

## Section 3 – About Your Organisation

### 3.1 Tell us more about your organisation

- **what your organisation does**

Kirkbymoorside Town Council is the local authority that makes decisions on behalf of the people in the parish and has an overall responsibility for the well-being of its local community. It is the level government closest to the community, with the district authority above it in the hierarchy. As the authority closest to the people, Kirkbymoorside Town Council is a vital part of the community.

- a) The council must act lawfully taking reasonable and proportionate measures to follow the spirit of legislation.
- b) The council must use appropriate financial procedures whilst maintaining easily understood records appropriate to the scale of its activities.

- **what services or activities you provide**

One of the Town Council's top priorities is to provide a range of services: play areas; skate park; street lighting; sports facilities at New Road, including indoor and outdoor bowls, cricket, football, squash and tennis; management of Manor Vale woodland and the town cemetery.

- **how your organisation supports infrastructure**

The Town Council seeks to:

- a) represent and support citizens in their dealings with larger public authorities,
- b) promote schemes that will give benefits to the town and people of Kirkbymoorside.

- **how your organisation reflects its community**

The Town Council must act so as to promote:

- a) Democratic accountability, so that expenditure of money and effort are directed according to local opinion.
- b) Openness, so that wherever possible the people of the town are fully informed about the council's activities and nothing is kept secret unless absolutely necessary.
- c) Clarity, so that the people of the town can understand what the council is doing and are not swamped with bureaucratic nit picking.

- **the geographical area in which it serves**

Kirkbymoorside parish

### 3.2 How your organisation will manage the project

- **how your organisation plans to manage the project**

A working Group made up of Councillors and representatives of the Cricket and Football Clubs will be formed to manage the project. The project will be managed in stages, with each stage assigned the same due diligence and supervisions and signed off before commencement of the next stage.

- **describe the current resources available to the project**

The Town Council have delegated authority to the Town Clerk to work with the Cricket and Football clubs to see the project through to fruition. Each of the clubs have also delegated responsibility to key members to participate in the project. The skill set of the club members, together with experience of the clerk will ensure that the project is thoroughly managed.

- **about the management structures you will put in place**

A Working Party, consisting of Councillors and members of the football and cricket club, will be responsible for overseeing the project.

The project will be broken down into stages and progression to the next stage will not be possible until the works have been assessed and signed off.

- **how you will make sure that the people working on the project will have the right skills and knowledge**

Only suitably qualified professionals will be appointed to the project with evidence of experience and appropriate public liability insurance.

- **how they will be managed and supported**

The Town Council is determined to support local businesses and trades so all appointed contractors will be local. This approach not only supports the local economy but also facilitates community participation and engagement. Many of the contractors are associated with the clubs, either as members themselves or with family of friends being affiliated with the clubs.

- **how you will manage your project budget**

All financial transactions of the Town Council are governed by the Financial Standing Orders. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

Quotations have been provided for each stage of the project.

Written acceptance of quotations will minimise the risk of any adjustment to costings.

All expenditure will be approved prior to commencement of that stage of works and payment will be made only once the works have been assessed and signed off by the working group

All financial transactions, including receipt of CIL funds and match funding, will be recorded in a specifically designated cost code in the Town Council's accounting records. The accounting reports will be received and approved by the full council at the Ordinary meeting each month throughout the duration of the project. The reports will be included with the supporting documents for the Ordinary meetings and are public documents, ensuring full transparency to the electorate.

### **3.3 How your organisation will deliver the project**

- **the organisations experience in delivering this type of project**

In 2013 the Town Council embarked on a project to refurbish the former library building at 9 Church Street, Kirkbymoorside. Since North Yorkshire County Council relocated the library to Church House, on High Market Place in 2010 the building had been vacant and was significantly dilapidated and not fit for use. The ambition of the Council was to convert the building so that it could be used by the community.

In order to bring the building to a standard where these activities were possible, the development project involved:

- i) renovating the building to provide access to meet Disability Discrimination Act 1995 requirements

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- achieved by dropping the floor level so that the entrance is level with the pavement.
- ii) maximising space, by extending the entrance area forward, using the area where the steps were, so providing space for two toilets, one being a disabled person's toilet, and a cupboard to house a boiler, cleaning equipment, etc.
- iii) preserving the character of the building by rebuilding the front wall and re-using the arch window, carved stonework, and quoin stones.
- iv) Provisions of a kitchen area with a sink, fridge, worktops with space for a microwave, and cupboards for storage.
- v) Where possible, sustainable building materials and methods were used.

The project was successfully completed, within budget and timeframe, and the venue is known as The Moorside Room. Since its refurbishment the venue has been used for a range of activities, including:

- Community cinema
  - Art Exhibitions, including the annual Open Studios
  - Youth club
  - Charity fund raising events
  - Theatre rehearsal space
  - Community events, e.g. Annual town meeting, Christmas market
  - Venue hire, e.g. Birthdays, Christenings, Funeral Services, commercial and social meetings
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- **how the organisation will ensure the project is complete before the December 2024 deadline**

Immediately upon confirmation of the funding, all contractors will be notified and a schedule drafted to accommodate the timescales of each stage of the project. The appointment of contractors to each stage of the works will be made in advance and staggered according to the corresponding duration of works for that stage, to allow, as far as possible, continuous activity throughout the project.

The works are not determined by weather so no delays are anticipated due to inclement conditions.

A generous approximation of the project duration is only 16 weeks and can easily be accommodated in the period from grant determination in March 2023 to December 2024.