or as determined by the Council and they shall have the roles and functions set out below or as determined at the time of appointment.

4.1.4 Where the Mayor is not a Councillor of a Committee in his or her own right, the Mayor shall be an ex-officio Councillor and shall be entitled to speak and put forward motions but not vote.

4.1.5 The Local Government and Housing Act 1989 requires that District/Borough Councils allocate seats on Committees to Political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles. Hertford Town Council recognises these principles as best practice and therefore to be observed as far as is reasonably practicable.

a) That not all seats on the same committee are allocated to the same political group;

b) That the majority of seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;

c) That, subject to a) and b) above, the number of seats of committees allocated to each political group bears the same proportion of the total of all the seats on committees; i.e. the sum total of all seats on all committees and sub committees.

d) That, subject to a), b) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

For the purposes of political balance, a group is required to have at least two members and to have been formally constituted as a Political Group by notifying the Proper Officer (Town Clerk) to inform the Council of that fact and of its name and the identity of its Leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group and to the Proper Officer.

Whenever the Council is required to review the allocation of seats on committees between political groups, or the Council resolves to carry out such a review, the Town Clerk shall submit a report to the Council showing what allocation of seats would, in his/her opinion, best meet the requirements of Section 15(4) of the Local Government and Housing Act 1989 and in the light of such a report, the Council shall determine the allocation of seats to political groups.

Once the allocation of seats has been decided upon, there is a duty on the Council to give effect to the allocation by making appointments thereto in accordance with the wishes of the political groups. The wishes of a properly constituted political group are taken to be those expressed to the Proper Officer in writing by the Leader of the Group

4.2 FINANCE, POLICY AND ADMINISTRATION COMMITTEE

The Committee shall undertake the following role and functions:

The Committee will comprise no less than 9 Councillors. The quorum of the Committee shall be 3 Councillors.

1. To keep under annual review the Council's constitution, objectives, policies, protocols and other governing documents.

2. To determine all the resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees and contractors.

3. To recommend to the Council an annual budget and precept.

4. To regularly monitor income and expenditure and to make any recommendations to the Council.

5. To consider recommendations of the Personnel Sub Committee on Human Resource issues.

6. To consider Community Grant applications.

7. To have oversight of Civic and ceremonial matters.

8. To manage matters relating to premises, leases and licences.

9. To show support for/overview of the Hertford Museum.

10. To incur and authorise expenditure not otherwise delegated to another Committee or employee and to oversee expenditure under the New Homes Bonus

11. To provide oversight of the Council's Social Media accounts

12. To provide oversight of the Highways Together Scheme

13. To carry out any function not otherwise delegated to another Committee or employee.

14. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

15. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.

16. To vire expenditure and carry overs within its own budget.

PERSONNEL SUB COMMITTEE (STANDING SUB CTTE OF FPA)

The Committee shall consist of no less than 5 Councillors. The quorum for the Sub Committee shall be 3 Councillors.

The Committee shall undertake the following role and functions:

1. To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.

2. In line with the Council's strategic objectives, to recommend to the Finance, Policy and Administration Committee, any changes in the Council's establishment resulting from a management review of the structure.

3. To receive and approve reports from the Town Clerk on changes and/or issues relating to the Council's staff including overtime.

4. To consider and make recommendations to the Finance, Policy and Administration Committee on the appointment of the Town Clerk and on any matter relating to the conditions of employment and role of the Town Clerk.

5. To approve job descriptions for all Staff.

6. To determine the training and qualification policy of the Council.

7. To determine the expenses policy of the Council

8. To determine the overtime payment policy of the Council

9. To determine the role and reporting practice of the external HR consultant

10. To establish the health, safety and welfare policy of the Council.

11. To determine applications for the payment of honoraria.

12. To determine the policy for the designation of staff as essential/casual car users.

13. To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.

14. To approve proposals from the Town Clerk for additional hours to be worked by the Town Clerk and related TOIL or extra payments.

15. To receive and approve HR and/or medical reports relating to long term sickness and/or absence issues for senior staff including the Town Clerk

16. To review and approve the performance management framework for HTC employees.

17. To determine and oversee the Recruitment and Selection Policy of the Council.

APPEALS COMMITTEE

Functions – to deal with matters arising from the Council's disciplinary and grievance procedures. The Town Clerk, in consultation with the Leader, will call on a minimum of three members to serve as the Appeals Committee, should the need arise.

4.3 DEVELOPMENT AND LEISURE COMMITTEE

The Committee will comprise no less than 9 Councillors. The quorum of the Committee shall be 3 Councillors.

The Committee shall undertake the following roles and functions:

1. To provide publicity, tourism, entertainment and events

2. To provide a Christmas Lights display

3. To provide oversight of the Council's provision ofcommunity safety initiatives such as CCTV and Taxi Marshalls.

4. To manage venue hire for the Castle and Millbridge Rooms

5. To facilitate the Hertford Entrepreneurs group

6. To support economic development and promotion of the town centre

7. To provide oversight of the Council's online presence (Council and Go Hertford website)

8. To provide direction and oversight of the Council's support to the Town Centre

9. To provide cversight of the Town and Tourist Information Centre

10. To give approval or otherwise of any development plan, transport plan or similar document or strategy proposals affecting the Town.

11. To provide oversight of the Council's Social Media accounts in relation to events and venue hire promotion.

12. To carry out any of the functions delegated to the Planning Sub-Committee.

13. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

14. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.

13. To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.4 PLANNING SUB-COMMITTEE (STANDING SUB CTTE OF D&L)

The Sub Committee comprises of no less than 5 Councillors. The quorum for the Sub Committee shall be 3 Councillors.

The sub-Committee shall undertake the following roles and functions:

To make recommendations to the Council:

1. In respect of representations to the Local Planning Authority in support of any planning application departing policies in the Local Plan.

2. In relation to any arrangements between the Council and the Local Planning Authority about the involvement of the Council in the discharge of planning functions.

To make representations to the Local Planning Authority or other agency.

1 On any other application referred to the Town Council.

2 On any other planning, highway or related matter that affects the Town.

NEIGHBOURHOOD PLAN WORKING PARTY

Functions: To work with the Community to produce a Neighbourhood Plan for Sele Ward in the first instance. Additional plans may be considered in due course.

4.5 COMMUNITY SERVICES COMMITTEE

The Committee will comprise of no less than 8 Councillors. The quorum of the Committee shall be 3 Councillors.

The Committee shall undertake the following roles and functions:

1. To oversee and manage the Cemetery, Closed Churchyards and Open Spaces
2. To oversee and manage the town's Allotment sites.
3. To maintain the War Memorial.
4. To oversee the maintenance of the Shire Hall and All Saints' Church clocks.
5. To consider matters relating to footpaths..
6. To maintain the Castle Grounds.
7. To receive minutes of the Youth Town Council
8. To consider all matters and amenities in relation to the community that are not covered by any other Committee, including the Pinehurst Playing Field and Play Area
9. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

7 To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.

8. To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.6 Delegation to Officers
These delegations derive from the Council.

4.7 The Town Clerk shall:

1. be the Proper Officer for all Proper Officer functions except the "Section 151" function;
2. manage all employees of the Council and have the authority to take disciplinary action under agreed procedures;
3. arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chairman;
4. carry out and implement any Council, Committee or sub-Committee decision;
5. deal with all day to day matters in relation to all the Council's functions, in accordance with policies and decisions of the Council or relevant Committee.

4.7.1 **The Town Clerk may:**

1. take urgent decisions on behalf of the Council in consultation with the Leader of the Council and the relevant Chairman;
2. with the exception of item 4.7 (1), delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.8 The Finance Manager shall:

1. discharge all the functions of the "Responsible Financial Officer" under Section 151 of the Local Government Act 1972;
2. make adequate and effective arrangements to pay salaries and wages to all employees of the Council;
3. maintain adequate and effective personnel records.

4.8.1 **The Finance Manager may:**

1. with the exception of item 4.2.3 (1), delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.9 The Marketing & Events Manager shall:

1. Ensure the efficient and effective management of the marketing, events and tourism functions of the Council functions;
2. promote the County Town of Hertford;
3. promote Hertford Castle as a venue for hire;
4. Organise a varied programme of community Events.

4.9.1 **The Marketing & Events Manager may:**

1. delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

4.10 The Civic Administration Manager shall:

1. ensure the efficient and effective management of the democratic services, civic and grounds maintenance function.
2. deputise in the absence of the Town Clerk
3. act as Clerk to the Planning sub Committee and Youth Town Council.
4. manage the Council's health and safety responsibilities.

4.10.1 **The Civic Administration Manager may:**

1. delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

5. Financial Matters

5.1 **Annual Statements – Management Accounts**

The Finance Manager shall supply to each member as soon as practicable after 31 March in each year a statement of the income and expenditure of the Council for the completed financial year

5.2 **Annual Statements – Statutory Accounts**

The statutory accounts of the Council (subject to external audit) shall be presented to the Council for formal approval before the end of June each year.

5.3 **Approval of Precept**

The Council shall approve, following receipt of a draft budget from the Finance Manager, the precept for the financial year at a Town Council meeting to be held before the end of January each year.

5.4 **Financial Regulations**

The Council shall approve Financial Regulations each year. Such Regulations shall include detailed arrangements for the following:

The accounting records and systems of internal control
The financial risk assessment
The work of the internal auditor and the receipt of bi-annual reports from the internal auditior
Procurement policies

5.5 **Signature of Orders for Payment**

Orders for payment of money shall be detailed in the Financial Regulations of the Council and signed by two members.

6. **Tenders**

6.1 **Tender Processes (Over £25,000)**

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 but less than £172,514 (or such other values as may be prescribed from time to time by regulation) must, unless exempt from specified regulations, be procured and publicised in accordance with articles 109-144 of the Public Contracts Regulations 2015 or successor regulations. In addition to the requirements set out in the regulations the opportunity will be advertised on the Council's website and may be disseminated in any other manner that is appropriate, having regard to the nature of the contract and suppliers. This may include, but is not limited to, dissemination to a group of economic operators selected for the purpose, whether ad hoc or by virtue of their membership of some closed category such as a trade association. The advertisements and disseminated material shall contain, as a minimum, the same information as that published on Contracts Finder in accordance with the Regulations.

6.2 Any proposed contract with an estimated value exceeding £172,514 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.

6.3 Tenders submitted in accordance with the above processes are to be assessed by officers in accordance with the Financial Regulations and stipulations in the regulations referred to above.

6.4 **Restrictions**

Unless contrary to regulations:

Canvassing of members of the Council or of any Committee, directly or indirectly, for any contract to be entered into by the Council shall disqualify the potential tenderer from the award of the Contract.

No member of the Council nor of any Committee shall solicit for any tenderer or recommend any tenderer but may nevertheless give a written testimonial of the tenderer's ability, experience or character for submission to the Council with an application for appointment.

6.5 **No obligation to accept lowest quote**

Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote.

7. Orders for Work, Goods and Services (under £25,000)

7.1 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. All Officers are responsible for obtaining value for money at all times. An Officer raising a requisition for an order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

Note: The following information does not form part of the Council's Standing Orders.

ACCESS TO INFORMATION ARRANGEMENTS

1. Access to meetings

The public and press are entitled to attend any meeting of the Council or any Committee unless excluded by formal resolution in relation to any matter of business.

Notice of all meetings and agenda for meetings will be placed at the Castle at least 5 clear days before the meeting. Agenda for meetings will also be put on the Council's website.

The public may put questions and/or make comments to meetings of the Council in accordance with Standing Order 1.8.

Petitions may be presented to meetings of the Council in accordance with Standing Order 1.7.

The taking of photographs and video and sound recording by any person at any meeting may only be done with the permission of the Council or Committee.

2. Access to documents

A reasonable number of copies of agendas shall be available for the public attending meetings from the Town Clerk.

Minutes of meetings shall be available free to the public on application to the Town Clerk. (Bulk and multiple applications are subject to a copying charge.)

As a minimum, agreed minutes shall be available at the Castle and on the Council's website.

A reasonable number of open reports submitted to meetings of the Council and Committees shall be available for the public attending meetings from the Town Clerk.

Open reports may subsequently be obtained by the public on application to the Town Clerk. (A copying charge may be applied).

Applications under the Freedom of Information Act should be addressed to the Town Clerk.

Applications for personal information under the Data Protection Act 1998 should be addressed to the Town Clerk.

TOWN COUNCIL MEETINGS

FREQUENTLY ASKED QUESTIONS

1. What are Standing Orders for?

To make meetings easier to manage. Some requirements for conducting meetings are statutory but Standing Orders enable clear processes to be applied.

2. How often are meetings required?

The minimum is that four meetings are held in a year, one of which is the Annual Council Meeting (note: this is not the same as the Annual Town Meeting). There is no maximum.

3. When should meetings be held?

The Annual Meeting should be held in May. In an election year, the Annual Meeting should be held within 14 days of the elected Councillors taking office (i.e. on the fourth day after the election or within 14 days after that day).

4. At what time of day should meetings be held?

Any time. If no time is fixed by the Annual Meeting, meetings must start at 6pm.

5. Where should meetings be held?

Anywhere that is free of charge or subject to a reasonable charge. If the Town Council does not own premises, it may require free use of a room maintained by the local education authority or any other room maintained out of a "rate". Licensed premises may be used if no suitable room is available free of charge or at reasonable cost.

6. How many Councillors must attend for a meeting to have a quorum?

Three or one-third of the total number, whichever is the greater number.

7. Does a majority of the Councillors present have to vote for a decision to be made?

No. A majority of those Councillors who actually vote is sufficient (this could be a single person voting).

8. Does the way Councillors vote have to be recorded in the minutes?

No, unless any Councillor asks that the votes cast on a particular item be recorded. A Councillor can ask for his or her individual vote to be recorded.

9. Does a meeting have to carry on until the agenda is completed?

No, a meeting may be adjourned. The business can be completed on another specified occasion prior to the next scheduled regular meeting.

10 Can an agenda include "Any Other Business"?

This is not good practice and no decision may be made on an item of business raised in this way.

11. What if a matter of genuine urgency arises?

Good practice is for decisions to be delegated to the Town Clerk in consultation with a named Councillor or Councillors.

12. Can the public and press be excluded from a meeting?

Yes, if there is confidential business or if there is some other good reason. The exclusion has to be voted for by a majority of Councillors present and the reason has to be stated in the motion to exclude and then in the minutes of the meeting. It is important to do this even if no member of the public is actually present at the time, in case someone arrives during the discussion of the item. The most likely cases are when employment, contracting or legal matters are to be discussed.

13. Can the public speak at meetings?

Yes, but only if the Council has set aside a specified period for public questions or statements. Commonly, this would be at the start of the meeting. This is another example of how Standing Orders can be used to define procedures.

Document 2.3

FINANCIAL REGULATIONS

(Ensuring Probity and Value For Money)

Note: Additions or amended lines are shown with underlining

Adopted 27 March 2017
Review by March 2018

1. General

1.1 These Financial Regulations shall govern the conduct of the financial transactions of Hertford Town Council (Council) and may only be amended or varied by resolution of the Council.

1.2 The Responsible Financial Officer (RFO) pursuant to Section 151 of the Local Government Act 1972 and under the policy direction of the Finance, Policy & Administration Committee shall be responsible for the proper administration of the Council's financial affairs. This shall be the Finance and Administration Manager.

1.3 The RFO shall be responsible for arranging the production of financial management information.

1.4 In these Financial Regulations, the following definitions shall apply:

Council	-	Hertford Town Council;
RFO	-	Responsible Financial Officer (Finance Manager);
Revenue Services	-	Services financed from revenue budgets e.g. cemetery maintenance, premises cleaning, salaries;
Capital Projects	-	specific projects approved on a case by case basis which are not funded by the revenue budget.
Virement	-	transfer of sums from another budget (in the relevant Committee budget or that of another Committee) or from reserves;
Senior Officer	-	Finance Manager; Marketing and Events Manager; Civic Administration Manager, TIC Supervisor; Facilities Officer; Grounds Supervisor; or Customer Services Officer.

2. Annual Estimates

2.1 Each Committee shall formulate and submit proposals to the Finance, Policy & Administration Committee in respect of Revenue Services and Capital Projects for inclusion in the rolling capital programme when required by the Finance, Policy & Administration Committee.

2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO.

2.3 The Finance, Policy & Administration Committee shall review the estimates and submit them to the Council, and shall recommend the precept to be levied for the ensuing financial year. The RFO shall supply each Councillor with a copy of the approved estimates.

2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control

3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved Committee budget.

3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee expenditure sub-total. Where the expenditure can be covered by a surplus elsewhere in the Committee expenditure budget, the approval of the Committee is required for any sum exceeding £5000. For expenditure of less than £5000, the approval of the Town Clerk is required following consultation with the appropriate Committee Chairman. In cases where the overall Committee expenditure budget will be exceeded, a virement or supplementary estimate must be approved by the Finance, Policy & Administration Committee or the Council before the expenditure is incurred.

3.3 The RFO shall periodically provide the Finance, Policy & Administration Committee and its Chairman with such financial information necessary for the operation of the Council and its Committees – i.e. quarterly statements of income and expenditure to date and forecasts under each head of the approved annual revenue and capital budgets or other information requested.

3.4 The Town Clerk may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Town Clerk shall consult the Chairman of the appropriate Committee (or in their absence, the Committee Vice-Chairman) and the Leader of the Council before such expenditure and shall then report the action to that Committee as soon as practicable thereafter.

3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance, Policy & Administration Committee or the Council.

3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless a Committee has sought and obtained the approval of the Finance, Policy & Administration Committee or a report on carry forwards submitted by the RFO for consideration is approved by the Finance, Policy & Administration Committee.

3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Committee concerned and the Finance, Policy & Administration Committee is satisfied that it is contained in any rolling capital programmes and that the necessary capital funds are or will be available, or the requisite borrowing approval can be obtained.

3.8 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts unless matters of urgency and efficiency make suspension of the regulations appropriate. The Town Clerk shall consult the Chairman of the appropriate Committee before any such suspension, shall advise the Chairman of the reasons for and effects of suspending the regulations and shall then report the action to the Finance, Policy & Administration Committee as soon as practicable thereafter. Any such report shall include full reasons for the need of such suspension.

4. Accounting and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015 and all accounting records of the Council shall be compiled by the RFO under the Town Clerk's direction.

4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them for consideration to the Finance, Policy and Administration Committee for recommendation to the Full Town Council no later than 30th June each year for consideration

4.3 Following consideration by Full Town Council the accounting statements should be approved by resolution for submission to the auditor and signed and dated by the person presiding at the meeting at which the approval was given.

4.4 The audit and issuing of the certificate, opinion or report should be completed no later than 30th September.

4.5 The following principles shall be observed in connection with accounting duties wherever practical.

(a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or disbursing them.

(b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.

4.6 The Town Clerk shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015. Any Officer or Councillor shall, if the Town Clerk requires, make available such documents of the Council which relate to their accounting or other records as appear to the Town Clerk to be necessary for the purpose of the audit and shall supply the Town Clerk with such information as they consider necessary for that purpose.

5. Banking and Cheques

5.1 The Council's banking arrangements shall be made by the RFO and notified to Finance, Policy & Administration Committee.

5.2 The Finance, Policy & Administration Committee shall have delegated powers to authorise signatories to receive a schedule of the payment of money produced by the RFO together with the relevant invoices etc. If the schedule is in order it shall be signed by two authorised councillors on completion of signing of the cheques.

5.3 Copies of the signed schedules, autopsy sheets, bank transfer letters and other authorised money movements shall be available for inspection by any Councillor.

5.4 Cheques and other payment instructions drawn on any account shall be signed by at least two authorised councillor signatories.

5.5 Payment of general accounts by BACS or other electronic method will only be implemented if a suitable system requiring authorisation of payments by two approved Councillors is in operation.

6. Payment of Accounts

6.1 All payments, wherever possible, shall be effected by cheque or other order drawn on the Council's bankers. In the case of online or retail purchases with suppliers who do not provide the Council a monthly credit facility payment shall be effected by Business Card (or petty cash where appropriate). Where contractually required, or the payment method results in a financial benefit to the Council, payment may be effected by Direct Debit subject to any instruction forms or letters being signed by two authorised members.

6.2 All invoices for payment shall wherever possible, be examined by the Officer who issued the Requisition Order. Before passing an invoice to the RFO the Officer shall be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.3 Invoices passing scrutiny of the issuing Officer and a senior Officer or the Town Clerk shall be passed to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. S/he shall take all possible steps to settle all invoices by the end of the payment period in which such invoices are received.

6.4 When the Finance and Administration Manager is satisfied that invoices are in order s/he shall enter them on a schedule and present to the Town Clerk or other senior Officer for final checking and certification.

6.5 Inspection and signing of cheques and schedules will be arranged by the RFO at a time when s/he is available to answer signatories' enquiries on any of the invoices.

6.6 The RFO may provide petty cash to Officers for defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

(a) The RFO shall maintain a petty cash float to a maximum of £250 for the Castle, £150 for the Town & Tourist Information Centre and £50 for the Cemetery, for defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

(b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

(c) Payments to maintain the petty cash float shall be shown separately on the schedule of the payment of money presented to the Finance, Policy & Administration Committee (under 5.2 above).

7. Payment of Salaries and Wages

7.1 The payment of all salaries shall be made by the RFO from the current account in accordance with the payroll records using BACS unless with the agreement of the Town Clerk in which case the reasons must be recorded.

7.2 All time sheets shall be certified as to accuracy by supervisors and/or line managers before submission to the RFO. Timesheets presented directly to the

RFO without the authorisations will not be processed until certification has been obtained.

7.3 The transfer of employee and employer contributions into the Local Government Pension Scheme will be made by BACS. Transfer will be made by cheque payment in the event that the BACS facility is temporarily unavailable.

7.4 The payment of tax and national insurance deductions to HM Revenue & Customs will be made by BACS. Payment will be made by cheque in the event that the BACS facility is temporarily unavailable.

7.5 The payment for Childcare Vouchers supplied under a salary sacrifice scheme will be made by BACS. Payment will be made by cheque in the event that the BACS facility is temporarily unavailable.

8. Loans and Investments

8.1 All loans and any changes thereto shall be approved by the Finance, Policy & Administration Committee in the name of the Council and shall be for a given maturity agreed at the time the loan is taken out.

8.2 All investments of money under the control of the Council shall be in the name of the Council and be administered by the RFO in accordance any extant investment policies determined by the Council.

8.3 All borrowings shall be effected in the name of the Council and be subject to any statutory external approval being obtained.

8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually.

9.4 Any debts outstanding for more than 90 days or unrecoverable in the view of the RFO shall be reported to the Finance, Policy & Administration Committee. The report shall include proposals on how the non-receipt of funds will be dealt with and the effects on the Council's agreed budgets.

9.5 All sums received on behalf of the Council shall either be paid to the RFO for banking or be banked by the Officer collecting the money as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers as soon as possible after receipt at least weekly or with such frequency as the RFO considers necessary.

9.6 All sums received on behalf of the Council via a card payment terminal will be handled in accordance with the Council's Cardholder Data Security Policy. Refer to Appendix 2.3 (b)

9.7 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be recorded and cross-referenced to the paying-in slip.

9.8 Every transfer of official money from one member of staff to another shall be signed for by the receiving Officer.

9.9 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. Orders for Work, Goods and Services

10.1 An official purchase order shall be raised for all orders for work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Requisitions are to be authorised by the Town Clerk (unless delegated authority has been given) after establishing that the expenditure is covered by appropriate provision in the budget. Where such delegated authority has been given, it shall be in writing and include any appropriate restrictions. Copies of orders issued shall be maintained.

10.2 The RFO is responsible for maintaining the order books and implementing procedures to ensure that all staff comply with the Financial Regulations in respect of ordering.

10.3 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement in 11.1. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. All Officers are responsible for obtaining value for money at all times. An Officer raising a requisition for an order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11. Contracts

11.1 Procedures as to the contracts are as follows:

Every contract, whether made by the Council or by a Committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations, and no exception from any of the following provisions of these Financial Regulations shall be made otherwise than by direction of the Council or in an emergency by such a Committee.

11.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 but less than £164,176 (or such other values as may be prescribed from time to time by regulation) must, unless exempt from specified regulations, be procured and publicised in accordance with articles 109-144 of the Public Contracts Regulations 2015 or successor regulations. In addition to the requirements set out in the regulations the opportunity will be advertised on the Council's website and may be disseminated in any other manner that is appropriate, having regard to the nature of the contract and suppliers. This may include, but is not limited to, dissemination to a group of economic operators selected for the purpose, whether ad hoc or by virtue of their membership of some closed category such as a trade association. The advertisements and disseminated material shall contain, as a minimum, the same information as that published on Contracts Finder in accordance with the Regulations.

(a) When applications are made to waive Financial Regulations relating to contracts to enable a tender to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.

(b) Every exception made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.

(c) Such Invitation to Tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The Invitation to Tender shall in addition state that tenders must be addressed to the Town Clerk and the last date and time by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. The tenderers shall be advised that tender envelope must not bear any name or mark on the outside that will identify the tendering firm.

(d) All sealed tenders shall be marked with the date and time they are received by the Council and stored in a safe place until the time of opening. All tenders shall be opened at the same time on the prescribed date by the Town Clerk or the properly authorised deputy in the presence of at least two Councillors. The value of each tender shall be recorded at the time of opening and signed by all Officers and Councillors present.

(e) If less than three tenders are received for contracts valued above £25,000, or if all the tenders are identical the Council, may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(f) Any invitation to tender issued under this Standing Order shall contain a statement of the effect of Standing Order No. 16 (Members Declaration of Interest in Contracts and Other Matters).

(g) The Council shall not be obliged to accept the lowest or any tender.

(h) Any proposed contract with an estimated value exceeding £164,176 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.

11.3 **Restrictions**

Unless contrary to regulations:

(a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any contract to be entered into by the Council shall disqualify the potential tenderer from the award of the Contract.

(b) No member of the Council nor of any Committee shall solicit for any tenderer or recommend any tenderer but may nevertheless give a written

testimonial of the tenderer's ability, experience or character for submission to the Council with an application for appointment.

12. Payments Under Contracts for Building or Other Construction Works

12.1 Payment on account of the contract sum shall be arranged by the Town Clerk within the time specified in the contract by the Town Clerk upon production of authorised certificates of the architect or other consultants engaged to supervise the contract.

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case, when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate Committee.

12.3 Any variation to a contract, addition to, or omission from a contract must be approved by the Town Clerk in writing, the appropriate Committee being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

13.1 The senior Officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regards quality and being attributable at the time delivery is made before such delivery / acceptance notes are signed.

13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for arranging an annual check of all stocks and stores.

14. Properties and Estates

14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Town Clerk shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with regulation 5(3)(b) of the Accounts and Audit Regulations 2011.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, on the recommendation of the appropriate Committee and Finance, Policy & Administration Committee.

15. Insurance

15.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The RFO shall give prompt notification to the Council's insurers of all new risks, properties or vehicles, which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability of damage or of any event likely to lead to a claim.

15.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.

16. Revision of Financial Regulations

16.1 It shall be the duty of the Finance, Policy & Administration Committee to review the Financial Regulations of the Council from time to time and to make such recommendations to the Council as the Committee considers are required.

17 Investment Strategy and Policy

Refer to Appendix 2.3 (a)

18. Inventories

18.1 Inventories shall be maintained and in these shall be recorded an adequate description of furniture, fittings, equipment, plant and machinery.

18.2 The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for Council purposes except in accordance with specific permissions/direction issued by the Town Clerk or Committee.

19. Travelling, Subsistence, Financial Loss and Attendance Allowance

19.1 All claims for travelling, subsistence, financial loss and attendance allowance shall be submitted on a certified form, approved by the Town Clerk or by the Mayor (or nominated substitute) if they are the expenses of the Town Clerk, made up to the specified day of each month, no less frequently than every three months and no later than 7 days after the end of the financial year for expenses arising from that financial year.

19.2 Payment to Councillors, including co-opted Councillors of the Council or its Committees, who are entitled to claim travelling or other allowance will be made by the RFO upon receipt of the correct form properly completed and authorised by the Town Clerk.

PAPER K

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 13TH MARCH 2017

AGENDA ITEM 18- HERTFORD URBAN DESIGN STRATEGY MEMORANDUM OF UNDERSTANDING

1. PURPOSE OF THE REPORT

For the Committee to note the working copy of the Memorandum of Understanding between the partners implementing the Hertford Town Centre Enhancement project

2. CONTEXT

The Hertford Urban Design Strategy was commissioned jointly by the three Councils with responsibility for the provision of services in the town, Hertford Town Council (HTC), East Herts District Council (EHDC) and Hertfordshire County Council (HCC)

The Strategy was finalised and endorsed by the Councils in early 2016.

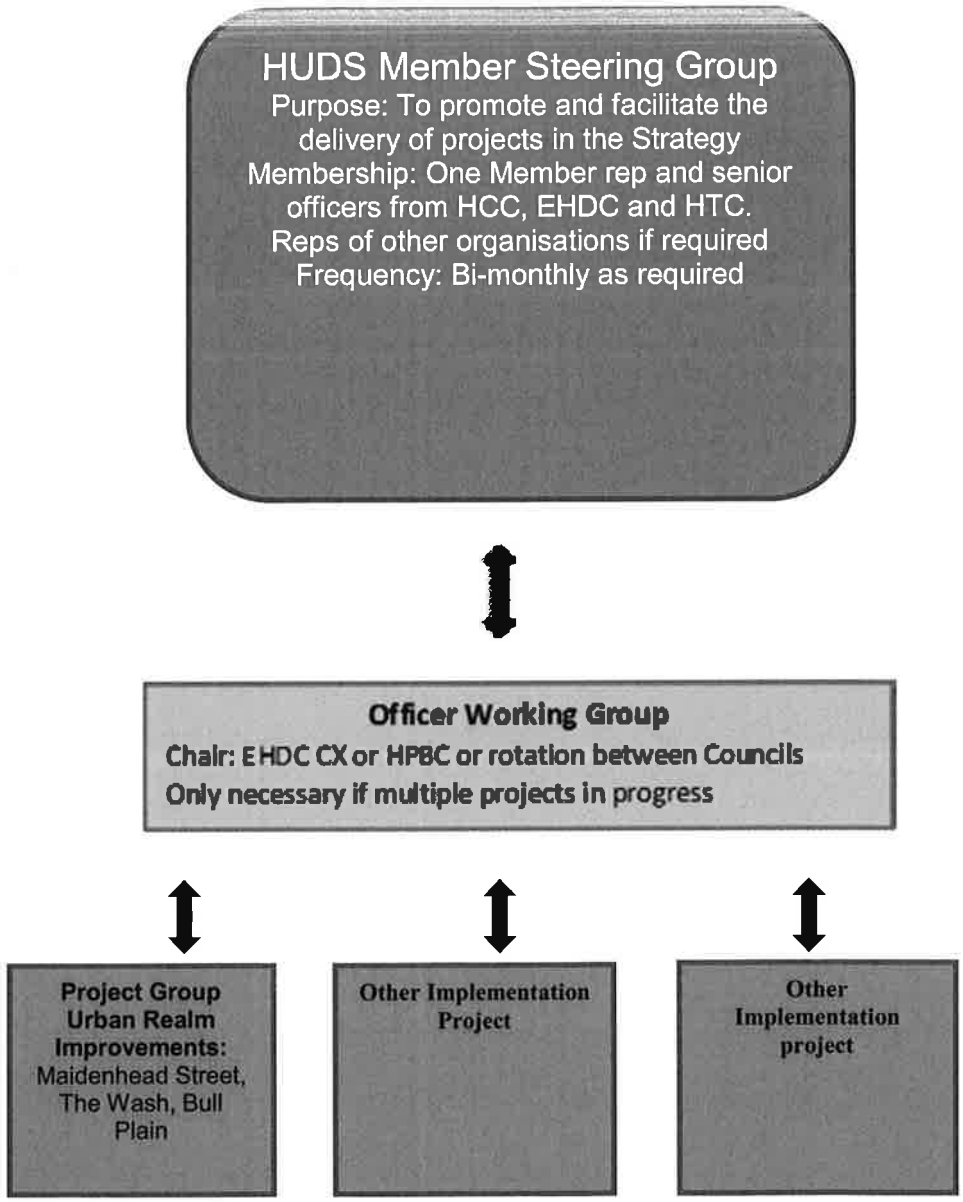
Subsequent to the completion of the Strategy, a Member Group has been constituted, comprising one Member representative of each of the Councils, to commence implementation work in relation to the actions identified by the Strategy.

The Member group has identified improvements to the public realm and operation of Maidenhead Street, The Wash and Bull Plain as its first priority for action. Work has commenced on the project with the engagement of suitable civil engineering and technical expertise and it is now appropriate to determine how the project will be implemented, monitored and managed in detail.

It is also appropriate, given that other programmes of work are likely to be identified for action, that arrangements are put in place that can be applied beyond the initial project.

3. GOVERNANCE ARRANGEMENTS

Governance arrangements as detailed below were approved by the Development and Leisure Committee at its meeting on 12th December 2016.). In relation to managing the implementation of the HUDS improvement schemes the Councils are defined as 'Prime Partners'.



HPBC = Head of Planning and Building Control at East Herts District Council

4. MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding between the Prime Partners is currently in draft form and is attached for information only. It has not been signed by the Prime Partners and is not intended to be legally binding, with no legal obligations or rights arising between the Prime Partners.

The current draft is attached as Appendix 1 and is a version that has been agreed between officers from East Herts Council and the Council. The final draft is likely to be ready in early March following input from officers at Hertfordshire County Council.

5. RECOMMENDATION

It is **RECOMMENDED** that:

The Committee **notes** the draft Memorandum of Understanding.

HERTFORDSHIRE COUNTY COUNCIL

and

EAST HERTS DISTRICT COUNCIL

and

HERTFORD TOWN COUNCIL

MEMORANDA OF UNDERSTANDING - THE HERTFORD TOWN CENTRE ENHANCEMENT PROJECT, THE WASH, MAIDENHEAD ST AND BULL PLAIN FOR [INSERT DATE]

This Memoranda of Understanding is made the xxx day of xxxxx 2017

BETWEEN

(1) EAST HERTS DISTRICT COUNCIL of Wallfields, Pegs Lane, Hertford, SG13 8EQ 'the District Council'), and

(2) HERTFORDSHIRE COUNTY COUNCIL of County Hall, Pegs Lane, Hertford ('the County Council')

(3) HERTFORD TOWN COUNCIL, The Castle, Hertford, SG14 IHR ('the Town Council)

who together are known as the 'Prime Partners'

BACKROUND

(A) The County Council is the highway authority and the transportation authority for the county and produced the Hertford Town Centre Enhancement Project for The Wash, Maidenhead Street and Bull Plain ("the Project") in partnership with the Prime Partners.

(B) The District Council is the local planning authority and wishes to carry out public realm and traffic flow improvements to The Wash, Maidenhead Street and Bull Plain in Hertford Town Centre in conjunction with the Prime Partners.

(C) The Town Council is supportive of improvements to Hertford and specifically this Project

(D) The Hertford Town Centre Urban Design Strategy ("HUDS") was commissioned by the Prime Partners and adopted by the District Council in May 2016. In addition, a member Steering Group consisting of the Prime Partners was established ("HUDS Steering Group").

(E) The Prime Partners are committed to delivering the Project to support the place making strategy objectives set out in the HUDS.

(F) The Prime Partners enter into this Memoranda of Understanding (MoU) pursuant to their well-being powers under Section 2, Local Government Act 2000.

INTERPRETATION

"**LEP Funding**" means a local enterprise partnerships granted applied for by the District Council in the sum of [£200,000] which has to be [allocated] to the Project prior to the 31st March 2017.

"Project" means the Hertford Town Centre Enhancement Project for The Wash, Maidenhead Street and Bull Plain

PROJECTS PRINCIPLES

1.The Prime Partners agree that the following principles shall be the primary objectives of the Project:

1.1 Reduce the number of cars in the area and reduce pedestrian / vehicle conflict;

1.2 Create a unified public realm to strengthen the east west link of Maidenhead Street, Salisbury Square and Railway Street

1.3 Create a focus for Hertford and enlarge the focal point around Salisbury Square with high quality public realm and retail units.

1.4 Improve the management of Maidenhead Street, reinforce the pedestrianisation order and restrict servicing

1.5 Make the most of the Town's heritage and character. Enhancing the setting of Bull Plain and redefining as a public space

OPERATIONAL CLAUSES

2. This MoU relates to the area known as Hertford Town Centre, but particularly the areas known as Maidenhead Street, Bull Plain and The Wash.

3. This MoU is to cover the period from the date it is signed until a date agreed in writing between the prime partners.

FINANCIAL TERMS

4. The total budget for the Project is made up from contributions from the Prime Partners as follows:

- District Council contribution: £500,000 (approved provision)
- Town Council contribution: £300,000 (approved provision)
- LEP Funding of £200,000
- County Council contribution: None allocated at this time

5. The final Project cost estimate shall include a minimum of 10% contingency. If there are cost over-runs all parties will look to re-scope the scheme in order to bring it to budget unless any of the parties decide to bring additional funding to the scheme.

6. Following the agreement of the final design, any additional costs arising from changes to the design or materials will be met entirely by the requesting Council.

7. In principle, materials should be items that are generally held in stock and reasonably foreseen as being available for future demand by their manufacturers, unless otherwise agreed by all parties.

DUTIES AND RESPONSIBILITIES OF THE COUNCILS

8. The **DISTRICT AND THE TOWN** Council shall:

8.1. Prepare for the project by collating information and consulting, in liaison with the County Council, all stakeholders.

8.2. Instruct and enter into the agreement with Opus International Consultants (UK) Limited ("Opus") for professional services for the provision of design, civil engineering and the construction management services associated with the Project as initially set in the fee proposal contained in Schedule 1.

8.3. Contribute and maintain the risk register that Opus prepares and take any necessary actions.

8.4. Control and manage the project budget. A budget monitoring report should be produced at the end of each quarter summarising the status of spend and commitments to date against budgeted amounts.

8.5. Prepare reports to be submitted to the HUDS Steering Group in liaison with the County Council.

8.6. Audit the final account and project budget account and provide copies to the County Council, if required.

8.7. Deal with public relations during the consultation and construction phases, in liaison with the County Council.

DUTIES AND RESPONSIBILITIES OF THE COUNTY COUNCIL

9. The County Council shall

9.1. Provide technical and managerial support to the District Council and Town Council at all stages of the Project

9.2. Inform and give advice to the District Council and Town Council on all aspects of the Project

9.3 Provide an asset register before the final design is approved to set out;

- the ownership of assets;
- the party responsible for maintenance;
- the party/parties responsible for funding maintenance and the contributions due

9.4 Act as the reporting authority and contact for Opus and the selected contractor.

DUTIES OF THE PRIME PARTNERS

10. The Prime Partners agree that they shall work together to;

10.1 provide updates as and when required on all aspects of the Project, including progress and expenditure;

10.2 provide progress/budgetary/risk management reports to be submitted to elected members as and when required.

10.3 establish the palette of materials and agree the final design

10.4. agree and adhere to the Project programme

10.5. keep elected members and stakeholders informed at all key stages of the Project

10.6. undertake public engagement on the Project

10.7. each secure approvals from within their respective authorities and to jointly secure other consents and funding

10.8. attend meetings at the request of the other authority

10.9. appoint a contractor following the outcome of the Opus tendering process.

11. HUDS STEERING GROUP

A structure plan showing the proposed members of each group is attached to this agreement.

11.1. The HUDS Steering Group is responsible for driving forward the Project within the authorised expenditure approved by the Prime Partners.

11.2. The HUDS Steering Group will comprise one member from each of the County, District and Town Council

The appended structure plan shows the members of the Project Board.

12. EFFECT OF THIS MoU

This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Prime Partners from this MoU. The Prime Partners enter into the MoU intending to honour all their obligations.

Signed for and on behalf: East Hertfordshire District Council	
Signature:	.....
Name:	.....
Position:	.....
Date:	.....
Signed for and on behalf : Hertfordshire County Council	
Signature:	.....
Name:	.....
Position:	.....
Date:	.....
Signed for and on behalf Hertford Town Council	
Signature:	.....
Name:	.....
Position:	.....
Date:	.....

REPORT TO FINANCE, POLICY AND ADMINISTRATION COMMITTEE – 13th MARCH 2017

PAPER L

AGENDA ITEM 19 – SEED FUNDING FOR HERTFORD ARTS HUB

1. PURPOSE OF THE REPORT

To determine the Committee's view in relation to an application for seed funding for the Hertford Arts Hub.

2. BACKGROUND INFORMATION

The vision is to create a new centre for contemporary visual arts for Hertfordshire located in the County Town aiming to create a centre of sufficient quality to qualify as a Plus Tate. The move was prompted following the death of Alan Davie, a contemporary British artist of international significance lived and worked for 50 years just outside Hertford at the Alan Davie House in Rush Green. Sir Nicholas Serota, the Director of the Tate Gallery in London wrote in recognition of Alan Davie's international importance and in support of local activity to preserve the workshop as a National Heritage.

The overall concept of the Hertford Arts Hub is to be a hub for a number of arts related activities and to have an inclusive approach to working with and benefiting existing cultural organisations such as Courtyard Arts, Hertford Arts Society, Hertford Museum and Hertford Theatre. Arts activity is already at a sufficiently significant level to provide a vibrant local starting point for expansion. The proposal sits well with Hertford Urban Design Strategy to consider part of the Hertford between the Theatre and Courtyard Arts as a cultural quarter.

In 2015 the Council committed £9 000 to study the feasibility of setting up an Arts Hub in Hertford. The feasibility stage of the project is now complete and more detailed work is now required.

Seed funding is required to unlock national funding sources such as Arts Council England, Heritage Lottery funding, Clore Foundation etc.

3. CURRENT SITUATION

Two town centre sites are under consideration for the Arts Hub which are to be developed in two stages. Phase one being the use of the Old McMullens Brewery, which is viable as a permanent gallery space for Alan Davie heritage and other high value exhibition. This is an interesting site because it appears to be naturally suitable and because the developer is subject to planning conditions which may oblige him to make a financial contribution. Phase 2 would be the conversion of the

derelict Old British School as a performing arts and workshop site. This would be a much bigger and more expensive undertaking, hence it being Phase 2. See attached the Executive Summary of the business case for seed funding. Appendix A.

As well as the Council, other potential funding partners are the developer of the Old McMullen Brewery Site, White Hart Developments, East Herts Council, the University of Hertfordshire and Hertfordshire County Council.

The willingness of East Herts Council or Hertfordshire County Council to make any financial contribution and, if so, on what terms is unknown. To date the University of Hertfordshire has committed £5,000 per annum to the research that is described in appendix A. However, this will not fully fund the research and additional funds for that will be required.

The developer of the Old McMullen Brewery Site, White Hart Developments has discussed the possibility of making a contribution but has indicated that a precondition of any contribution from them would be that the Council contributes a matching sum at the same time. Given that there is, however, understood to be a binding planning obligation on the developer to ensure that the space in question is utilised for a public use the developer's apparent position should be viewed as subject to negotiation.

3. FINANCIAL IMPLICATIONS

Seed funding is required in the first quarter of 2017 for the detailed architectural work needed to be able to submit a capital bid for funding in quarter 2. See attached at Appendix B

The Committee is asked to consider the provision of up to £40,000 from the New Homes Bonus towards the seed funding

As noted above it is anticipated that the bid for capital to deliver a Hertford Arts Hub will be made in due course to a national organisation such as Arts Council England.

Among the considerations given by a national funding agency for funding bids for projects such as the Hertford Arts Hub is the level of local support that projects may have. In this light the support, including financial, noted in this report will be an important aspect of a future capital funding bid.

As this stage it is not clear if the works to be undertaken to commence the detailed design work will be considered by national funders as eligible for funding as part of the overall capital project.

If the Council chooses to make a contribution towards seed funding and the work undertaken with the grant funding is considered eligible for funding from a national funder then reasonable endeavours should be undertaken to recover the funding.

Alternatively Committee may wish to explore whether there is a possibility of any seed funding being considered as a stakeholder investment that may deliver some financial return should the Arts Hub come into being.

The Committee may also wish to comment on whether a representative of the Council should be appointed as a Director of the Arts Hub Trust. A decision on the appointment can be referred to a meeting of Full Council on 27th March.

The options noted above, and any others the Committee may consider appropriate, could form conditions to which any financial contribution would be subject.

4. RECOMMENDATION

It is **RECOMMENDED** that:

a) The Committee **considers** the provision of seed funding to the Arts Hub up to but not exceeding £40,000 to be funded from the New Homes Bonus reserve.
b) The Committee **resolves** the conditions it wishes to attach to any contribution to seed funding.

Report By: Joseph Whelan, Town Clerk 21st February 2017

HERTFORD ARTS HUB

BUSINESS CASE FOR SEED FUNDING

EXECUTIVE SUMMARY

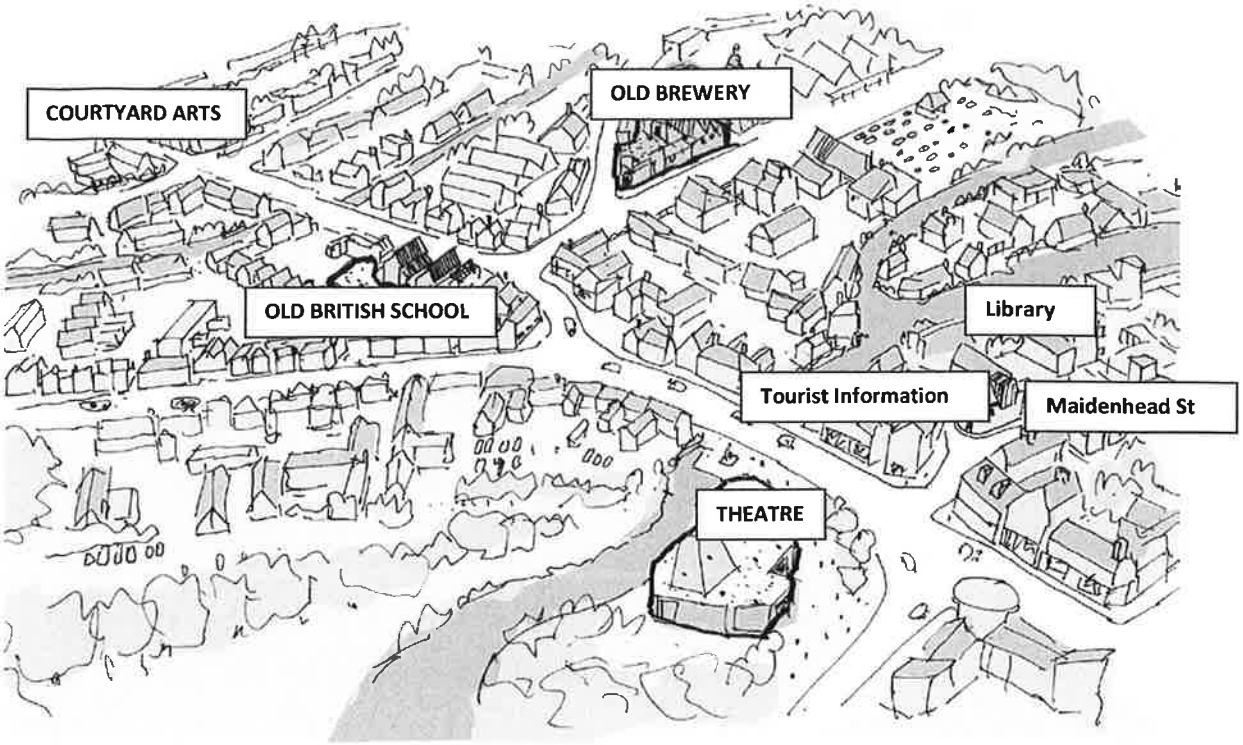
The overall concept of the Hertford Arts Hub is to be a hub for a number of arts related activities, to raise the level and quality of interest and activity and to have an inclusive approach to working with and benefiting existing cultural organisations such as Courtyard Arts, Hertford Arts Society , Hertford Museum and Hertford Theatre. Arts activity is already at a sufficiently significant level to provide a vibrant local starting point for expansion. This is consistent with Hertford Urban Design Strategy to consider the part of Hertford between the Theatre and Courtyard Arts a cultural "quarter".

A Nationally significant contemporary artist- Alan Davie- lived and forked in Hertford for more than 50 years and died in 2014, prompting Sir Nicholas Serota , the director of the Tate Gallery in London to write in recognition of his international importance and in support of local activity to preserve this National Heritage. This has opened up the possibility of creating gallery and workshop space in Hertford of sufficient quality to be recognised in time as a Plus Tate. PLUS TATE galleries require a number of ingredients to be in place and act as hubs of the cultural life of their regions- with an emphasis on visual and performing arts. The nearest example is Kettles Yard in Cambridge. There is no PLUS TATE in Hertfordshire so this would cement the county town as the centre of key aspects of cultural life in Hertfordshire and beyond. Three ingredients are required: 1. A permanent exhibition of works of an international status artist, 2. redevelopment of iconic historic buildings and 3. a basis on which to build an active community and educational programme.

Hertford Arts Hub aims to redevelop two sites and assist the expansion of others. The programme includes: (A) permanent exhibition of Alan Davie work, with a research activity supported by the University of Hertfordshire (B) changing exhibition of work on loan from high value collections from other galleries (eg Turner Contemporary in Margate) (C) exhibition space for local living artists (D) space for educational and performing arts programmes in connection with Hertford Theatre (E) community arts activities including workshops in association with Courtyard Arts.

The total capital funding required to develop space to the right quality has not yet been determined as that requires detailed architectural work – but a preliminary estimate for all capital works is c.£5m. There will also be a need for some working capital while financial sustainability is established. Developing a viable business case for sustainability needs specialist expertise and it is intended to hire a leading specialist with a good track record in this area. CounterCulture has been selected as having the right track record.

Hertford Arts Hub is likely to proceed in Phases –Phase 1 (the OLD BREWERYsite) is the most ready to go and most likely to have early impact on Town Centre tourist attraction benefiting local traders and the local economy. Phase 2 (OLD BRITISH SCHOOL) will aim to be the centre of the educational programme but requires more extensive planning and local consultation. Extensions of existing facilities might be aided either as a part of Phase 1 or Phase 2 depending on the recommendations of specialist reports to be delivered as part of the seed funding deliverables.



Seed funding of up to c.£120K is required from local sources , to get to the point of being able to attract capital funding from National funding agencies to implement Phase 1 and then Phase funding.

CONTEMPORARY ARTS HERITAGE AND EMPLOYMENT IN HERTFORD

Hertford (and indeed Hertfordshire) has a strong heritage in visual contemporary arts – which goes largely uncelebrated. Between 1949 and 1968 Hertfordshire Schools Art collection was a pioneering project. The collection remains in the hands of Herts County Council and could be made available as part of an educational programme.

Courtyard Arts have had an active and successful community arts programme for some time with a growing programme of exhibitions and workshops.

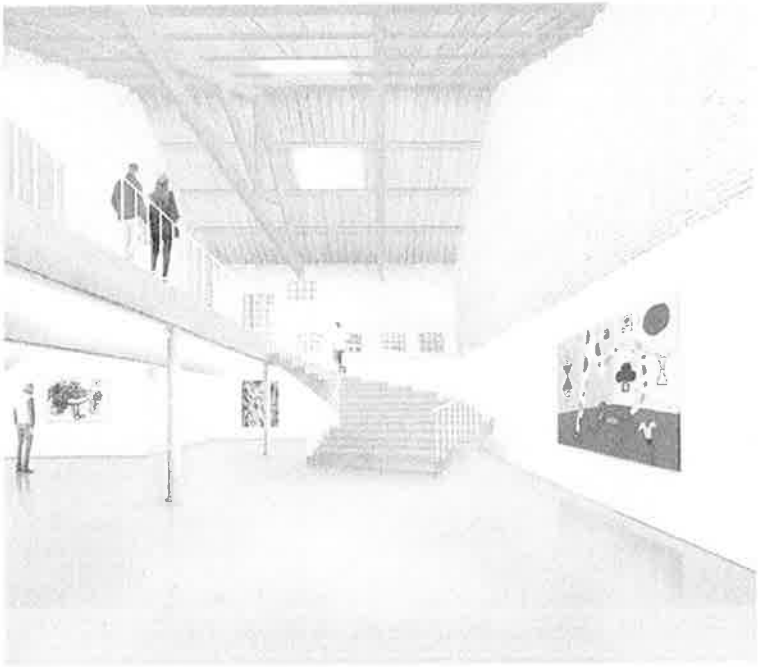
Hertford Town Council sponsors various arts events such as Hertford Arts Trail – where local retail outlets feature work by a living artist.

Hertford Museum has an active cultural programme and Hertford Arts Society has many active artist members. There is an unmet need for employment studio space for artists living in and around Hertford that Hertford Arts Hub could offer. This can form the start of a cluster of small businesses in this sector. This will be beneficial to economic development. There is a shortage of high quality employment space in Hertford.

SITES & PHASES

PHASE 1

OLD McMULLENS BREWERY The old site of Hertford Brewery -whose structure was made sound by Sainsbury's as part of their planning obligations.A concept study carried out by Carmoudy Groake (Ref 1) indicates this to be viable as a permanent gallery space for Alan Davie heritage and as a location for other high value exhibitions. Overall design and build cost is estimated as £[redacted] depending on a number of factors. The site is currently owned by White Hart developments who have indicated that a long lease is available. The aim of this Phase is to create a world class fine art gallery space in Hertford in an iconic building – of sufficient quality to be able to apply for Plus Tate Status.



Carmoudy Groake are architects specialising in developing public fine art gallery and cultural spaces. They were commissioned to produce a concept study of how the Old Brewery could be converted into a first class gallery space . The picture is taken from their concept study report. This makes imaginative use of the whole space and would provide high quality fine art gallery space of a quality to be accepted as a Plus Tate.

This does not require external structural alterations to the building. Planning permission for this use is in principal already in place- although detailed permission will probably be needed.

PHASE 2

OLD BRITISH SCHOOL . This has been derelict for 40 years and can be redeveloped as a performing arts and workshop site with an educational focus – with leadership provided by Hertford Theatre- but also to benefit the Arts Hub generally. The plan would be to rebuild this site and for it to become the educational centre of the hub.

HERTFORD THEATRE Hertford Theatre has been very successful

COURTYARD ARTS Courtyard arts is a successful community Arts organisation with wide local membership

SUSTAINABILITY – OUTLINE BUSINESS CASE

Revenue streams have been identified with the aim that on a revenue basis this will be a financially sustainable free standing organisation not requiring any local public funding after the start-up phase of about 2 years. Seven revenue streams have been identified so far. **A key factor is an agreement with Kate Davie to exclusive access on consignment to 500 of Alan Davie later works for sale over a period of time.**

1. Ticket sales from attendance at events and exhibitions - all Phases
2. Sale of Alan Davie original work on consignment as part of Phase 1 activity
3. Grants from public bodies – Arts Council to hold exhibitions etc- Phase 1 activity
4. Educational Programme with local schools and adult learning organisations
5. Friends Scheme and Charitable donations – all Phases
6. Sponsorship- all Phases
7. Rental of space to artists and others as workshops and studios – possibly requires Phase 2
8. "Coffee shop" sales of associated branded items-can be Phase 1

A key part of the seed funding will be used for experts in the field to test each of these revenue streams , quantify them and build on how exactly activities will be set up to implement them to establish financial sustainability.

USE OF FUNDS (minimum needed- assuming also unpaid volunteers)

- £15k is required to engage Counter Culture to prepare fund raising bids to National Arts organisations
- £30k is required for detailed Architectural work to support bids(tbc)
- £10k is required to develop and market test the revenue assumptions (tbc)
- £45k is required over 3 years (at £15k/year) to fund a PhD researcher to work on Alan Davie the later work offered on consignment- adding to their market value (UoHerts will part fund).
- £15k is required for promotional/admin activity including website construction, marketing

GOVERNANCE

Hertford Arts Hub is constituted as a company limited by guarantee, number with articles of association as recommended by the Charity Commission . Its advising lawyers are Longmores of Hertford. The current directors are Cllr Andrew Stevenson (Herts County Councillor) and Linda Haysey (East Herts Councillor) with a wider group of directors to be appointed to represent Hertford Town Council and the University of Hertfordshire. The wider membership group will be open to all appropriate organisations include especially Courtyard Arts and Hertford Theatre. An Advisory Board will be formed from the wider membership to focus on specific programmes.

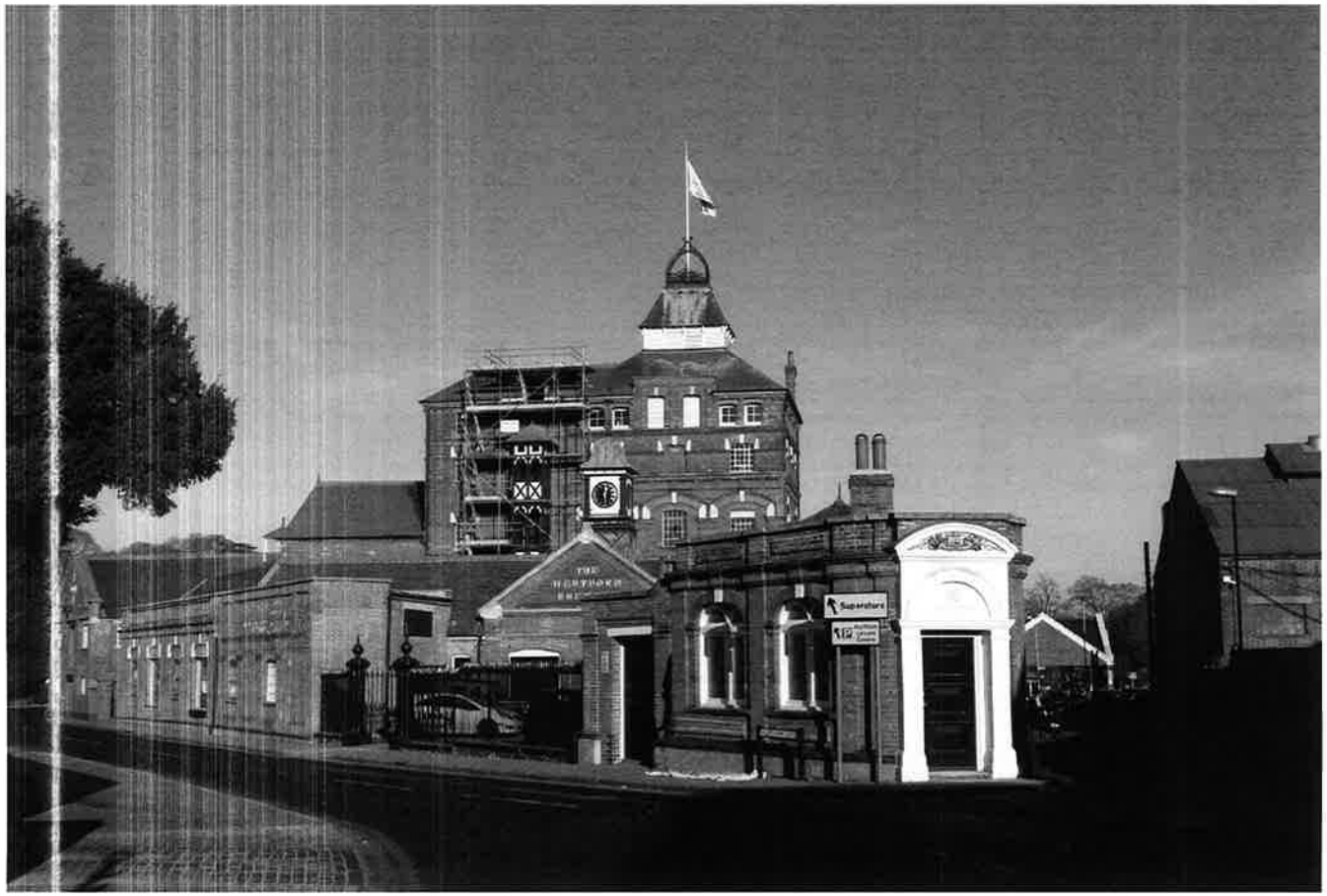
TIMING

If seed funding is in place Q1 2017, then the detailed work architectural needed to be able to submit a bid for capital funding can be carried out Q2 2017. A candidate researcher recruited by the School of Creative Arts of the University of Hertfordshire could start Q2 2017. Bids could be submitted to National bodies such as the ACE in q3 2017. If successful, capital works could start in 2018 and doors could be open by the end of 2018.

SCOURCES OF FUNDING

Potential Seed funding sources include White Hart Developments, Hertford Town Council, east Herts District Council, University of Hertfordshire and Herts County Council (Locality Budget). Seed Funding aims to unlock National sources of funding for Hertford from bodies such as Arts Council England, Heritage Lottery Fund, Clore Foundation etc

CARMODY
GROARKE



Alan Davie Gallery

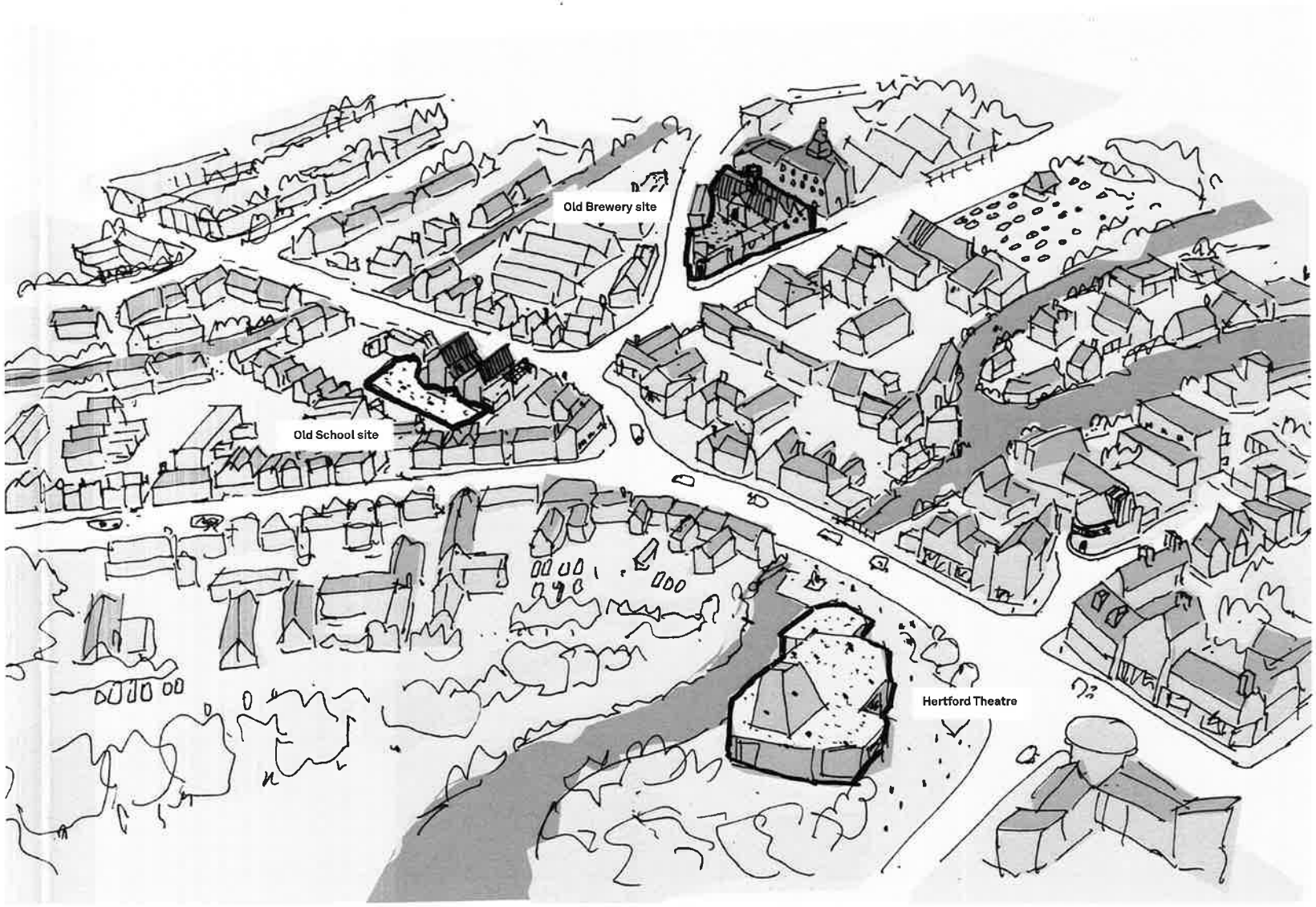
Concept Study

14th December 2016

62-70 Shorts Gardens
London, WC2H 9AH
T + 44 (0) 20 7836 2333
studio@carmodygroarke.com
www.carmodygroarke.com

APPENDIX B

CARMODY
GROARKE



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Celtic Dreamboat III
1965
514 X 768 mm
Lithograph on Paper

Executive Summary

Site

- The site is the former McMullen's Brewery in Hertford, Hertfordshire. The building was originally built in 1891, and operated as a brewery until the 1990s, when the brewery operator moved to another site nearby in Hertford.
- The site is a triangular shape, made up of a tall 'brew house' on the northern side, and two single storey buildings around a triangular courtyard. We have assumed that the site subject to this study are the two single storey buildings to the south and the basement, which runs almost entirely underneath the triangular site.
- The character of the buildings are late Victorian, predominantly brick structures, with some ornamental features. Of particular note are the cast iron columns in the basement, ornamental tiles, and a clock tower over a portico entrance building. The buildings are Grade 2 listed, and are in a conservation area.
- The site is owned by White Heart Developments who are in negotiation with Hertford Arts Hub to take a lease of part of the brewery site.

Brief for this study

- This is a high level feasibility study, commissioned by Hertford Arts Hub with the aim of exploring the suitability of the Hertford Brewery Site in accommodating a permanent collection of the British artist Alan Davie, as well as a temporary exhibition space and other visitor facilities.
- The estate of the late artist Alan Davie have made available his bequeathed collection for the use in a permanent gallery. Recent briefing exercises on this idea have led to endorsements from the Tate Gallery. This study seeks to establish the areas and general spaces that this gallery could be accommodated.
- Carmody Groarke have met Hertford Arts Hub and the freeholders on site to discuss the areas of the site that are available to lease for the use of a gallery, education space and archive. The site visit concluded that the freeholder, White Heart Developments, are reasonably flexible in dividing the existing buildings for the use by Hertford Arts Hub. This study seeks to establish a general arrangement of these spaces, and illustrate the areas and a general cost to bring them into modern gallery use.

Constraints

- There are a number of level changes around the courtyard and original single storey buildings to the north side, which are the legacy of vehicle deliveries of barrels. We have assumed that these level changes can be corrected by removing a significant part of the existing ground floor slab, which will permit an easy route around the ground floor from the courtyard.
- Although the general state of the historic fabric of the building seems to be watertight, some of the existing fabric would need substantial upgrading to bring the internal environment up to current building regulations, especially if there are special environmental conditions on displayed art work within.
- There is currently not a 'main' stair or disabled vertical access to the basement, which needs to be addressed if the spaces are to be used as a public gallery.

Opportunities

- There is an ideal arrangement of spaces around the existing triangular courtyard to make a visitor experience that connects with a permanent gallery and archive space in the basement. This arrangement will make use of a modern glass structure in the courtyard, and existing pitched roof spaces on the north side of the courtyard.
- The character of the spaces are of a typical late Victorian warehouse, which lend themselves to the use of contemporary art display. Several features like the 'barrel drop' and cast iron columns in the basement will make for a characterful space that combines new use with the historic legacy of the brewery.
- The general space standards are generous, with the main courtyard buildings featuring tall, open spaces, with roof lights, which are ideal for the display of art.
- The site is accessed with ease by foot, from the main Hertford stations and can be serviced easily by vehicles for deliveries either through the courtyard or through the lane between the 'brew house' and courtyard buildings.
- The site as a gallery dedicated to Alan Davie and contemporary exhibitions could work well as part of a local art trail, it is 25minutes from Perry Green, the home and studio of sculptor Henry Moore.

Newport Street Gallery
Vauxhall, London

Recommendations

- Our proposal is to make a new visitor route through the courtyard, to the basement, through a bold connection through the floor of the existing courtyard buildings to the basement, featuring a generous new stair.
- The ground floor would make the idea location for a café, learning space and a temporary-contemporary gallery. The main entrance would be ideally located through the portico entrance under the sign that reads ' The Hertford Brewery', this would also provide a simple way to take payment for visitors.
- The basement space makes an idea space for the location of the permanent collection of Alan Davie, which is a vast space that allows the opportunity for it to be temporarily sub divided or left open for visitors to explore. Partitions can be installed in a sensitive way between columns to make 'rooms' which could relate to a curatorial idea for the presentation of the work.
- The stairwell is an opportunity to bring natural light into the basement, as well as draw an immediate architectural relationship between upstairs and downstairs. Whilst the void space will lose some net internal space, we recommend this as a key device that will reinforce the feeling of a joined up visitor experience.
- The temporary gallery can be ideally located off the main entrance, so access can be controlled. The space is a tall open space of about 100m2 which is a good size for group or solo shows.
- A new 'art lift' is proposed in the north west corner of the lobby space, which can also double up a passenger lift.
- The café and education space can work well in the new glass structure, that could potentially open up onto the courtyard, making an animated entrance for visitors.

Costs

- We have sought advice from an experienced quantity surveyor on the general cost range we could expect for a good quality modern gallery experience. Richard Collis (Castle Davis) has worked with Carmody Groarke for many years, and was also QS in charge of the Newport Street Gallery project, which refurbished several post-industrial buildings into a high quality art gallery for Damien Hirst. We have assumed the costs based purely on bringing the spaces up to these standards based purely on the state of the space as it is today (ie. Assuming no developers base build work).
- Richard Collis has recommended a cost range which take into consideration the upgrade of fabric for building regulation requirements, as well as the significant upgrade of environmental control (mechanical & electrical) for the operation of a gallery showing fine art. The cost range could therefore be seen as a starting point, which if required could be developed in more detail to give a finer degree of accuracy.
- The feasibility options have not had the benefit of a full design team including advice from structural and services engineers.
- The cost range gives a budget range of betwee[redacted] and [redacted] which gives a p/m2 rate of between £2,000 p/m2 and £2,500 p/m2 based on c.1200m2 of internal space. Please note, this figure does not include VAT, professional fees, and upgrades to utilities.
- Clearly there are many options about how to optimise the size of project according to available budget. Our current drawings indicate a full use of the basement although this may not be desirable for capital or revenue reasons. A scheme that makes full use of the basement and a generous renovation of ground level spaces would be in the order of £2.4m but this could be reduced by reducing area or agreeing specific cost efficient ways in which to service the gallery space.
- We would expect that a large portion of those budget costs would be paid for by the developers as a 'Landlords Contribution' for some of the base build costs. You could therefore assume a fit out cost of substantially less than the total cost range, however this is subject to negotiation with the freehold developer. As most of the base build works are incomplete, we are in an advantageous position to ensure these works can be tuned towards our objectives, which will dramatically reduce the cost of building the project.
- We would expect the design work and subsequent listed building consent applications to last at least 6-8 months. We would expect the building works to last between 8-10 months.

Site Plan

0 25m

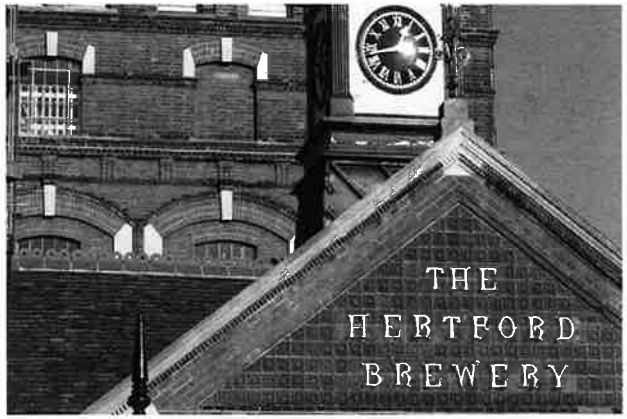
Key

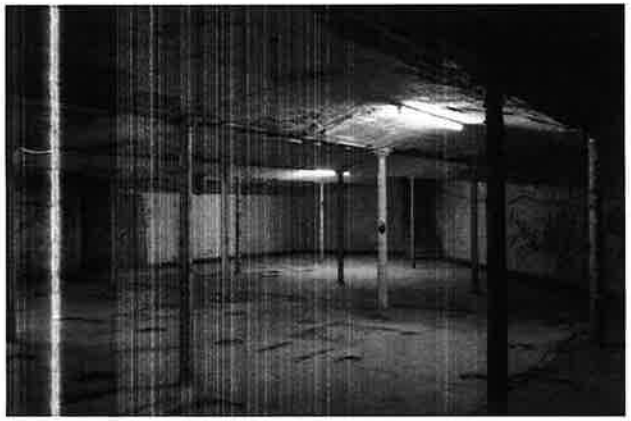
Brewery Site Boundary (Inc Residential Development)

Gallery Site Boundary

Site Photographs

Approach to the Brewery site from Hartham Lane

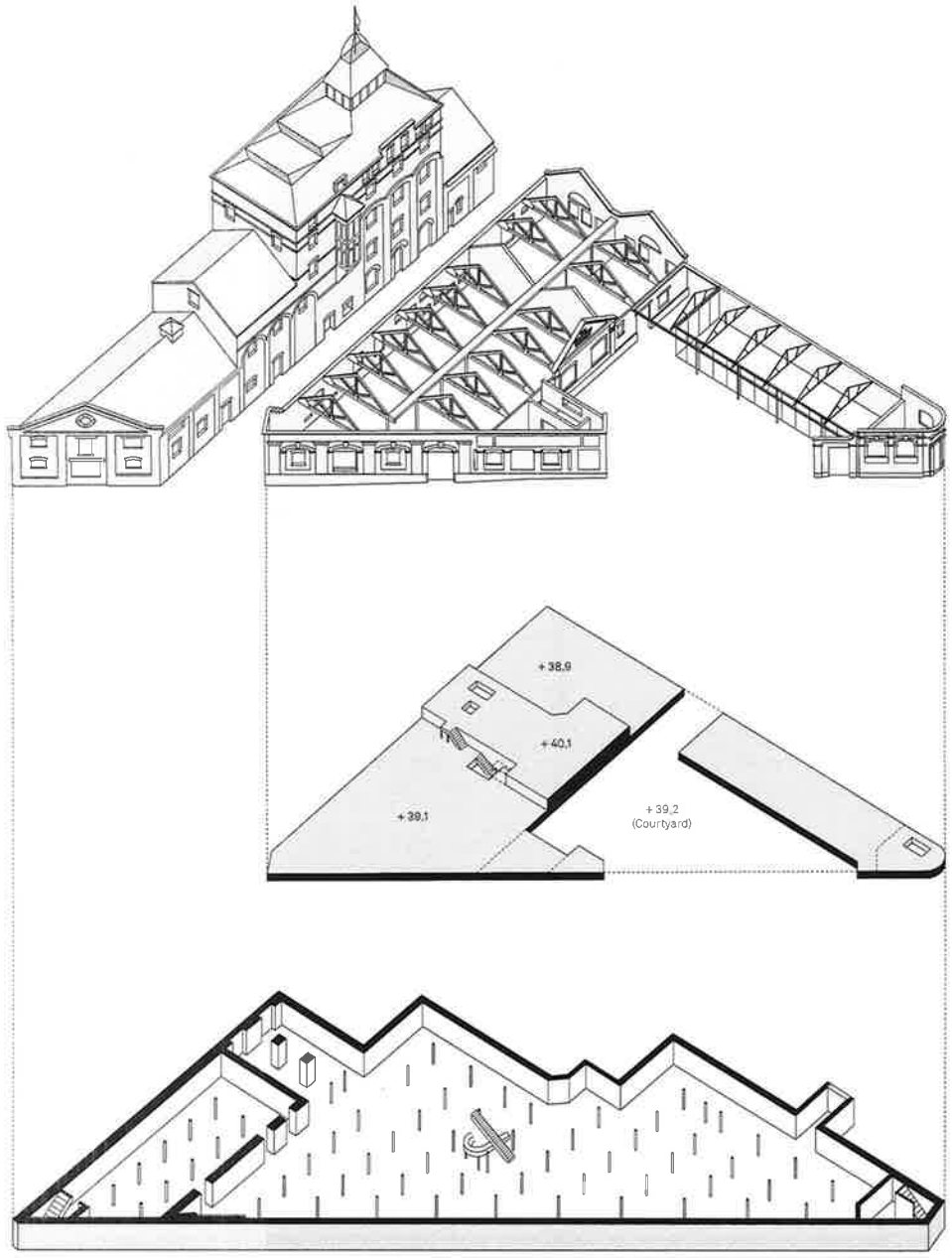




The existing vaulted gallery spaces in the basement

The existing pitched roofed spaces at ground floor level

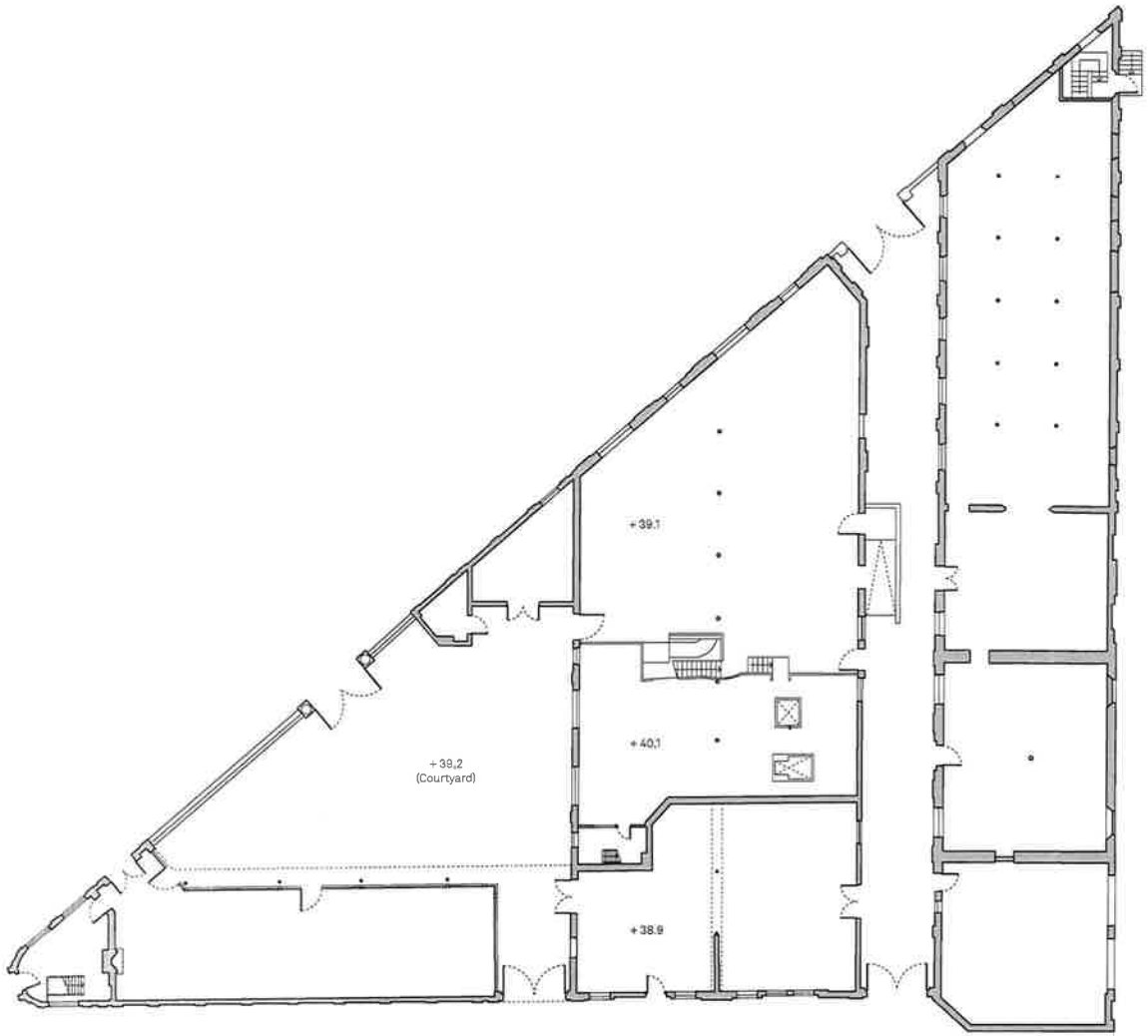
Existing Axonometric



External Massing

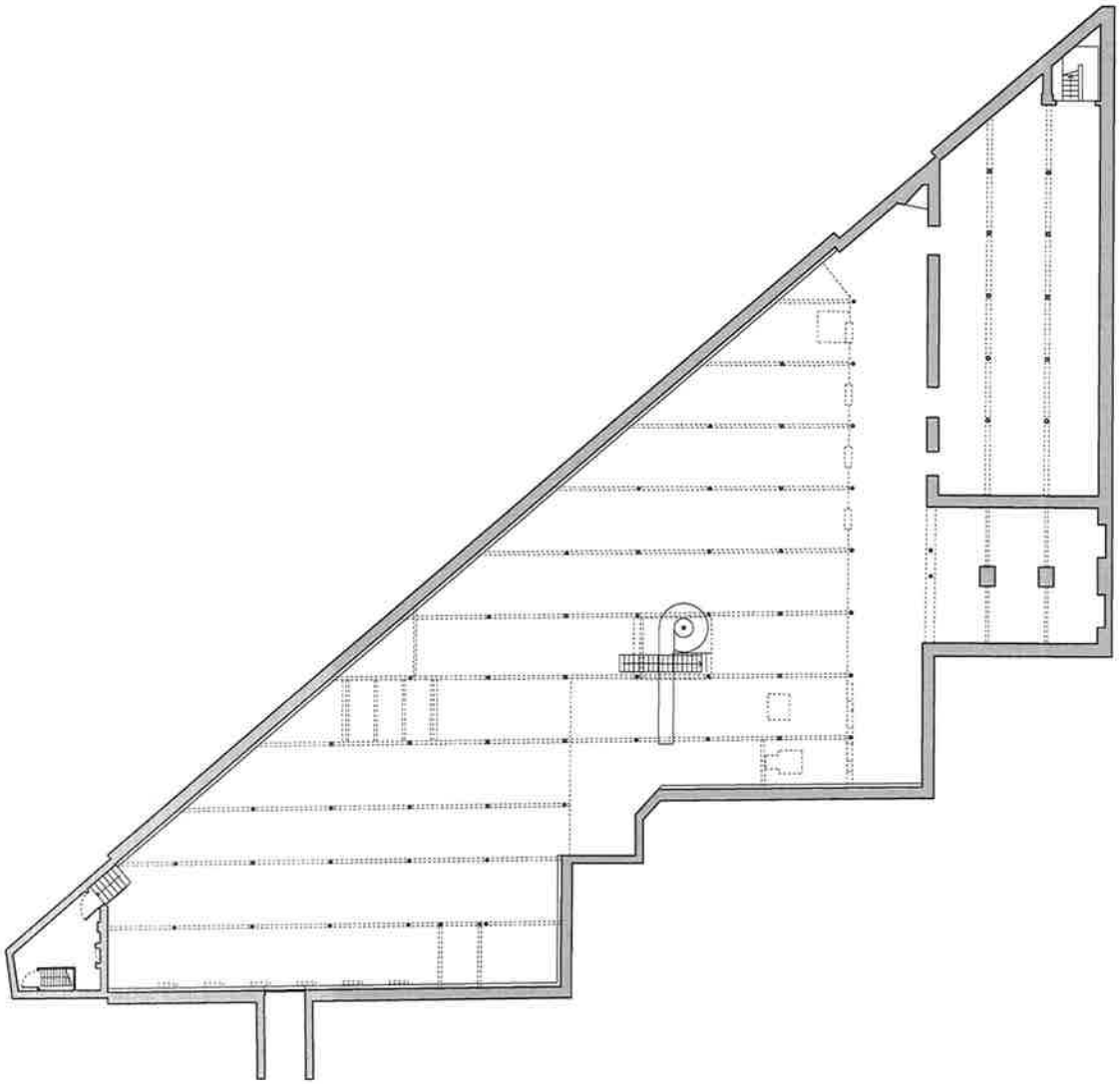
Ground Floor

Basement



Existing Ground Floor Plan

0 1 5m

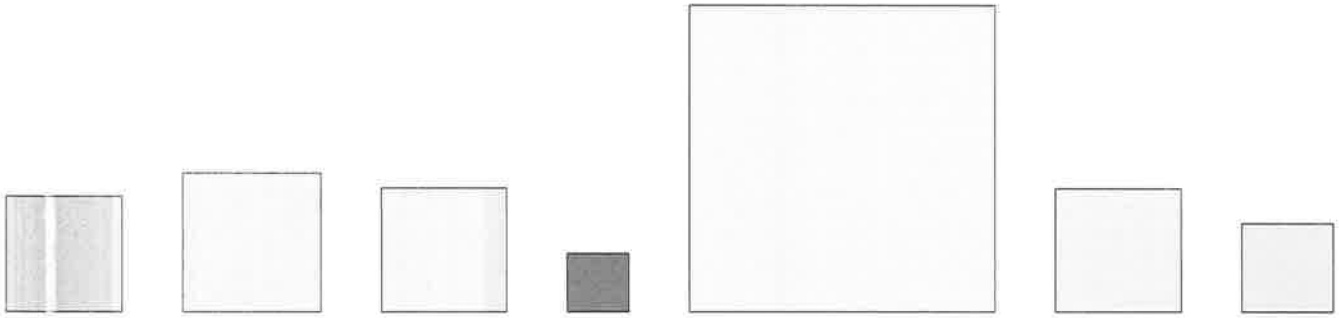


Existing Basement Floor Plan

0 1 5m

Brief Areas

These brief areas have been formulated from initial discussions with the client and an understanding of the available, existing spaces that the brewery site offers. It is anticipated that these will be investigated in further detail at a later stage of the project.



Entrance / Reception / Retail Shop

90 m2

Visiting Exhibitions Gallery

130 m2

Cafe and Education Space

105 m2

WC

24 m2

Permanent Collection Gallery

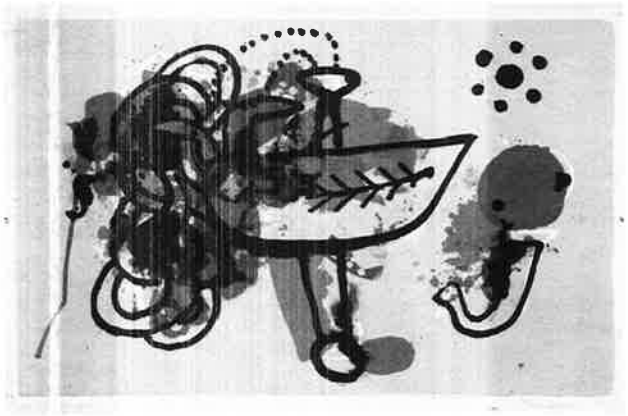
640 m2

Archive and Research

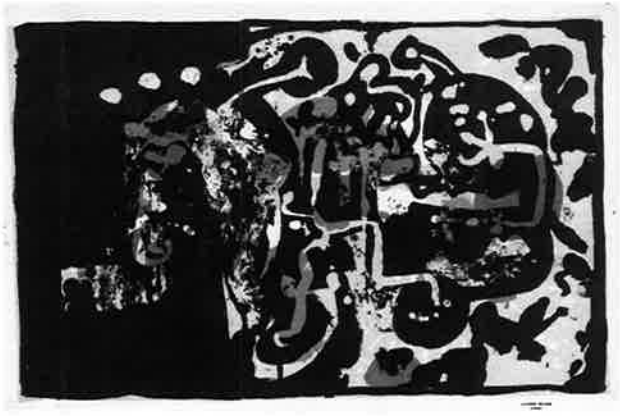
110 m2

Plant Room

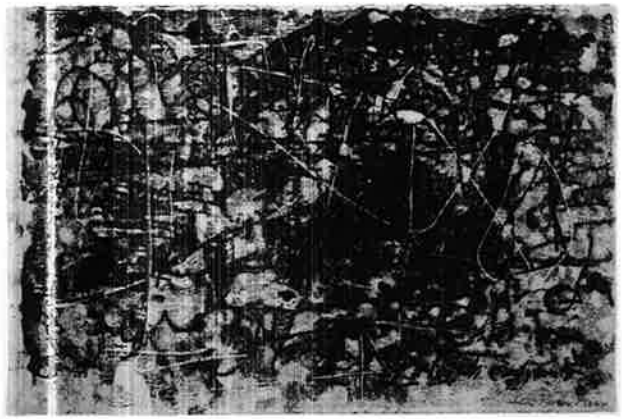
55 m2



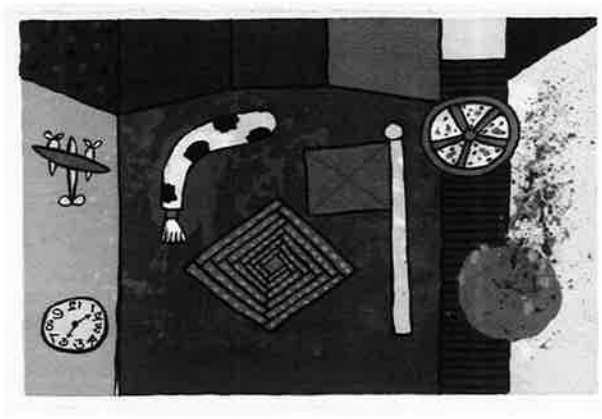
Celtic Dreamboat I
1965
514 X 768 mm
Lithograph on Paper



For the Hens
1968
514 x 768 mm
Lithograph on Paper



Spirit Over the Landscape
1948
249 x 403 mm
Monotype on Paper



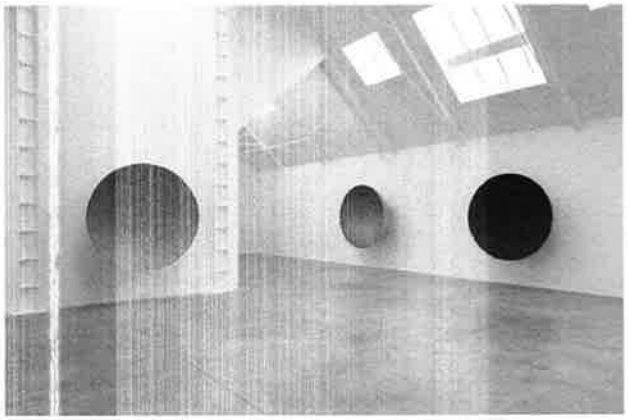
Magic Picture No. 1
546 x 743 mm
Lithograph on Paper

Alan Davie

James Alan Davie (28 September 1920 – 5 April 2014) was a Scottish painter and musician. He was born in Grangemouth in 1920 and studied at Edinburgh College of Art in the late 1930s.

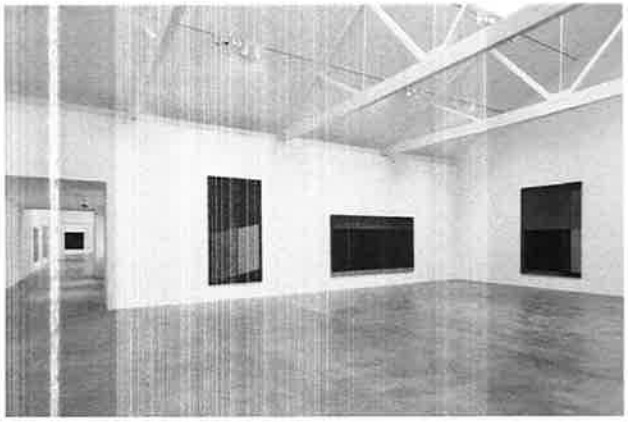
The estate of the late artist has been made available and his bequeathed collection for the use in a permanent gallery. The works display the use of a wide range of media, working at varying scales and through a wide range of techniques.

The images to the left show just a few examples of Davie's extensive and varied output.



Lisson Gallery, London

Kettle's Yard, Cambridge



Newport Street Gallery, London

Extension to the Collection Lambert in Avignon - Contemporary Art Museum
Avignon, France

Precedent Studies

These studies demonstrate a number of existing buildings which have been sensitively reconfigured and / or extended to accommodate world class gallery spaces.

Hauser and Wirth Gallery, Somerset

Gallery Space

Hauser and Wirth Gallery, Somerset

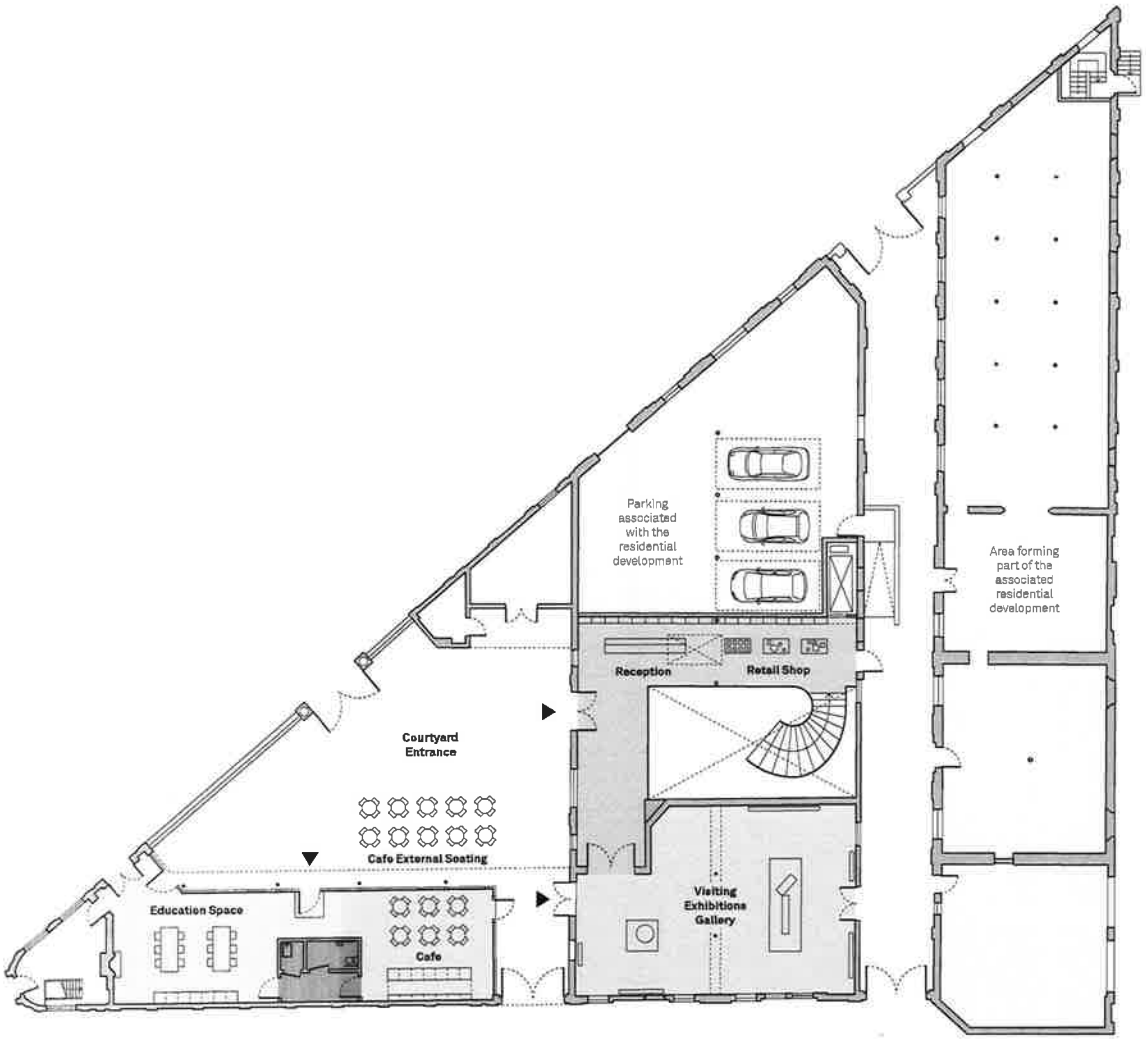
Cafe / Restaurant

Ditchling Museum of Art and Craft, Sussex

Watts Gallery, Surrey

Precedent Studies

A number of the precedents considered provide examples of the way in which characterful, historic building fabric has been retained and celebrated; working harmoniously with new functions such as gallery space, cafés and educational spaces.

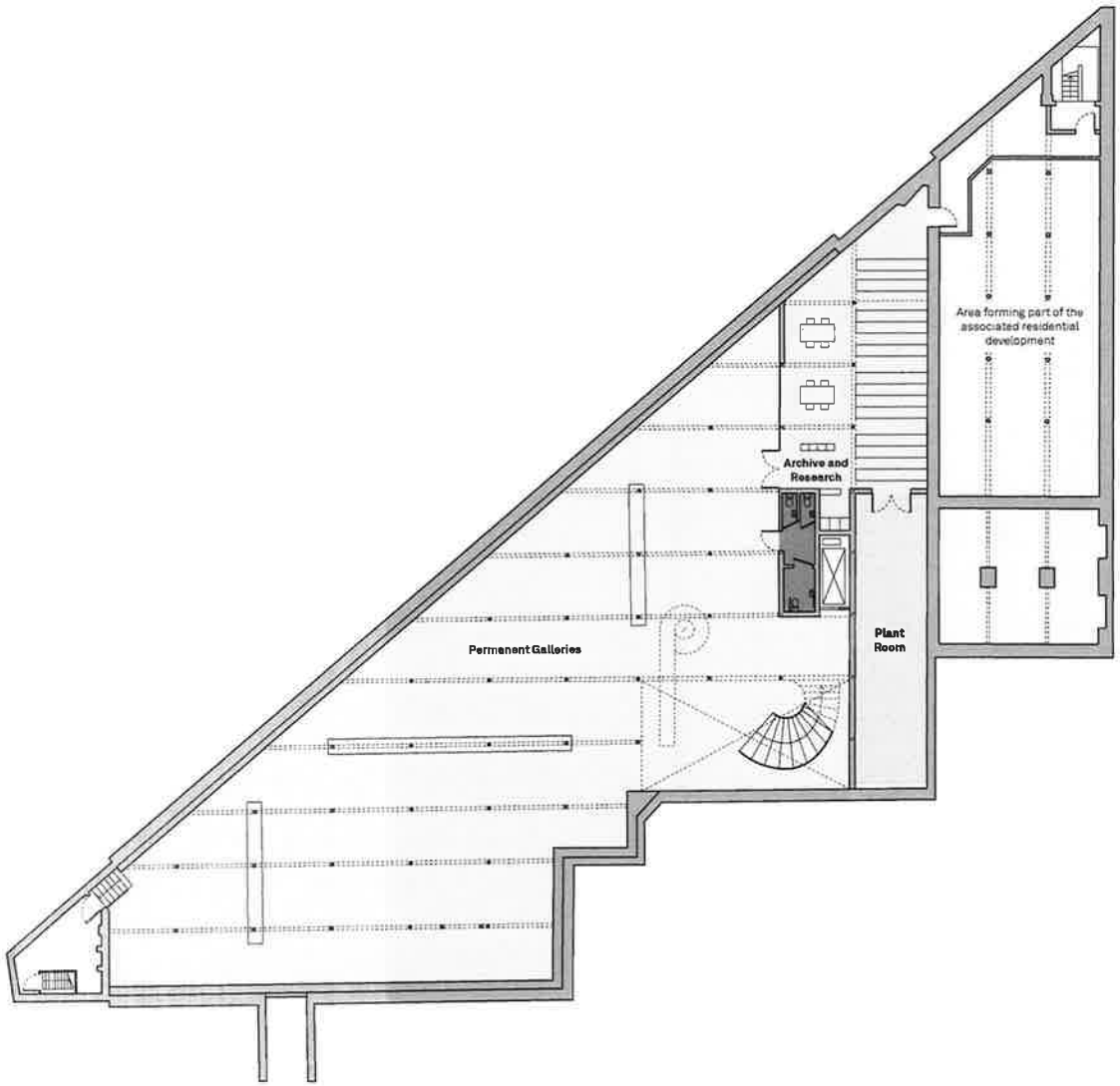


Proposed Ground Floor Plan

0 1 5m

Key

- Entrance / Reception / Retail Shop 90 m2
- Visiting Exhibitions Gallery 130 m2
- Cafe and Education Space 105 m2
- WC 12 m2
- Area forming part of the associated residential development



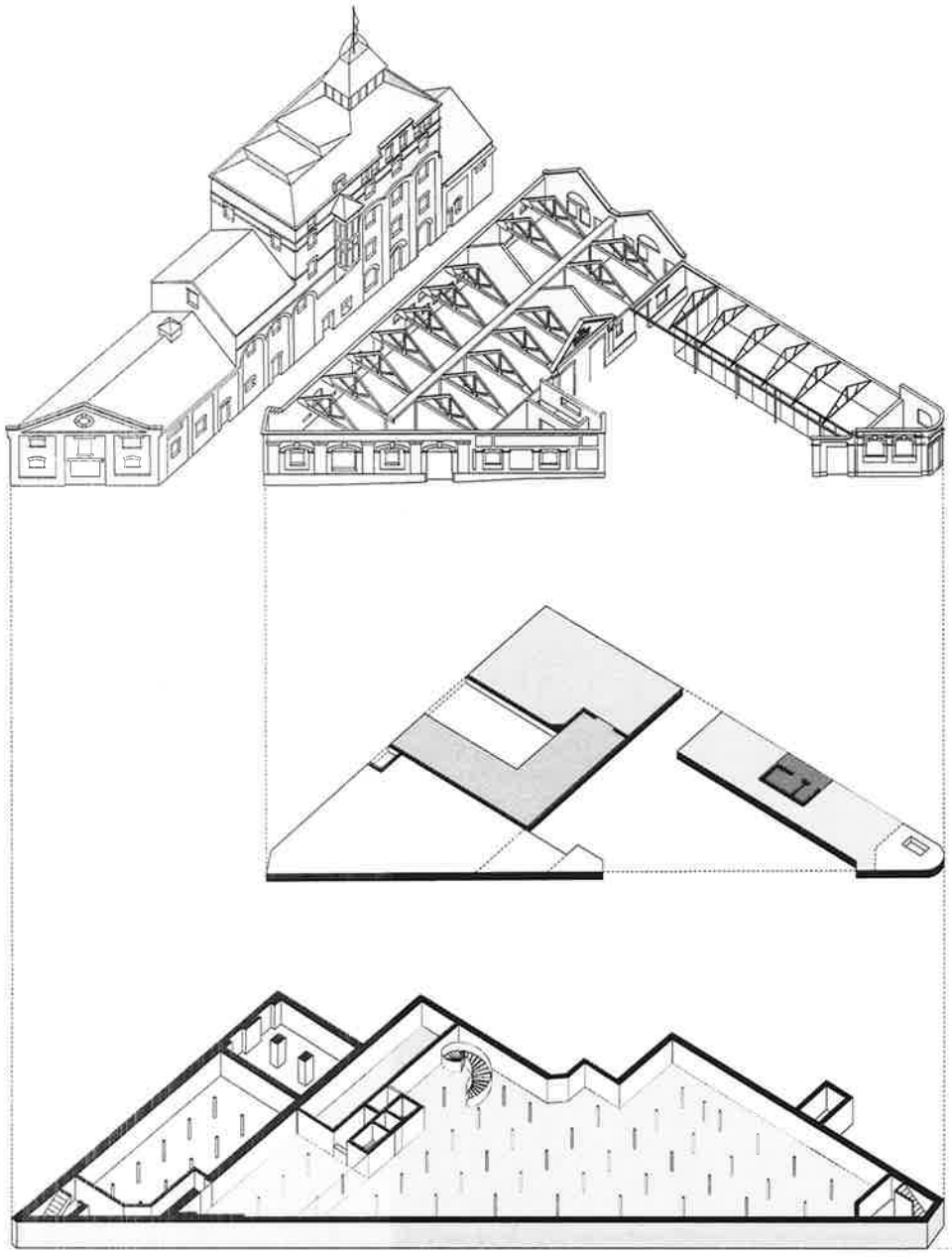
Proposed Basement Floor Plan

0 1 5m

Key

- Permanent Collection Gallery 640 m2
- Archive and Research 110 m2
- Plant Room 55 m2
- WC 12 m2
- Area forming part of the associated residential development

Proposed Axonometric



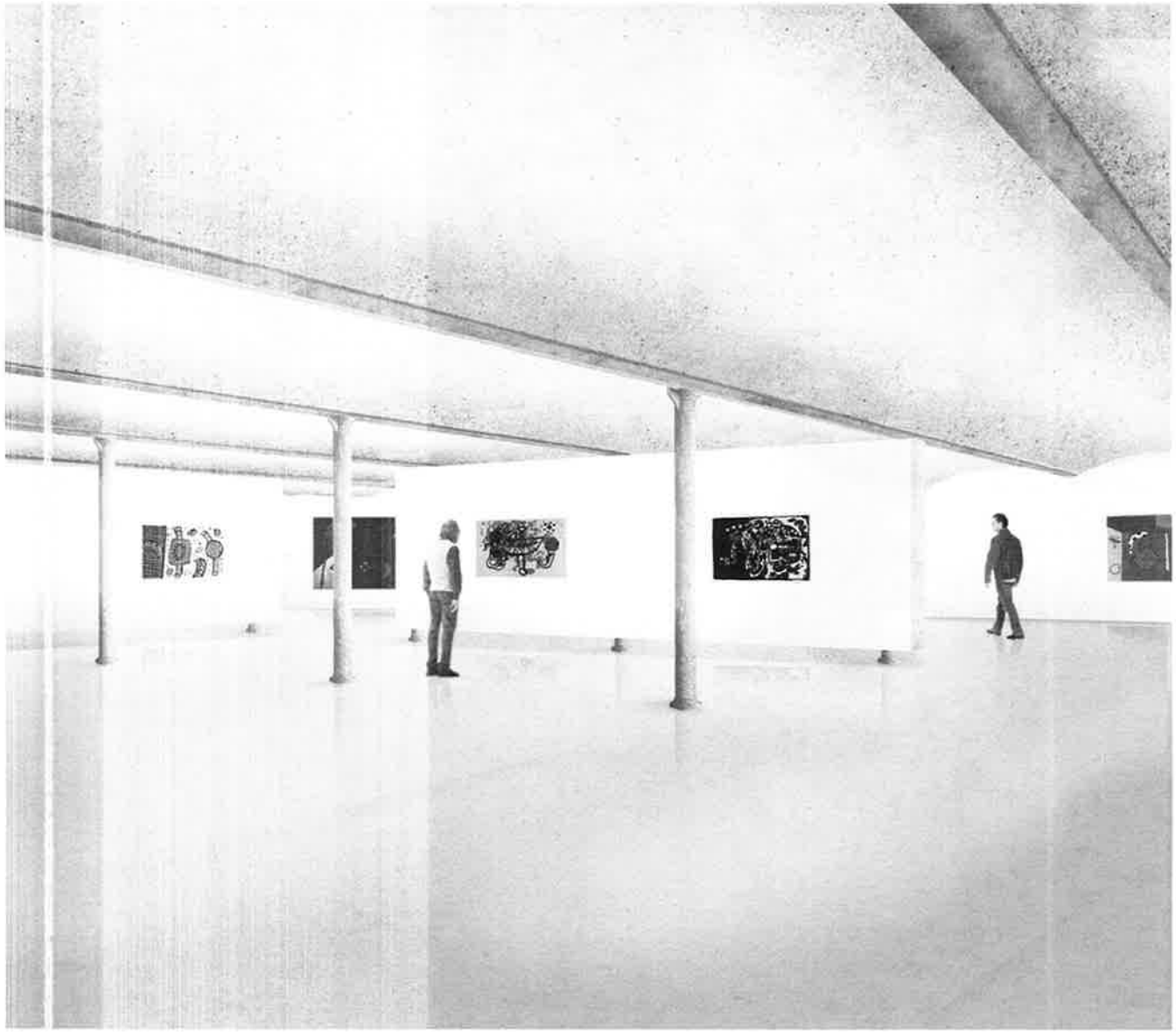
Key

- Entrance / Reception / Retail Shop
- Visiting Exhibitions Gallery
- Cafe and Education Space
- WC
- Permanent Collection Gallery
- Archive and Research
- Plant Room

Entrance

The stairwell is an opportunity to bring natural light into the basement, as well as draw an immediate architectural relationship between upstairs and downstairs.

A staircase within a dramatic double height void will provide a connection between the two levels, reinforcing the feeling of a joined up visitor experience.



Permanent Collection Gallery

It is proposed that the permanent collection of Davie's works will be displayed in the vaulted spaces of the basement.

A light touch will ensure that the character of these spaces is retained and celebrated.

This space will also be home to an archive and research area for the safe storage and easy access of the collection.