

Recommendations to Council from Football and Community Facility Project Governance Group

Recommend to Council that the Town Council become the lead organisation for the Sport England grant application and take over the terms and conditions if a grant is awarded.

Recommend to Council that

- (i) The Project Manager brief as attached to these notes is approved**
- (ii) That efforts are made to obtain at least 3 submissions for the project management role**
- (iii) That delegated authority is given to the Town Clerk, following consultation with the Football and Community Facility Project Governance Group to appoint the Project Manager**

Recommend to Council that a contractor is appointed to undertake the structural engineering

Football and Community Facility Project Management Role

General Information

Ilminster Town Council and Ilminster Football Club are working together to provide a new football and community facility. Planning Permission has been obtained for a one storey building to be located on Britten's Field, which is off Canal Way in Ilminster. The site is owned by the Town Council.

The building will comprise 4 changing rooms, bar area and a function / community room. The value of the project is estimated at £690,000, (incl VAT) and the timescale starting in spring 2015 is estimated as 38 weeks.

Project Management Tasks,

The following is indicative of the work to be undertaken:

- Assist with compiling tender documents and assessing tenders
- Assist with negotiating, agreeing and preparing contracts
- Issue payment certificates
- Agree variations with builders
- Advise on cost matters
- Agree final account with builder (s)
- Issuing the final certificate
- Obtain all necessary permits and licences
- Keep the construction on schedule and within budget
- Set targets and timescales
- Take actions to deal with the results of delays, bad weather or emergencies at the construction site
- Agreeing commissioning and testing procedures
- Collating and issuing schedules of defects
- Supplying information to resolve disputes (if they arise)
- Attend and Chair the Project Governance Group meetings
- Preparing and issuing progress reports, attending Council meetings if requested to do so
- Seeking instructions from the clients (Town Council and Football Club) regarding variations to contracts or the design
- Liaise with the South Somerset District Council Planning and Building Regulations sections as required
- Co-ordinating site inspections

The successful appointee should have:

- Professional membership Chartered Institute of Building or equivalent
- Previous experience of similar type and scale of work
- Previous experience of working with Councils and an understanding of the decision making processes and constraints

The successful appointee must have their own professional indemnity and insurance cover.