

To receive a report on Bailey Partnership final account and consider any actions and associated expenditure.

Report to:

Library Sub-Committee

Date of Report:

21 September 2026

Officer Writing the Report:

Finance Officer

Purpose of the report:

To provide Members with an update regarding the final professional fee invoice received from Bailey Partnership in connection with the Saltash Library curtain waling and to present the findings of a review that suggest the total fees charged may exceed the contractual entitlement when calculated against the final project value.

Officer's Recommendations

Members are asked to consider the final professional fee invoice received from Bailey Partnership and confirm approval for final payment for the curtain wall project at a cost of £6,026.15 allocated to budget code 6918 LI EMF Legal & Professional Fees (Private Contractors).

Report Summary

Bailey Partnership was appointed under a contract providing professional fees for the Saltash Library.

The project was originally estimated at £200,000 and included replacing the curtain wall and external side door, creating a workstation area, and installing two vending machine stations.

It was later agreed to prioritise the curtain wall and external door works and defer the remaining elements, resulting in a revised contract sum of £149,718.

Bailey Partnerships fee was quoted at 11.5% of the initial estimated £200,000 project value equating to £23,000, with Town Council approval to release payments against agreed project milestones as listed below.

Preparation of initial proposals and budget	15%
Preparation of Planning/Listed Building Consent	20%
Preparation of Building Control application	10%
Issue of Tender package	20%
Issue of Tender report	5%
Intervals through the construction phase	27.5%
Upon expiry of twelve months defects	2.5%

Invoices raised between April 2022 and October 2023 were calculated using the estimated project value which was quoted - £200,000.

These invoices totalled £14,950.00 (net) and have been paid in full.

The final invoice, dated 25 April 2025, relates to the construction phase and was calculated using the final contract value of £149,718.

The final invoice amount is £6,026.15 (net) and remains outstanding.

See table below for invoice summary and basis of fee calculations.

Invoice Date	Invoice Ref	Description	Invoice Calculations	Amount Net
29/04/2022	SD107559	Production of initial proposal (15%)	£200,000 x 11.5% x 15%	£3,450.00
27/06/2022	SD107810	Production of initial proposal and pre-app submission (10%)	£200,000 x 11.5% x 10%	£2,300.00
29/07/2022	SD108097	Pre-app submitted. Tender package being submitted (10%)	£200,000 x 11.5% x 10%	£2,300.00
17/10/2023	SD110448	RIBA Stage 4 design and tender package complete (30%)	£200,000 x 11.5% x 30%	£6,900.00
25/04/2025	SD113979	Construction phase (35%) UNPAID	£149,718 x 11.5% x 35%	£6,026.15

Total Excluding VAT £20,976.15

Review of Fees

A review of the contract has been undertaken following receipt of the final invoice and based on Bailey Partnership Fee Proposal dated 1 December 2021, the section for Professional Fees state:

- Our fee proposal for undertaking the necessary professional duties is as follows based on percentage fee values against an estimated budget of £200,000.00 (ex VAT). **Our fee will be applied against the projected final account figure.**

Based on the contractual fee of 11.5% applied to all issued invoices for the final project value of £149,718, the total fee entitlement is calculated as:

£149,718 × 11.5% = £17,217.57 (including outstanding invoice)

However, invoices issued by Bailey Partnership amount to:

£20,976.15

This results in an apparent overcharge of:

£3,758.58

Current Position

The final invoice has been disputed and has not been paid. The dispute arises because the total fees invoiced exceed the amount that appears to be payable under the contract when calculated against the final project value.

The Finance Officer has raised this discrepancy with Bailey Partnership and are seeking clarification and supporting justification for the additional charges. Until the matter is resolved and the Council is satisfied that the invoiced amount is in accordance with the contract terms, the outstanding invoice will remain on hold.

Please refer to **Appendix A** for clarification from Bailey Partnership.

Please refer to **Appendix B** to review the contract.

Budgets

Budget Codes:

6918 LI EMF Legal & Professional Fees (Private Contractors)

Budget Availability:

£12,441

Committed Spend:

£2,415

Signature of Officer:

Finance Officer