

# CRASTER COMMUNITY TRUST

## Special Meeting of Committee

7.00 p.m., Monday, 17 September 2012, 12 Whin Hill

**Present:**

**Trustees:**

Chairperson Joyce Shaw, Kevin Brown, Doris Clarke, Bridget Kohler, Michael Gibbs, Rosemary Gibbs, Elizabeth Pearson, Alan Punton, Jackie Reeves.

**1. Preferred contractor**

The Secretary, Michael Gibbs reported that, as requested at the Special Meeting of 11 September when the contract tenders were opened, he had contacted Stephen Willcox's for their completion date. They reported that they could start 27 September and plan to finish by 21 December. He had agreed with Christopher Downs that they should be asked for their detailed priced schedule immediately to speed up matters when the Committee made its decision. However just before this meeting, Willcox called to say that when they were preparing the schedule, they had discovered a £1,900 omission.

Michael had prepared and circulated a budget statement for the project. This showed that with the amendment to the Willcox tender the total, if that were accepted, would amount to £75,962 (including VAT). This would result in an overspending of £7,902 on the funds specifically available. This would have to be met from the Trust's £30,000 unallocated reserves, leaving only limited capacity to meet any contingencies. He had consulted Christopher, who confirmed that the Trust could try to require Willcox to honour their original tender. However to do so might have unwanted consequences for the contract.

The budget statement showed that were Gregory's tender to be accepted the contract cost with VAT would amount to £68,312 an overspend of only £252 on project funds. However to accept this tender would mean that work would not start to November and not finish until January. This is significantly later than the Committee had planned.

After discussion, it became clear that the general opinion was that it would be preferable to accept a later completion than incur a significant overspend on the funds available. The problem of the storage of books and crockery for a longer period than originally anticipated, was addressed. It appeared that with goodwill this could be satisfactorily resolved.

**2. Decision**

It was unanimously agreed that the tender of John Gregory & Sons should be accepted, subject to them delivering a satisfactory detailed priced

schedule and their furnishing their best estimate of start and finish dates for the Committee to share with the community.

### **3. Curtains and radiators**

The Chairperson, Joyce Shaw, Doris Clarke and Rosemary Gibbs had begun to plan the purchase of curtains for the refurbished hall. They had assumed that the lengths would have to take into account that radiators would be located just below the windows. Kevin Brown pointed out that present thinking is that to be effective radiators should not be located below windows. He thought the plans should be amended to allow for this. Michael said he would raise this with Christopher – such a change should not have any cost implications. Kevin and Alan believed they could arrange this with the contractors when they were on site.

### **4 Next meeting**

It was agreed that the Committee should hold its next regular meeting Thursday 25 October at 12 Whin Hill (thanks to Joyce and Jimmy Shaw). The Annual General Meeting should be held as planned, Thursday 22 November, but as the Hall will not be available, the Secretary should approach Howick for use of Copley Hall to allow for the attendance of the general public