

**Minutes of Hellesdon Community Centre Committee meeting
Tuesday 11th July 2pm 2023
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr N. Barker
Cllr S. Gurney
Cllr B. Johnson (as substitute)

Also in attendance:

Mr M. Marshall of DJ Designs (Project Manager – Hellesdon Community Centre Refurbishment)
Mrs F. LeBon (Parish Clerk)
Mr K. Sage (Facilities Manager)

Welcome

In absence of Cllr Forder, it was **AGREED** that Cllr Johnson should Chair the meeting.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr Diffey, Cllr Forder, Cllr Maidstone and Cllr Smith.

2. Declarations of Interest and Dispensations

No declarations made.

3. Approval of the Minutes from the Meeting of 8th June 2023

The minutes of the committee meeting dated 8th June 2023 had been previously circulated. These were **AGREED** after a proposal from Cllr Barker and a second from Cllr Johnson.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

There were no members of the public in attendance.

5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 6 in view of the confidential nature of the business to be transacted

It was **AGREED** to close the meeting to the press and public for the duration of item 6

6. To Receive Report from Project Manager on Outstanding Works in Community Centre and Consider Options for Remediation for Recommendation to Full Council

Cllr Johnson welcomed Mr Marshall to the meeting. Mr Marshall updated committee members on the project, its progress and matters that needed to be addressed:

- 1) **Loss of income:** This has been settled.
- 2) **Outstanding Invoices:** The committee's recommendation to full council is that the decision made by the Parish Council at the meeting of 16th May still stands, despite subsequent correspondence from the building contractor. The invoices reflect payment for defects as a result of the building works.
- 3) **Flooring:** Further to new evidence being obtained by the Parish Council on the condition of works completed, the builder's insurer has agreed to send out a specialist for review. It was **AGREED** to wait for the results of this review prior to considering further action.

A report was received on all areas of outstanding works and retentions for both the building contractor and the M&E contractor.

7. New Projects

a) To Receive Update Report from Project Manager on WC Improvement Project and Finalise Specification

The tender document will be released on Friday 14th July. The Project Manager will send to reputable builders and The Clerk will place on Contracts Finder. Committee Members were invited to suggest other firms that may be interested in tendering for the works. As a result of further information being received, it was **AGREED** that builders would be allowed to select their own subcontractors, with the exception of the provision of sanitaryware.

The tender return date would be 4th August 2023.

The Project Manager is to liaise with Building Control to establish whether they would be required to sign off the project, on the basis that this is purely refurbishment works.

8. Items for the Next Agenda

Outcome of specialist report on flooring.

9. To confirm the date, time and venue of next meeting

The next meeting of the Community Centre Committee is to be confirmed, when the specialist report is received.

Meeting closed at 3.03pm