

HOLYWELL TOWN COUNCIL

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Minutes of the Meeting of the Council Offices Sub-Committee held in the Meeting Room - Ground Floor, Bank Place Offices, Holywell on Wednesday, 13 January 2016 at 5.30pm.

PRESENT: Councillor J.M. Johnson (Chairman)
Councillors: E.B. Palmer, L. Thorley and Mrs. S.E. Wallbanks.
Councillor B. Scragg (non-voting Member).

APOLOGIES FOR ABSENCE were received from Councillors Mrs. K. Davies and P.J. McGarry (Mayor).
Councillor K. Roberts (non-voting Member).

CO15. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO16. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following item, minute CO17, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to contractual matters.

CO17. COUNCIL OFFICES, 14 BANK PLACE, HOLYWELL: CONTRACT FOR PUBLIC MEETING FACILITY/ASSOCIATED WORKS

In attendance for this item were:
Geoff Brown (GBS Design Services) Contract Administrator;
John Roberts (JWM Roberts Ltd) Contractor; and
Chris Rees-Jones (Flintshire County Council) Planning – Conservation

A site visit to 14 Bank Place took place prior to the start of the meeting.

The meeting had been convened to consider a list of points from the Contract Administrator (CA) that needed decision at this stage, and related matters. The CA referred to each point in turn by reference to the site meeting and explained that certain items had come to light during the course of the work and could not reasonably have been foreseen. These could mean additional cost, dependent on how the Council wished to deal with the matters.

Members also had before them a Schedule of Work for the contract, which had an estimated completion date of the end of February, together with a draft Payment Schedule, subject to authorisation by the Contract Administrator.

The identified extra work, including a request for galvanised steel straps by the structural engineer and a hardwood hand rail at the request of the conservation officer, had not been costed but figures would be provided for report to the Council meeting on 19 January for consideration together with any savings that could be made in other areas of internal works to help offset costs.

RESOLVED:

- (1) That the following points be agreed for recommendation to the Council:
 - (i) Staggered timber beams in the new Chamber – the beams should be boxed in so that the offset cannot be seen;
 - (ii) Height of raised platform in Chamber – the new platform should be 100mm high and the same length as the existing Council Chamber platform on the first floor of 12/13 Bank Place (2037mm from corner recess);
 - (iii) Door to rear lobby – the door should be moved to provide a clear passageway leading next to the new stairs to the Chamber;
 - (iv) Stone wall in the new lobby – the original wall in the new lobby should be plasterboarded, skimmed and painted;
 - (v) New engineered oak flooring (part of contract) – the sample marked with an “X” on the rear should be used.
- (2) That the submitted Schedules of Work and Payments be received and noted.
- (3) That the list of extra work discussed at the meeting be submitted to the Council meeting on 19 January for consideration in conjunction with any savings identified in the contract.

CO18. CLOSE OF MEETING

The Chairman closed the meeting at 6.15pm.

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Chairman