

Minutes of the War Memorial Refurbishment Committee Meeting held in the War Memorial Institute on Monday 13th January 2020

Present: Councillors Mr A Wight, Mr R Bestwick, Mr J Priddin, Mr D Williams, Mr R Wakelam and Mr P Blackman

Absent: Cllrs Mrs C Hinds and Mrs M Jones

In attendance: Mrs S Hughes, Clerk & RFO to the Council
Sion Williams & David Povall-Jones (Brynbuild), Claire Huber (WMI Volunteer Advisor), Stuart Guy, Claire Metcalf and Brian Hall (WMI) and Chris Rhodes (Lovelock Mitchells)

238. Election of a Chairman of the Committee for the year 2019/20

Cllr Wight proposed Cllr David Williams as Chairman of the Committee which was unanimously agreed.

RESOLVED: Cllr David Williams appointed as Chairman of the War Memorial Refurbishment Committee 2019/20.

239. Apologies

There were no apologies received.

240. Visitors

- i. Sion Williams & David Povall-Jones (Brynbuild)
- ii. Claire Huber (WMI Volunteer Advisor), Stuart Guy & Claire Metcalf (WMI)
- iii. Chris Rhodes – Lovelock Mitchells

241. Declarations of Interest

There were no Declarations of Interest received.

242. To Review the Terms of Reference for the Committee

RESOLVED: the Terms of Reference for the Committee was approved and adopted.

243. WMI Refurbishment Phase 1 (Shell & Core) - Quotation

Brynbuild revisited the quote and schedule of works and submitted two quotes for consideration. The first being a full quote for the desired works which came in over budget (£226,718.55) and the second option being within budget but with the main exclusions of the new storage extension and roof lights in the new extensions. (£176,497.09). Brynbuild have offered to construct the internal walls free of charge.

They expressed concerns regarding drainage and attended the site again with the engineers to review this. They advised that the WMI would need to make further investigations as to the existing drainage.

The contractors agreed that in the second quote (exc storage extension) they would refit the small kitchen into the existing store room free of charge. Any work undertaken in the section of the building would require an additional cost for the asbestos removal.

The Community Council will contact Hanson Cement to ascertain if they are able/willing to provide materials for this project.

Cllr Williams will explore options for the WMI to apply for match funding.

The WMI confirmed they will be funding the dropped kerb and gate for the new access. This work will be completed within the next couple of weeks.

CR proposed that the HSE Contractor shall be appointed via Brynbuild and costs to be included in their quote.

Brynbuild reminded members that in addition to the cost quoted they will need to consider the addition of; asbestos removal for the storage room, appointment of the HSE/CDM and any costs imposed by Scottish power.

**7pm – CR left the meeting

SG will contact Scottish Power about the relocation of supply.

WMI will co-ordinate and fund a full survey of the drains.

Due to the work required by the WMI (relocation of supply, drains etc) the realistic timescales of starting will not be before 10th February.

Brynbuild advised working hours would be 8.30am – 5.00pm Monday to Friday and occasional Saturday mornings. They would keep noise to a minimum where possible.

RESOLVED:

- in accordance with the above discussion and quote submitted all members approved in principle for the second quote to be accepted which will now not include the addition of a storage extension. Brynbuild will make the necessary amendments to the quote and resubmit this week, to include an external CDM principle for health and safety, internal plastering and asbestos removal.
- Brynbuild be recommended as the main contractors for Phase 1. This proposal will be made at the full council meeting on Wednesday 15th January 2020.
- Brynbuild have agreed to forward estimates for the complete job from start to fully functional building so that Grants can be applied for if time allows.
- Cllr Williams will liaise with WMI in exploring any options for grants/match funding.
- Cllr Wakelam will contact Hanson to request assistance in providing any materials for this project and will liaise with Brynbuild.
- The dropped kerb & gate access will be completed within the next couple of weeks & will be funded by the WMI.
- WMI & Advisor will co-ordinate a prestart meeting.
- WMI to co-ordinate relocation of supply as required for gas & electricity and also liaise where necessary with Welsh Water.
- WMI will co-ordinate a full drain survey.

238. WMI Refurbishment Phase 2 (M & E and fit out)

Work involved with phase 2 will include; electrical, plumbing, doors & frames (internal), fixings, flooring, distribution board and gas.

The WMI confirmed and gave assurances that they have sufficient funds to cover the above works and will obviously be reaching out for local volunteers, donations etc to reduce any costs. They also gave assurances that the funds they have will complete the required work ensuring the building is in a usable condition.

CH suggested that the WMI needs to co-ordinate a site visit with both the electricians and plumbers at the same time to ensure that both trades are clear on what is being asked for in their quotes.

It was agreed that the plastering work will now be included in phase1. It was also agreed by the council that the WMI will provide a grant to the council to the cover the electrical and plumbing costs.

AW expressed concern that there was no contingency budget.

RESOLVED:

- Plastering costs will be included in phase 1.
- WMI confirmed they will cover all costs related to Phase 2.
- WMI will provide a grant to the community council to cover the costs related to the electrical and plumbing works.
- WMI will obtain quotes for the electrical & plumbing works.
- SG & AW will co-ordinate a press release to the community for volunteers.

239. To Consider the Logistics of Relocating and Storing Council Property currently within the WMI.

Cllr Wight proposed for this to be discussed at the full council meeting on Wednesday.

RESOLVED: this will be discussed at the full council meeting.

240. Agree date of next meeting

To be confirmed.

The meeting commenced at 6.00pm and closed at 7.40pm

Chair.....

Date: