

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris MILCM ACIS MSc**



28 October 2016

Dear :

I am writing regarding your Freedom of Information (FOI) request received in this office by email on 27 September 2016, I apologise for the delay in providing response.

You request was for the information listed below in relation to the Archie Gooch Pavilion.

1. The financial accounts for the project.
2. Detailed income (Grants, Donations, 106 monies etc).
3. Detailed expenditure by expenditure lines (construction, admin etc)
4. How much was paid to each supplier/contractor for the project.
5. A detailed day book for all payments made.
6. Any salaries that were paid in relation to the project.
7. Any other information linked financially to the project.

Enclosure 1 is the accounts for the project as presented at the Town Council meeting on 20 September 2016; the income from grants is shown in the top left hand quarter of the page. This information is provided in response to requests 1 and 2.

Enclosure 2 provides detailed income information. Enclosure 3 the detailed expenditure information showing amounts paid to any contractor who was directly contracted by the Town Council and fees - including those for the Contract Administrator and architects as well as planning permission and building regulation fees. The Town Council website also has information about the total amounts of money paid to contractors during a financial year - the 2016/17 information can be accessed at <http://www.ilminster.gov.uk/about-ilminster/finances/financial-year-201617/>

This information is provided in response to requests 3 and 4.

The Town Council does not have a daybook. Purchase Orders are raised for any purchases not covered by another form of contract and invoices are checked against purchase orders. All Town Council payments are made by cheque and each cheque has to be signed by 2 Councillors and the Town Clerk. Every payment is reported to the Town Council, in public session, for formal approval, as an example, the list that went to the October Council meeting

can be seen at <http://www.ilminster.gov.uk/wp-content/uploads/Agenda-No-15-Accepted-expenditure-transactions-14.09.16-03.10.16.pdf> . ,

The payments for the contract with MW Layzell were made in accordance with the signed JCT contract for the project after receipt by the Town Council of the valuation certificate signed by the Contract Administrator.

This information is supplied in response to question 5.

No salaries were paid directly in relation to the project. This information is provided in response to request 6.

Grant awarding bodies have varying criteria for when they will release funding. Following the recent receipt of the practical completion certificate for the project and building regulation approval we are currently preparing the submissions for the monies due at this stage of the project.

The Football and Community Facility project has been developed and delivered over a number of years; decisions made by the Town Council regarding the project are available in the minutes of meetings which are available on the Town Council website.

This information is supplied in response to question 7.

I believe that this letter provides the information that you have requested, should you require clarification on anything that has been made available as part of this disclosure please do not hesitate to contact me.

This council does not have a complaints procedure regarding Freedom Of Information so if you wish to make a complaint you should contact The Information Commissioner, using their website <http://ico.org.uk/concerns> or their helpline 0303 123 1113.

Yours sincerely



Joy Norris
Town Clerk