

Village Hall Roof Repair (VHRR) Sub Committee meeting

10 December 2020 @18:30

- 1. Present:** Ady (AW), Stu (SC), Cherie (CH)
- 2. Apologies:** Kev (KB), Rob (RW),
- 3. Minutes of last meeting**
 - a. All agreed the circulated notes from the meeting on 4 Dec were a true and accurate reflection of the meeting
- 4. Action tracker**
 - a. The below action tracker was discussed with the progress updated below.
- 5. AOB**
 - a. It was agreed that AW would provide an update to the grant applications at future meetings. This will be added as a standing agenda item.
- 6. Date of next meeting**
 - a. It was agreed that with the onset of the Christmas break it was unlikely any more progress would be made this year so the next meeting should be early in the New Year unless any significant progress is made beforehand. AW will circulate a date for the next meeting early in the New Year.

ITEM No	DATE	ACTION	OWNER	PROGRESS
1	4 Dec 2020	AW to ask clerk to Instruct ARMA to carry out a temporary quick fix as listed above at 4.d.i.[1].	AW	(10 Dec) Clerk sent copy of notes from last meeting, need to chase if she's actioned the request.
2	4 Dec 2020	RW to check VH insurance for minimum guarantee.	RW	(10 Dec) RW to brief at next meeting.
3	4 Dec 2020	KB to create a pre-construction phase plan	KB	
4	4 Dec 2020	KB and AW to search in storeroom to find original build file	KB & AW	(10 Dec) Ongoing.
5	4 Dec 2020	AW to contact WL Building Control to see if they need to be involved with the project	AW	(10 Dec) Attempted to call, no answer, will keep trying.
6	4 Dec 2020	Get quotes to repair internal ceiling	ALL	(10 Dec) Ongoing, none received so far.
7	4 Dec 2020	Get quotes to decorate internal ceilings	ALL	(10 Dec) Ongoing, none received so far.
8	4 Dec 2020	AW to contact Lincoln roofing & building to ask if they are still interested	AW	(10 Dec) Email sent, waiting response.
9	4 Dec 2020	Defer decision on preferred contractor until all responses have been received	ALL	
10	4 Dec 2020	Create revised statement of requirement to include opening skylight, preferred tile type, work to conform to BS 5534 and circulate for comment.	AW	(10 Dec) In work.
11	10 Dec 2020	AW to circulate date of next meeting early in the New Year	AW	