

SNETTISHAM PARISH COUNCIL
DRAFT MOTION

Date: 11 March 2025

Title: Funding Contribution to the Memorial Hall Trust for the Pavilion Project

WHEREAS

- Snettisham Parish Council recognises the importance of supporting community infrastructure and facilities for the benefit of local residents;
- The Memorial Hall Trust is undertaking the Pavilion Project to enhance community amenities and provide improved facilities for local residents and organisations;
- Snettisham Parish Council has agreed to contribute financial support to assist with the completion of the Pavilion Project, subject to certain conditions to ensure transparency, accountability, and the successful delivery of the Pavilion Project;

IT IS RESOLVED THAT:

1. Approval of Funding

Snettisham Parish Council approves the payment of £50,000 to the Memorial Hall Trust to support the Pavilion Project, subject to the conditions outlined below.

2. Funding Release Conditions:

2.1 Full Funding Requirement:

The Pavilion Project must be fully funded, defined as securing a total project budget of £684,000 plus applicable VAT, before any payments from the Council are released. The Memorial Hall Trust must provide written confirmation, including evidence of secured funding from all sources, by 31 December 2025.

2.2 Specifications for phases 1,2 & 3 of the build

The Memorial Hall Trust shall provide to the Council prior to commencement of the build, a written detailed technical building specification for phases 1,2 & 3 of the build, detailing the proposed expenditure for each phase.

2.3 Staged Payments

Payments shall be made in staged instalments, as follows;

2.3.1 First Instalment

Subject to the full funding requirements above, an initial payment of £15,000 shall be released upon:

- 1) Completion of Phase 1 of the project build, with evidence provided to the Council including appropriate technical and building approvals; and
- 2) Submission of a comprehensive 3-year business plan for the Pavilion, including detailed business costs; future maintenance costs, and estimated income forecasts.

2.3.2 Second Instalment

Subject to the full funding requirements above, a subsequent payment of £17,500 shall be released upon completion of Phase 2 of the project build, with evidence provided to the Council including appropriate technical and building approvals.

2.3.3 Third Instalment

Subject to the full funding requirements above, The final payment of £17,500 shall be released upon completion of Phase 3 of the project build and submission of final completion evidence provided to the Council including appropriate technical and building approvals.

3. Reporting Requirements

It is a condition of the funding that the following reporting requirements are followed:

3.1 Quarterly Progress Reports

The Memorial Hall Trust shall provide quarterly written progress reports to the Council, detailing project expenditure, milestones achieved, and any challenges encountered.

3.2 Notification of Changes

Any significant changes to the project scope, budget, timeline, or funding income forecasts must be communicated to Snettisham Parish Council in writing for review and approval.

3.3 Right to Request Information

The Council reserves the right to request further information or audits if necessary to ensure compliance with the agreed terms.

4. Project Completion and Fund Use

If the main contractor is unable to complete the build; or unable to complete the build for the current contract price of £684,000+ vat; or if any part of the project build is not completed in accordance with the approved planning permission, or in accordance with each of the build phase specifications; or if funds are found to be misallocated, Snettisham Parish Council reserves the right to withhold payments or request the return of funds.

5. Resolution subject to review

If full funding is not secured; or if phase 1 of the build is not substantially completed by 31 December 2025; or if any of the conditions outlined above are not met, this resolution shall be subject to review, and the Council reserves the right to reconsider its financial commitment.

BE IT FURTHER RESOLVED THAT:

This resolution shall take effect immediately upon its adoption, and the Clerk of the Council is authorised to facilitate the necessary financial arrangements in accordance with Council policies and financial regulations at the appropriate stages.

Adopted by Snettisham Parish Council on [Insert Date].