

**NEW FOOTBALL PAVILLION & COMMUNITY CENTRE**  
**ILMINSTER TOWN FC**  
**BRITTENS FIELD**  
**CANAL WAY**  
**ILMINSTER**  
**SOMERSET**

**CONTRACT MEETING 2nd DECEMBER 2015**

	<b><u>ACTION</u></b>
<b>1 Present :</b> T.Walker (Ilminster Town Council); J.Norris (Ilminster Town Clerk) ; P.Durman (Building Consultancy Services); D.Manley & D.Paul (Ilminster FC) ; M.Conway & J.Storey (MW Layzell Builders)	
<b>2 Apologies :</b> S.Shepard (Ilminster Town Council) ; D.Lowe (MW Layzell Builders)	
<b>3 Distribution :</b> As above	INFO
<b>4 Minutes Arising from Contractors Meeting dated 30th October 2015</b>	
1. The minutes of the Pre-Contract meeting were accepted as a true record	INFO
2. Item 10 ; noted still awaiting grant monies to be paid	INFO
3. Item 12 ; chase services	INFO
4. Item 13.1 ; D.Paul & D.Manley to meet with District Council to discuss PV panels	INFO
5. Item 13.3 ; Risk Register to be reviewed next meeting	INFO
<b>5 Contract</b>	
1. The contract is planned to be fully executed and issued by the next site meeting	INFO/PD
<b>6 Contractors Report / Programme</b>	
1. J.Storey tabled the Contractors Report & it was confirmed the works were currently on programme, having lost time due to bad weather	INFO
<b>7 Procurement / Design</b>	
1. Sub-contract orders placed were detailed within the Contractors Report	INFO
2. Currently no outstanding information	INFO
3. Drainage to be resolved once percolation test carried-out	INFO
4. Revised Bar & Kitchen drawing issued	INFO
<b>8 Information Required</b>	
1. No information outstanding	INFO
<b>9 Health &amp; Safety</b>	
1. No incidents or accidents to date	INFO
<b>10 Commercial</b>	
1. Valuation no. 2 agreed & certified	INFO
2. J.Norris to chase grant applications to ensure payment of Val 2 is on time	JN
3. Cost Report to be issued prior to issue of next Valuation Certificate	PD

**11 Instructions / Variations**

1. CAI 1 and 2 issued

INFO

**12 Services**

1. All Statutory Authority quotes have been obtained, orders are being progressed

PD/JN

**13 Any Other Business**

1. Water supply Urgent, JS to investigate supply in footpath

JS

2. Risk Register to be reviewed next meeting

INFO

**14 Date of Next Meeting**

Site meeting - 26th January 2016 at 3.30pm

INFO