



## WHEATLEY PARISH COUNCIL REPORT – 15.05.2023

### ITEMS 13 & 14 FUNDING FEASIBILITY TENDER & FEES

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<b>Author:</b>	Clerk – Michelle Legg supported by Pavilion Funding Working Group
<b>Strategic Goal:</b>	Goal 1 To continue to support the village so it becomes a vibrant and sustainable community for everyone.
<b>Strategic Aim:</b>	1.4 Preserve existing services and facilities – deliver a new pavilion at Wheatley Playing Fields, in partnership with Wheatley Playing Field Trust.
<b>Summary:</b>	Recommendation to appoint company to undertake a funding feasibility review for the new pavilion, at Wheatley Playing Fields.

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#### **1 Introduction**

- 1.1 To identify whether Wheatley Parish Council (WPC) could raise the funds to deliver a new pavilion at Wheatley Playing Fields, it delegated a working group to write a tender document, invite at least three companies and review submitted responses.

#### **2 Review of tenders**

- 2.1 The working group were given the responses, which were reviewed individually, before coming together on Wednesday 3rd May to discuss and agree a final scoring.
- 2.2 The results from can be found in appendix 1.
- 2.3 After the initial review the working group discarded Company 2 due to having the lowest score
- 2.4 The tenders from the remaining two companies, were scrutinised further, looking at the qualitative information.

#### **3 Commitment from Wheatley Parish Council**

- 3.1 The council had previously approved the allocation of £10,000 towards this, however the fees quoted are in excess of this.

#### **4 Risk Management**

- 4.1 The study may identify that WPC is not able to attract sufficient funding to deliver the project.
- 4.2 If the council does not replace the pavilion, it will not have met its requirements, as per the lease agreement with Wheatley Playing Field Trust.

#### **5 Conclusion**

- 5.1 Using the information supplied, the council has undertaken a review of potential contractors, against agreed criteria.

#### **6 Recommendation**

- 6.1 To recommend that Company 3 is appointed to undertake the funding feasibility study.
- 6.2 To approve additional expenditure of £3,200 (£13,200 in total) to complete the study.

# APPENDIX 1

Q	Pre/During study		Company 1	Company 2	Company 3	
1	Examples of organisations worked with provided:	10	10	3	10	
2	Examples of similar projects	10	8	0	5	
3	Description of how they will approach our study	10	8	7	8	
4	Examples of 'Reasons to invest' documents	10	8	0	8	
5	List of organisations/people to approach	10	0	0	0	quantitative score
			Liaise with WPC on known sources. Desk top exercise to find others not already identified		Identified need to use local contacts. Prospect pool mentioned throughout	qualitative score
6	Detail on how they will qualify if funds could be raised	10	7	7	7	
7	Approach if funds cannot be raised	10	3	3	3	
8	Breakdown of costs provided	10	10	10	10	
9	Timescales met	10	10	10	10	
10	Timeframe for study completion	10	10	10	10	
			ambitious at 9 months		realistic 12-24 months	acceptable timescale
	<b>Post Study</b>					
11	Length of time to source commitment of funds	10	10	10	10	realistic timescale
12	Parish Council resource commitment	10	0	0	0	
13	Additional ways in which company can assist in the project	10	6	8	6 <sup>1</sup>	
14	Costs of additional help	10	0	0	0	
15	Commercial remuneration?	10	0	0	0	
	<b>TOTAL</b>		90	68	87	
	<b>Costs</b>		<b>14,400</b>		<b>13,200</b>	

<sup>1</sup> Local contacts (Eynsham)