

Agenda No 9

NEW FOOTBALL PAVILLION & COMMUNITY CENTRE

ILMINSTER TOWN FC

BRITTENS FIELD

CANAL WAY

ILMINSTER

SOMERSET

CONTRACT MEETING 27th JANUARY 2016

ACTION

1 Present :

T.Walker & S.Shepard (Ilminster Town Council); J.Norris (Ilminster Town Clerk) ;
P.Durman (Building Consultancy Services); D.Paul (Ilminster FC) ; M.Conway
(MW Layzell Builders)

2 Apologies :

D.Manley (Ilminster FC) ; J.Storey & D.Lowe (MW Layzell Builders)

3 Distribution :

As above

INFO

4 Minutes Arising from Contractors Meeting dated 2nd December 2015

1. The minutes of the Pre-Contract meeting were accepted as a true record

INFO

2. Item 5 ; copy of contract will be issued to MW Layzell

JN

3. Item 6 ; see Contractors Report for update on delays to progress

INFO

3. Item 12 ; continue to chase services, particularly WPD who have advised there
may be an issue with the Wayleave on the Medical Centre property

INFO

5 Contract

1. The contract has been executed and a copy will be issued to MWL

JN

6 Contractors Report / Programme

1. M.Conway tabled the Contractors Report & it was confirmed the works were currently
three weeks behind the overall programme, having lost further time to bad weather
on programme, having lost time due to bad weather, however it is planned to work
weekends to be catch-up the programme

INFO

2. Notice of delay for 15 days bad weather to be issued

MC

7 Procurement / Design

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

8 Information Required

1. No information outstanding

INFO

9 Health & Safety

1. No incidents or accidents to date

INFO

10 Commercial

1. Valuation no. 3 to be issued & certified

PD

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|---|-------|
| 2. J.Norris to chase to ensure grant applications and 106 monies available | JN |
| 3. Updated Cost Report to be issued with issue of next Valuation Certificate | PD |
| 11 Instructions / Variations | |
| 1. CAI 1 and 2 issued | INFO |
| 2. New CAI to be issued to cover Store wall relocation and omission of PV Panels | PD |
| 12 Services | |
| 1. All Statutory Authority quotes have been obtained, orders are being progressed | PD/JN |
| 13 Any Other Business | |
| 1. M & E Drawings to be reviewed by Ilminster FC by 8th February 2016 | IFC |
| 2. Risk Register to be reviewed, to be updated and re-issued for next meeting | JN |
| 14 Date of Next Meeting | |
| Site meeting - 24th February 2016 at 3.30pm | INFO |