

MENDIP DISTRICT COUNCIL

Minutes of the meeting of the Phoenix Board held on Wednesday 23 December 2020 via Live Stream at 2 pm.

PRESENT: Councillors Josh Burr (Deputy Chair), Simon Carswell, Barry O’Leary, Ros Wyke (Chair)

ALSO PRESENT: Councillor Tom Killen

OTHER COUNCILLORS PRESENT: John Clarke, Michael Dunk, Garfield Kennedy, Liz Leyshon, Heather Shearer and Alan Townsend

OFFICERS PRESENT:

Tracy Aarons	Deputy Chief Executive
Richard Bates	Section 151 Officer
Dave Burn	Democratic Services Manager
Claire Dicken	Democratic Services Officer
Lesley Dolan	Legal Advisor
Keith Pennyfather	Property Team Leader
Adam Savery	Senior Property Officer
Sara Skirton	Group Manager, Corporate Services
Ben Sugg	Democratic Services Officer

Agenda Item Number	Subject	To be actioned by
1	Chair’s Announcements The Chair requested that mobile phones be switched to silent and explained how the livestream meeting would proceed.	
2	Apologies For Absence None	
3	Declarations of Interest None	
4	Public Participation None	

<p>5</p>	<p>Previous Minutes</p> <p>It was moved by Councillor Barry O’Leary and seconded by Councillor Ros Wyke and</p> <p>RESOLVED:</p> <p>That the revised public minutes of the meeting held on 12 August 2020 be confirmed as an accurate record.</p>	<p>Claire Dicken</p>
<p>6</p>	<p>Approval of the Revised Public Minutes from 1 April 2019 to Present</p> <p>The Section 151 Officer explained that the public minutes had been prepared following a complaint to the External Auditor that the public minutes were too limited in content and therefore lacked openness and transparency.</p> <p>It was moved by Councillor Barry O’Leary and seconded by Councillor Ros Wyke and</p> <p>RESOLVED:</p> <p>That the revised public minutes of the meetings held on the dates below be confirmed as accurate records:</p> <p>18 April 2019 1 July 2019 12 July 2019 14 August 2019 11 September 2019 23 September 2019 10 October 2019 6 November 2019 9 December 2019</p>	<p>Claire Dicken</p>
<p>7</p>	<p>Urgent Business</p> <p>None</p>	
<p>8</p>	<p>Exclusion of the Press and Public</p> <p>Councillor Josh Burr and Councillor Barry O’Leary seconded the resolution to exclude the press and public from the remainder of the meeting.</p>	

	<p>RESOLVED:</p> <p>That the press and public be excluded from the meeting during the consideration of items 9 to 11 on the grounds that exempt information (as defined in Schedule 12A Local Government Act 1972, as amended) of the following description was likely to be disclosed:</p> <p>Category 3 - Information relating to the financial or business affairs of any particular person (including those of the Council).</p>	
9	<p>Previous Minutes</p> <p>Councillor Barry O’Leary moved and Councillor Ros Wyke seconded the approval of the minutes.</p> <p>RESOLVED:</p> <p>That the confidential element of the minutes of the meeting held on 12 August 2020 be confirmed as an accurate record.</p>	Claire Dicken
10	<p>Letting of Unit 2 – Fermentation Building, Finzels Reach, Bristol</p> <p>The Senior Property Officer had prepared a report which stated that since the acquisition of the Fermentation Building at Finzels Reach, Bristol on 28 November 2019, the Council had been seeking a tenant for Unit 2.</p> <p>In response to questions, the Officer said when the Council first bought the premises, it had a rent guarantee and its yield met our requirements. The initial rent guarantee was due to run out in May 2021.</p> <p>The Officer went on to confirm the proposed rent was not a concessionary rent.</p> <p>The Property Manager confirmed that officers had satisfied themselves that the tenancy should be recommended.</p> <p>During the discussion that followed Members could see no reason why the tenancy should not proceed.</p>	Adam Savery

	<p>Councillor Josh Burr proposed and Councillor Simon Carswell seconded the approval of the recommendations in the report.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That delegated authority be given to the Section 151 Officer, Group Manager for Corporate Services and the Portfolio Holder to finalise the position regarding the capital contribution, as set out in the report. 2. That the necessary legal due diligence and contract be undertaken to approve the progression of a lease. 	
<p>11</p>	<p>Saxonvale Project Governance Review</p> <p>The Board was advised that after two years there had been a change in Administration and Portfolio Holders along with changes in project team personnel. To reflect these changes, and the evolution of the project, it was considered timely to ask Phoenix Board to review the governance arrangements for the project.</p> <p>The Chair asked that within the Terms of Reference of the Saxonvale Project Board that paragraph “s” be revised to reflect that periodic reports be provided to the Phoenix Board on key issues that occurred every two months.</p> <p>Councillor Josh Burr proposed and Councillor Carswell seconded that the recommendations in the report, as amended, be accepted.</p> <p>Members asked that enquiries be made as to whether copies of the Terms of Reference could be made available to Frome Members on request, even though they were of a confidential nature.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the revised Saxonvale Governance Framework be approved. 2. That the revised Terms for Reference for the Saxonvale Project Board, subject to the inclusion in paragraph ‘S’ that periodic reports 	<p>Sara Skirton</p>

	<p>be provided to the Phoenix Board on key issues that occurred every two months.</p> <ol style="list-style-type: none">3. That the revised Terms of Reference for the Saxonvale Member Group be approved.4. That the revised Terms of Reference for the Saxonvale Stakeholder Group.5. That officers clarify the position regarding the dissemination of the Terms of Reference and supporting papers to non-members of the Phoenix Board, in particular Frome Ward Councillors.	
--	---	--

The meeting closed at 2.40 pm.

DRAFT