

Village Hall Roof Repair (VHRR) Sub Committee meeting

4 December 2020 @14:00

1. **Present:** Ady (AW), Rob (RW), Stu (SC), Kev (KB), Cherie (CH)
2. **COVID** secure use of VH
 - a. *It was discussed that the COVID tier restrictions allow groups to meet indoors for voluntary or charitable purposes and therefore this and future meetings would be held in the VH lounge. All Agreed*
3. **Roles**
 - a. VHMC - The VHMC are responsible for making all the decisions with respect to the maintenance of the property held in the charities name.
 - b. PC - The PC are responsible to assist the VHMC when asked to do so.
 - c. *The roles set out above were presented to the committee. All Agreed.*
4. **VHMC aspirations / instruction**
 - a. Provide a long-term fix of current problems
 - b. Remove the possibility of re-occurring failures
 - c. Provide a permanent repair to whole roof
 - d. Apply an immediate quick fix to see us through this winter
 - i. ARMA quote includes two parts
 - [1] Replace broken tiles, apply flash band & re-mortar ridge £600
 - [2] Install new dry ridge £700

ACTION: AW to ask clerk to instruct ARMA to carry out a temporary quick fix as listed above at 4.d.i.[1].

 - e. Type of tiles – Not Plastic
 - f. Guarantee – Minimum to meet insurance requirement, 10-15 years preferred

ACTION: RW to check VH insurance for minimum guarantee.

 - g. Install one opening skylight in main hall
 - h. Repair internal ceilings lounge / store room
 - i. Decorate all water stained internal ceilings
 - j. *The above points were discussed at the VHMC meeting on 3 Dec 20. The VHMC all agreed that the points set out in a. to i. above correctly defines their aspirations for this project. This committee discussed all points above and accepted them as reasonable. WRT instructing ARMA to conduct the quick fix it was agreed this should be funded by the PC, it shouldn't impact the PC's agreement to provide 3rd party funding against a grant for the permanent repair and nor should ARMA be allowed to believe that this instruction is a precursor or implies they will be chosen as the preferred contractor for the roof replacement. The two actions were discussed, proposed by AW, seconded by RW and Agreed by All.*
5. **Finance**
 - a. Grants
 - i. Full grant progress emailed out separately
 - ii. FCC & Biffa only two large scale funders providing 90% with no max cost
 - iii. WLDC match funding grant to provide final 10%, **or**
 - iv. PC agreed to provide 10% up to £6000

- b. *The committee were briefed that approximately 10 grant applications had been submitted and that the most promising route to secure funding was by either FCC or Biffa providing 90% and either WL or the PC providing the final 10%.*

6. Specifications

- a. Tile type
- b. To BS 5534 – Installing slates and tiles
- c. Indemnity Insurance
- d. Building regs
- e. Pre construction phase plan
- f. *KB has provided a list of H&S items we should be considering while selecting the preferred contractor. Some of these, like safety data sheets and risk assessments will be more relevant when the preferred contractor has been selected however the items listed above need writing into our statement of requirement now. KB also advised that at the time of the original hall build there should have been a construction file which would provide us answers to many of the questions. KB also offered to prepare a pre-construction phase plan. All agreed*

ACTION: KB to create a pre-construction phase plan

ACTION: KB and AW to search in storeroom to find original build file

ACTION: AW to contact WL Building Control to see if they need to be involved with the project

7. Internal repairs

- a. Remove damaged plasterboard
- b. Fix new boarding and skim as required
- c. Decorate all stained internal ceilings using stain blocker and white emulsion.
- d. *The internal repair and re-decoration requirements were discussed. SC advised that a stain blocker would need to be applied before the emulsion and that a scaffolding tower would be needed. All present were asked to source decorating quotes if they could, SC and KB said they were able to get some. AW said he was happy to accept a personal quote from SC but would need to check with the clerk as to the legality of the PC or VHMC ordering work from a current councillor.*

ACTION: Get quotes to repair internal ceiling

ACTION: Get quotes to decorate internal ceilings

8. Quotes

- a. Bluedot £49,467 Inc VAT
- b. ARMA £49,200 Inc VAT
- c. M Pope £41,421 Inc VAT
- d. Lincs Premier Homes £39,573 Inc VAT
- e. Lincoln Roofing & Building Ltd £30,523 Inc VAT
- f. *The above 5 quotes were tabled as all the quotes we have received. The 5th is a quote which RW found in an old email from Wendy which had not been seen by the rest of the group. As the quote from Lincoln Roofing & Building Ltd has expired AW agreed to contact them to see if they are still interested in tendering for the work.*

ACTION: AW to contact Lincoln roofing & building to ask if they are still interested

9. Additional questions for contractors

- a. What experience do you have of replacing a roof this large?
- b. What experience do you have of removing, installing and commissioning solar panels?
- c. What guarantee comes with the work?
- d. Do you hold suitable insurance including public liability?
- e. We aim to begin the work ASAP after gaining grant aid funding with a realistic target of spring 2021, will you be available March/April/May 2021?
- f. The village hall is a registered charity and as such the bulk of the funding will come from donations and grants, both of which are easier to gain when asking for lower amounts. Is the price you have quoted your best price or are you able to improve on it to improve our chances of securing the required grants?
- g. *AW informed the committee he has contacted the contractors to ask the above 6 questions to gain more information about them and aid us deciding on our preferred contractor. Up to date only a couple of them have replied with Lincoln Roofing and Building yet to be contacted. It was discussed and agreed to delay choosing a contractor until all answers had been returned. It was also discussed that now we have a better understanding of the VHMC's aspirations and the specifications we are in a better position to create a more comprehensive statement of requirement to ensure all contractors are quoting for the same work. AW offered to create this and circulate it to all committee members for approval before forwarding it to all contractors for consideration. All Agreed.*

ACTION: Defer decision on preferred contractor until all responses have been received

ACTION: Create revised statement of requirement to include opening skylight, preferred tile type, work to conform to BS 5534 and circulate for comment.

Date of next meeting: Thursday 10 Dec 18:30