



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Wednesday 30th November 2022.

Dear Cllr Sam Scott, Cllr Roland Walker, Cllr Dayley Lawrence, Cllr Isobel Walker, Cllr Ken Dando, Cllr Eric Gordon and Cllr Brian Hopkinson.

You are summonsed to attend the meeting of Patchway Town Council's Finance Committee on Tuesday 6th December 2022 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Town Clerk and RFO

AGENDA

1. To receive any questions from members of the public present.
2. To receive any apologies for absence.
3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
4. To approve the minutes of the Finance Committee held on Tuesday 8th November 2022 and to receive the Clerk/RFO's report for this committee.
5. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
 - a) Finance, Democracy and Governance.
6. To note that the next meeting of the Finance Committee will be held on Tuesday 10th January 2023 at 7pm.
7. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following agenda items.

Patchway is Twinned with Clermont l'Herault and Gauting.





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8. To receive advice from Derek Kemp of DCK Accounting in relation to Patchway Town Council's budget for 2023-2024.
9. To consider the recommendation from the Personnel Committee that Patchway Town Council considers a one-off costing living payment.
10. To carry out a review of the Norman Scott Park Pavilion estimated final account.

Patchway is Twinned with Clermont l'Herault and Gauting.



PATCHWAY TOWN COUNCIL

Minutes of the Finance committee meeting held on Tuesday 8th November 2022 at 19:00 at Callicroft House, Patchway.

Councillors: R Walker (Chairman), I Walker, K Dando, S Scott (19:08) and D Lawrence (19:09).
In attendance: J Turner (Town Clerk and RFO) and J Watkins (Deputy Town Clerk).
Members of the Public: None.
Absent: Cllr B Hopkinson.

As the time was 19:00, the Chair, Cllr R Walker called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

08/11/2022-No 1. To receive any questions from members of the public present.

None received.

08/11/2022-No 2. To receive the apologies for absence.

The committee noted apologies from Cllr Eric Gordon. The committee noted that Cllrs S Scott (work) and D Lawrence (civic engagement) were going to be late.

08/11/2022-No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

Any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

08/11/2022-No 4. To approve the minutes of the Finance committee on Tuesday 11th October 2022 and to receive the Clerk/RFO's report for this committee.

RESOLVED: It was unanimously agreed to approve the minutes and note the report which included the detail on the skip contract.

08/11/2022-No 5. To receive and consider the Financial Reports for October 2022.

a) Bank Reconciliation and Bank Statements

The committee approved the reconciliation and statements.

b) Income and Expenditure Report

The committee noted the income and expenditure report.

c) Monthly Summary of Accounts

The committee reviewed the summary and was noted.

RESOLVED: The committee unanimously agreed to approve the financial reports.

08/11/2022-No 6. To review the five-year rolling budget plan with specific attention to the 2023/2024 financial year:

a) Centre 100 – Income

The committee agreed to raise the income for vendors and events to £15,000. The committee noted that the firework event went well and had an income of just over £2700. The committee mooted that for future years, these events may only be able to be put on if they are self-sufficient.

RESOLVED: It was unanimously agreed to recommend to Full Council, that a firework event is held next year but tickets are charged at £5 per person, which should cover the costs of the event.

b) Centre 110 – Establishment

The committee noted that standard costs would need to be reflected by RPI and reflected in each year, rather than just the next financial year. The committee spoke about the salary costs of the proposed

staffing structure, and it was agreed that now would not be the right time to employ an additional environmental operative.

RESOLVED: It was unanimously agreed to recommend that Full Council deletes the vacancy for an additional Environmental Operative.

The Council noted the rising costs of stationery and printing, where were now considerably higher than previous years. It was noted that 14 Councillors had signed a consent form to receive an electronic summons and that this should be adhered to.

The committee noted that the Clerk was only willing to print the agenda for the meeting due to rising costs. However, one pack was produced for the Chairman of the meeting.

RESOLVED: It was unanimously agreed to recommend to Full Council, due to rising costs, that the Council goes completely paperless for those who had signed the consent form for electronic summons, with immediate effect.

- c) **Centre 120 – Civic/Democratic**
No changes were made on this cost centre.
- d) **Centre 200 – Callicroft House**
No changes were made on this cost centre.
- e) **Centre 210 - Casson Centre**
No changes were made on this cost centre.
- f) **Centre 220 – Burials**
No changes were made on this cost centre.

The Clerk stated that after a conversation with the Cemetery Clerk, that a purchase of land will be going ahead which will cost £100,000. Under the AJBC, Patchway is liable to some of the costs to enable their residents to have the same burial rights as they have always had. The committee noted that a full report would be going to Full Council in December.

RESOLVED: It was unanimously agreed to recommend to Full Council that the Council goes out to public consultation, after the December Council meeting, to ascertain whether the residents want this and whether a PWLB loan should be used to fund this.

- g) **Centre 300 – Patchway Community Centre**
No changes were made on this cost centre.
- h) **Centre 310 – Coniston Community Centre**
No changes were made on this cost centre.
- i) **Centre 320 – Rodway Road**
No changes were made on this cost centre.
- j) **Centre 330 – Charlton Hayes**
No changes were made on this cost centre.
- k) **Centre 340 – The Parade**
No changes were made on this cost centre.
- l) **Centre 400 – Youth & Community**
It was agreed to reduce the community events budget to £12,000. The Clerk stated that he was confident that the 70th anniversary could be brought in around this figure.
- m) **Centre 410 – Grants**
No changes were made on this cost centre.

- n) **Centre 500 – Scott Park**
The committee agreed to move the budget for the skip to the centre 720, open spaces administration.
- o) **Centre 510 – Sports and Social Club**
No changes were made on this cost centre.
- p) **Centre 600 – Allotments**
No changes were made on this cost centre.
- q) **Centre 700 – Tumps**
No changes were made on this cost centre.
- r) **Centre 710 – Play Areas**
No changes were made on this cost centre.
- s) **Centre 720 – Open Spaces**
No changes were made on this cost centre.
- t) **Centre 800 – Street Furniture**
No changes were made on this cost centre.
- u) **Centre 900 – Capital and Projects**
The Clerk stated that the Council would only have on current spending, around £23,000 in their general reserve which falls considerably short of the recommended three – six months of revenue expenditure. The committee noted that the Council would need to consider upping the rolling capital fund considerably over the next few years, to build up a healthy general reserve. The committee noted that they run the risk of not being able to afford any emergency expenditure and any potential overspends on projects, will make the estimated figure even less. The Clerk warned the committee that they would need to investigate borrowing options for everyday expenditure if the outstanding projects overrun by much longer. The committee agreed that this should be on the agenda at next week’s Full Council meeting to ensure all Councillors are aware of this situation.

08/11/2022-No 7. To carry out a review of the Norman Scott Park Pavilion Project Account.

RESOLVED: It was unanimously agreed defer this item.

08/11/2022-No 8. To carry out a progress review of Patchway Town Council’s Three-Year Plan, focusing on 2022/2023:

- a) **Finance, Democracy and Governance.**

RESOLVED: It was unanimously agreed to defer this item.

08/11/2022-No 9. To note that the next meeting of the Finance Committee will be held on Tuesday 6th December 2022 at 7pm.

Noted.

The meeting was closed at 19:58.



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Town Clerk and Responsible Finance Officer's Report

Actions from the meeting of the Finance Committee held on Tuesday 8th November 2022.

08/11/2022-No 6. To review the five-year rolling budget plan with specific attention to the 2023/2024 financial year.

The budget was amended and went to the Parks, Open Spaces, Planning and Transport committee where there were no changes made. The RFO had revised the budget according to conversations with the accountant to ensure that the budget covered all eventualities that the Council would need. This budget was circulated three times to all Councillors for comment before being reviewed by the Chairman of the Council, the Chairman and Vice-Chairman of the Parks, Open Spaces, Planning and Transport Committee, the Chairman of the Personnel Committee and the Vice-Chairman of the Finance Committee along with the RFO.

The Clerk has asked Derek Kemp from DCK Accounting to come in and speak to all members of the Finance Committee about the Council's financial position as well as advice on the budget setting for the next financial year.

Below is an outline risk report, which details financial risks to this current financial year.

Norman Scott Park Pavilion Project

The pavilion project has overrun by at least three months and practical completion hopefully will be achieved on Friday 2nd December 2022. The main issue being, the longer the contract runs for the more in fees the Council will have to pay, which the Council did not budget for. The project had no contingency as it was felt that this wouldn't have been needed and the Council did not account for an overrun on professional services fees. Other factors including rising costs of materials, fuels and other items have meant that the cost has now increased.

Construction costs:

The estimated final account as of 21st November for the construction budget was £1,275,704.33 (an overspend on the tender sum by £20,165.19).

We have currently paid £1,070,592.34 which leaves £205,111.99 to pay to Melhuish and Saunders (based on the estimated final account). This includes the 5% retention of £56,346.97. We estimate that 50% of the retention will be paid in the 2022/23 financial year which totals £28,173.48. So the adjusted balance to pay in 2022/23 is **£176,938.51**.

Professional services:

1. Project Management - £2590 per month and £1730 for project completion work.
2. Architect – Fee's were paid in full and no outstanding amount as of September 2022.
3. Principle Designer - £1280 plus £45 per hour for post-contract work.
4. M+E - £4525 for post contract work.

The contract started at the end of March 2022 and was expected to finish no later than the end of September 2022. However, the project has been delayed and now will not be complete until the first



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week of December 2022. As the Council did not have a contingency budget, there were no extra monies allocated towards this project except for £30,000 from general reserves to fund the commercial kitchen. The Council did not budget for any extra constructions costs, no extra professional fees and used the reserve balance to fund the kitchen. This has meant that the Council has incurred additional costs on this project.

The estimated fees for the project to complete in December for professional services are **£12,895** which is based on their fee proposals as agreed by Patchway Town Council in 2020/2021.

We anticipate for the Norman Scott Park Pavilion project we will have to pay **£189,833.51** in the 2022/2023 financial year. However, this is only an estimate.

New Tractor for Outdoor Staff

A new Kubota tractor for the outdoor staff was agreed in 2022 and purchased from Lister Wilder. However due to supply issues, we have not been able to receive the tractor. We have been informed we are looking at a January delivery now. This expense was not budgeted for.

The Council will need to find a £10,500 deposit as well as three monthly payments of £780 totalling £2340.00.

We anticipate that for the new tractor we will have to pay **£12,840.00** this financial year (based on current interest rates).

Rising costs

Due to the ever present rising costs of almost every item in the global market, we feel it would be prudent to say that 15% of our revenue expenditure will need to be accounted for to counteract rising costs in fuel and energy as well as stationary supplies. The current revenue expenditure budget for this financial year is £384,886.

We anticipate that 15% of this budget would be more than enough to fund any rising costs as well as any maintenance issues with the Council's property or assets.

We anticipate that the Council will need to allocate **£57,732.90** this financial year.

The average running cost for Patchway Town Council is £26,205 per month. There is currently four months left of the current financial year which would total an estimated £104,820.00.

Patchway Town Council's Financial Position

As of Wednesday 30th November 2022, Patchway Town Council's current financial position is as below:

- CCLA PSDF - £155,740.57
- Cambridge and Counties - £25,886.32 (can't be withdrawn as locked account)
- Natwest Accounts - £13,386.77
- VAT account estimate - £78,254.10



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Current position is £273,267.76 however the VAT return will not be accessible until January 2023 and the Cambridge and Counties account cannot be accessed for another year. So the current working position is £169,127.34.

The Council are due £40,046 from S106 funding as well as £2500 from Sport England and we anticipate this to arrive in December 2022.

We anticipate the working position as of December 2022 will be **£211,673.34**.

This figure will cover the Pavilion payments however will leave the Council with little money in the bank into 2023. The VAT payment will add a buffer into the account however the Council should seek advice from Derek Kemp about short-term borrowing to ensure the Council have enough funding to cover every eventuality.



Patchway Town Council
Strategic Three Year Plan
Yearly Summary



This table will show the anticipated implementation dates of the plan and provides the residents with all the information in one table.

This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the budget document.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents.	Continuing Professional Development
		Compound Container		Social Media		Development of Policies
		Charlton Hayes		Live Streaming Meetings		Staff Capacity
		The Parade		Community Events		
		Rodway Road		Flyers and Leaflets.		
		Tree Survey				
		Play Area Strategy				
		The Town's Planters				
		Allotment Container				
		Tree giveaway project.				
		Local Nature Action Plan				
		Wildflower Meadows				
2022/2023	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
	Redevelopment of Patchway Community Centre	Tree Planting	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Wildflower Meadows	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Tree Pruning in Patchway	Road Surfacing	Social Media		Development of Policies
		Open Area Signage	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
		Tree survey for all areas		Community Events		
		Tree giveaway project.		Flyers and Leaflets.		
		Local Nature Action Plan		Housing.		
2023/2024	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
	Scott Park Access Gates	Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
	Scott Park Lighting	Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
	Tree give away project.	Tree give away project.		Social Media		Development of Policies
	Local Nature Action Plan	Local Nature Action Plan		Live Streaming Meetings		Staff Capacity
				Community Events		
				Flyers and Leaflets.		

Norman Scott Park Pavilion

Estimated Final Account (Building Works)

November 2022

Ref	Description	Omit	Add	MA Net £	Status	Comment
Employer's Instructions						
1.1	Confirmation of giving possession of the site on 28/02/22	-	-	-	agreed	
1.2	Issue of construction drawings (as contract drawings)- The Bush Consultancy as per their email and attachments 26/01/22 Pro Structures as per their email and attachments 14/02/22 QED as per their drawing issue 22/02/22	-	-	-	agreed	
2	Knoxton brick manufactured by Kings court Brick in lieu of Ashton	-	-	-	agreed	
3	Redland 'Grovebury' (slate Grey) in lieu of 'Regent' roof tile due to long lead in time	-	-	-	agreed	
4	Confirmation that an alternative roof membrane will be acceptable subject to receipt of details and approval	-	-	-	agreed	
5	Omit the following Provisional sums pending further instruction:	-	-	-	Prov	
5.1	Excavation of rock in substructures (20m3 @ £80.00)	1,600.00	-	1,600.00		
5.2	Additional notice boards, signage and fittings	750.00	750.00	-	Prov	
5.3	Client Sign board	500.00	-	500.00		
5.4	6.5.1 insurance	1,000.00	-	1,000.00		Not provided
5.5	Supply door ironmongery	3,000.00	3,000.00	-	Prov	
5.6	Supply and fit fittings & appliances (R1.07 Cafe/Servery & R1.04 Cafe Store)	10,000.00	-	10,000.00		See EI 23
5.7	Repairs to existing drains	1,250.00	-	1,250.00		Additional drainage instructed
5.8	Soft landscaping	3,500.00	3,500.00	-	Prov	
5.9	Access doors and creation of undercroft storage for goal posts	2,500.00	-	2,500.00		
5.10.	PV Panels	15,000.00	-	15,000.00		
5.11.	Profit and overheads on the above defined provisional sums	3,910.00	580.00	3,330.00	Prov	
5.12.	Removal of undetected asbestos	5,000.00	-	5,000.00		
5.13.	Additional substructure works	1,500.00	-	1,500.00		
5.14.	Support for PV panels	500.00	-	500.00		
5.15.	Provisional sum for gas supply and meter	10,000.00	2,283.75	7,716.25	Prov	awaiting response to query
5.16	Provisional sum for Mains Water	21,600.00	-	21,600.00		See EI 31.1
5.17	Provisional sum for WPD alterations	10,000.00	2,500.00	7,500.00	Prov	See EI 31.6 for new supply, Allowance
6	Issue of the following Bush Consultancy Drawings:	-	-	-	Prov	
6.1	Setting out plan 3560-TBC-V0-00-DR-A-0300 rev A	-	-	-	Prov	
6.2	Sub floor setting out 3560-TBC-V0-00-DR-A-0301 rev A & B	-	-	-	Prov	
6.3	Dimensioned GA Plan 3560-TBC-V0-00-DR-A-0302 rev A	-	-	-	Prov	
6.4	External Works setting out 1 of 2 3560-TBC-V0-00-DR-A-0303	-	-	-	Prov	
6.5	External Works setting out 2 of 2 3560-TBC-V0-00-DR-A-0304	-	-	-	Prov	
6.6	Proposed External Elevations- Colour 3560-TBC-V0-00-DR-A-2012	-	-	-	Prov	
7	Issue of the following Bush Consultancy Drawings:	-	-	-	Prov	
7.1	Setting out for steel columns 3560-TBC-V0-00-DR-A-0301 Rev C	-	-	-	Prov	
7.2	Setting out for steel columns 3560-TBC-V0-00-DR-A-0302 Rev B	-	-	-	Prov	
7.3	Setting out for steel columns 3560-TBC-V0-00-DR-A-0302 Rev C	-	-	-	Prov	
8.1	Addition of vertical DPC (not done due to reduction in backfilling under the slab) 3560-TBC-V0-00-DR-A-0301 rev D	-	-	-	Prov	Not done on site
8.2	Fire rating of soffit to plant room store upgraded and fire barriers added in roof space 3560-TBC-V0-00-DR-A-0400 rev F	-	-	-	agreed	The change is the difference in material costs; moisture resistant plasterboard -v- fireline. The costs are about the same therefore no F/A as the fire barriers in the roof space came under EI 8.5?
8.3	Full height blockwork on GL C 3560-TBC-V0-00-DR-A-0500 rev G	-	1,000.00	1,000.00	Prov	
8.4	Fire rating of soffit to plant room store upgraded 3560-TBC-V0-00-DR-A-0700 rev F (as 8.2)	-	-	-		see EI 8.2
8.5	Fire barriers added in roof space and full height blockwork on GL C 3560-TBC-V0-RF-DR-A-0221	-	2,667.60	2,667.60	tba	
8.6	Increase depth of cavity fill to 150 below DPC- 3560-TBC-V0-ZZ-DR-A-3150 rev C	-	323.41	323.41	Prov	M&S to confirm agreement
8.7	Positions of steelwork above café servery and external window shutter added 3560-TBC-V0-ZZ-DR-A-3151 rev C	-	-	-	Prov	
8.8	Detail of vertical DPC around plant/ store/ toilets (not used) 3560-TBC-V0-ZZ-DR-A-3152	-	-	-	Prov	
8.9	Detail of vertical DPC around plant/ store/ toilets (not used) 3560-TBC-V0-ZZ-DR-A-3153	-	-	-	Prov	
9	Issue of the following Bush Consultancy Drawings to clarify window setting out: 3560-TBC-V0-00-DR-A-2011 rev J	-	-	-	Prov	
10	Issue of the following PRO Structures drawings to confirm change to top of concrete foundation level/ start of blockwork by 450mm:	-	-	-	Prov	See EI 8.6
10.1	N2798-01C	-	-	-	Prov	See EI 8.6
10.2	N2798-02C	-	-	-	Prov	See EI 8.6
11	Add separate distribution board to serve kitchen power. Please provide a 63 amp TPN supply & 12 board. All services to the kitchen to be fed from this	-	-	-	Prov	No adjustment pending detailed assessment of 'semi-commercial' kitchen fitout
12.1	Please provide MDF lining to external doors to cover cavity closer and cables for door contacts- details to be agreed.	-	-	-	Prov	Changed to render walls (EI 33)
12.2	Confirmation an equivalent Celotex PIR board to the specified insulation is acceptable. Please confirm the specification of the alternative (Quinn Therm QF floorboard).	4,502.83	-	4,502.83	agreed	

Norman Scott Park Pavilion

Estimated Final Account (Building Works)

November 2022

Ref	Description	Omit	Add	MA Net F	Status	Comment
12.3	Clarification of discrepancy in the contract information: 18mm WBP plywood to be used to sheath the roof, not OSB.		1,600.00	1,600.00	estimate	MA to check
13.1	3560-TBC-V0-00-DR-A-0302 rev E- Amendment to setting out of doors ED.01 & ED.02	-	-	-	Prov	
13.2	elevations	-	-	-	Prov	
14	Confirmation of the issue of the following TBC drawings showing builder's work holes; 3560-TBC-V0-00-DR-A-0302 Rev F, 3560-TBC-V0-ZZ-DR-A-3150 Rev D & 3560-TBC-V0-ZZ-DR-A-3153 Rev A	-	-	-	Prov	
15	Please dig a slip trench in the approximate location shown on the sketch attached to email dated 18/05/22, approximately 750mm deep x the width of the footpath to locate the water service, subsequently back fill and make good when the size of the water service pipe has been established.	-	400.00	400.00	Prov	
16.1	Confirmation the part built walls between the 4 nr shower and changing rooms are to be taken down and rebuilt with a Furfix or similar starter kit which allows for movement at the junction with the spine walls. The joint is to be pointed with mastic to match the colour of the walls	-	1,056.00	1,056.00	agreed	
16.2	The WC partition walls are to be stitched with 6mm diameter Helifix Drifix bars – 350mm long, located at 225 vertical centres through the 140mm thick spine wall into the centre of the 100mm block wall behind at mid-block height.	-	-	-	agreed	inc in 16.1
17.1	Confirmation of email instruction dated 14/05/22 to omit window W.09 and shutter RS 10. Continue with construction of the window opening and this will either be finished with a louvre if needed for ventilation or a recessed blank opening.	-	-	-	Prov	Window already manufactured/ cost neutral pending final design
17.2	Form additional ventilation hole in the wall adjacent to the window if progress on site permits. Wait for further instruction if the wall has already been built.	-	350.00	350.00	Prov	
17.3	Hold procurement of further kitchen fittings and equipment until further instructions are provided by the Client as per the response to RFI 63.	-	-	-	agreed	
17.4	Confirmation the cable jointing chamber constructed in the cricket outfield, is to be filled in and finished with 100mm of topsoil and turf. The sides of the chamber need to be reduced in height to be 100mm below the playing surface.	-	200.00	200.00	Prov	
18	The PTC office is to become an ancillary space to the café. This will require the following changes:	-	2,500.00	2,500.00	Prov	Allowance for design, sliding doors & M&E changes
18.1	Door/ screen D.02 is to be replaced by a solid pair of sliding doors (TBC to provide details).	-	-	-		inc above
18.2	The flooring is to be the same as the café; vinyl sheet Altro Zodiac in lieu of carpet tiles	-	-	-	agreed	No financial adjustment
18.3	The internet supply, data cabinet, BT DP box, and alarms equipment/ panels are to be located in the plant room.	-	-	-		inc above
18.4	The lighting is to be switched on the same circuit as the café.	-	-	-		inc above
18.5	The trunking for small power is to be moved to the long wall opposite the internal door and is to be 400mm above finished floor level. The power points in the trunking are to be 4nr double gang USB only and three number double gang 13A power sockets with key isolation.	-	-	-		inc above
18.6	Provide a data point and double socket at high level for a TV on the wall above the trunking.	-	-	-		inc above
18.7	Provide a Cleaner's power socket.	-	-	-		inc above
19	Double up PCC beams under partitions as per SE response to RFI 34	-	794.75	794.75	agreed	
20	Confirmation of TBC drawing issue in respect of EI 18 (change office to ancillary room to Café)	-	1,500.00	1,500.00	Prov	See EI 18
	220 Rev P			-		See EI 18
	302 Rev G			-		See EI 18
	400 Rev G			-		See EI 18
	500 Rev H			-		See EI 18
	600 Rev G			-		See EI 18
	5000 Rev D			-		See EI 18
21	Confirmation of TBC drawing issue to show build up over steel lintel to café opening to support roof.		500.00	500.00	Prov	
22	Provide new permanent power supply to existing garage as response to RFI 73 (no requirement for sub-meter).	-	2,268.96	2,268.96		Requested breakdown of Civils costs
23	Supply and fit fittings and appliances in accordance with drawing reference 3560_pr_kitchen_220607 and equipment schedule 3560_sch_kitchen_220607 including all necessary building services and drainage.	-	41,812.20	41,812.20	estimate	incs add electrics, ventilation and BWIC
24.1	Please provide an external lockable twin gang power point in the position marked on the attached plan EO102 A Mark up 1.		250.00	250.00	estimate	

Norman Scott Park Pavilion

Estimated Final Account (Building Works)

November 2022

Ref	Description	Omit	Add	MA Net £	Status	Comment
24.2	Please omit door security alarm contacts to all 6 changing rooms.	300.00	-	300.00	estimate	
24.3	Please omit door access control to the lobby entrance door.	2,504.52	-	2,504.52	Prov	As CSA
25.1	Please proceed in accordance with PRO Structures drawing N2798-01D and Melhuish & Saunders' quotation for the retaining wall issued with RFI 083DJ. The works will be completed within the programme for the building works subject to delays caused by ground conditions and any time lost due to weather.		25,603.91	25,603.91	agreed	
25.2	Please proceed with this proposal for a twin and earth wiring system as per the response to RFI 94DM.	1,000.00	-	1,000.00	estimate	
26	Supply and fix steel plate 320 wide by 10mm deep and to be 6FW at 300 hit & miss staggered c/c to the steel beam above the main entrance door to support the external brick skin.		1,408.00	1,408.00	TBA	
27	Please supply and fit bat sparrow and swift boxes in accordance with the response to RFI 093DJ in the position shown on drawing 2011 Rev L	-	529.63	529.63	agreed	As RFI 093DJ
28.1	Please provide 2 nr additional data points at high level (2.4m above FFL/ just below the ceiling) in the locations shown on the marked up sketch 'SK104 Additional Data Points'.		150.00	150.00	estimate	
28.2	Leave coiled up adjacent to the loft hatch and labelled for future use.		250.00	250.00	estimate	
28.3	Omit Door entry phone system (see EI 24.3)	-	-	-	agreed	
28.4	Confirmation of acceptance of Contractor' Proposal for 'Simply Lockers' in lieu of Broxap (RFI 099).	400.00	-	400.00	estimate	
29	Confirmation of the following TBC drawings issued for information on 05/07/22; 3560-TBC-V0-00-DR-A/ 2200, 2201, 2202, 2203, 2204.	-	-	-		Elevations to show positions of fittings and setting out of tiling
30	Confirmation that the proposed attenuation tank is acceptable and has been incorporated in PRO Structures drawings N2798/ 100D and 101C.		1,250.00	1,250.00	estimate	Includes drain to lift pit
31.1	Confirmation the fee has been paid for the new water main in accordance with Bristol Water quotation dated 14/07/22 reference 78951 forwarded by email on 14/07/22. Please provide all necessary on site works and attendances.	-	4,534.04	4,534.04	Prov	Bristol Water Paid direct Add BWIC +OHP. Awaiting response to queries.
31.2	Confirmation of TBC drawings 3560-TBC-V0-DR-A-9201, 205 and 3560-TBC-V0-ZZ-DR-A-3153C being issued to provide the following:	-	-	-		
31.3	Add dwarf walls and obscure film to lower panels of glazing to windows in the café area.		300.00	300.00	estimate	
31.3	Add insulation to roof truss between the café area and changing rooms to prevent cold bridging.		453.60	453.60	agreed	
31.4	Add fixing through external skin into marine plywood pattress fixed to roof trusses for score board.		750.00	750.00	estimate	
31.5	Confirmation of response to RFI 125DM to route pipework through WCs and clad in Isogenopak in lieu of the specified lagging		-	-	agreed	See EI 32.9
31.6	Confirmation of response to RFI 119DM to place order with WPD for new electricity main and to provide all necessary on site works and attendances for installation.		4,790.37	4,790.37	TBA	
31.7	Confirmation of response to RFI 122DM to counter batten the café ceiling to allow concealment of building services.		1,000.00	1,000.00	estimate	
31.8	Confirmation of response to RFI 121DM to render the shower walls to receive tiling.		-	-	tba	See EI 32.11
31.9	Confirmation of response to RFI 102DJ to supply and fix digital aerial		764.06	764.06	agreed	
32.1	TBC_email 19/07/22 with drawing 600H to show colour of finishes.		-	-	TBA	
32.2	TBC_email 21/07/22 with drawing 700G indicating additional ceiling hatches.		906.74	906.74	agreed	
32.3	TBC_email 22/07/22 with drawings 2011N, 2012A and 3151D indicating omission of kitchen window and blocking up opening. Brickwork to be toothed into the existing brickwork either side as discussed on site.		500.00	500.00	estimate	
32.4	Supply and fit an additional Nuair XS12WA extract/ supply in the builder's work hole previously instructed. In addition, the two fans in the kitchen are to be controlled independently by XS-MFC remote controllers in lieu of the lighting circuit as Melrose Associates email 22/07/22.		1,500.00	1,500.00	estimate	
	Confirmation of the following as Melrose Associates email 25/07/22;			-		
32.5	Add cabling for CCTV Camera to the function room as indicated on the attached sketch E0102 A Mark up 1			-	estimate	
32.6	Omit EI 18.4 (change to light switching in function room).		-	-	agreed	
32.7	Add ceiling downstand in the function room to conceal fire blanket plus matching one on the opposite wall.			-	estimate	
32.8	Please proceed with automatic louvre proposed in RFI 136DJ.		1,446.66	1,446.66	agreed	

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32.9	Please proceed with proposal to box in pipework in the WCs as RFI 134DJ.		351.00	351.00	agreed	
32.10.	Please proceed with proposal for larger shower tray and fixed screen in the multi purpose changing rooms as RFI 130DM.		308.40	308.40	agreed	
32.11.	Please proceed with render to the tiled walls in the changing room as RFI 115DJ.		4,565.94	4,565.94	agreed	
33	Confirmation of instruction during the progress meeting on 02/08/22 to render the inside face of the external wall of the changing rooms to cover the roofing straps, window & door heads/ reveals etc.		2,000.00	2,000.00	estimate	
34	Confirmation of TBC drawing issue; 0303A and 0304A to show setting out of cycle hoops.		-	-	tba	
35	Provide fire rated ceiling hatch in the plant room		-	-	agreed	inc in 32.2
36	Confirmation of TBC drawing issue; 4202 & 4203 to provide details of steps & lift to entrance and steps from terrace at the rear leading to playing fields.		-	-	tba	
37	Confirmation of TBC drawing issue; 0700H revised acoustic panels in café and change of manufacturer to Shush Solace to overcome problem with availability of the specified product.		-	-	agreed	
38	Confirmation of TBC drawing issue; 3150 E, 3151 E, 3152A, 3153D & 3154 A updated to show retaining wall to terrace, amended door threshold, flat soffit to eaves in lieu of sloping, and suspended plasterboard ceiling in public WCs in lieu of to u/s of joists.		200.00	200.00	estimate	
39.1	Acceptance of Lanes Group quotation for drainage repairs in lieu of Solum Surveying Remedial List	25,920.00	2,813.40	23,106.60	tba	
39.2	Confirmation of TBC issue of drawing 0500J updated to show previously instructed changes to wall finishes plus addition of MDF cover strips to steel columns in the café		750.00	750.00	estimate	MDF cover strips to steelwork
40.1	Ceilings in the public toilets are to be changed from sloping to a flat MF plasterboard ceiling. Light fittings are to be changed to suit a flat ceiling.		250.00	250.00	estimate	
40.2	Light fittings in the changing rooms will be changed to surface fixed to assist with achieving airtightness.		-	-	-	
41.1	Confirmation of wall tiling areas as confirmed by Melrose Associates in email dated 23/08/22 and attached markups (plus wall tiling beneath hand dryers as TP email 26/08/22).		500.00	500.00	estimate	
41.2	Confirmation to chlorinate new water main due to increase in size as confirmed by Melrose Associates in email dated 23/08/22 for the agreed sum of £630.20 +OHP.		680.62	680.62	agreed	
42.1	Clarification of requirement for Whiterock to kitchen walls.		2,370.06	2,370.06	agreed	
42.2	Clarification of WC fittings: Soap dispensers and paper towel dispensers are not required in the M&F Public WC's, but are required in the Disabled Public WC. Specified toilet roll holders are suitable all WC's. Paper towel dispensers only required for the Disabled WC's.		-	-	-	check tender allowance
42.3	Change specification of vinyl flooring to Operetta Beethoven due to procurement issues.		622.73	622.73	agreed	
43	Confirmation to supply and fit roller shutter to the scoreboard as per the quotation attached to Melrose email 01/09/22 (or equal approved) subject to the cost being no greater than the quotation and it being fitted within the remaining time for completion.		1,900.80	1,900.80	agreed	
44.1	TBC confirmation of detail for roller shutter guide support for the corner window at the main entrance as drawing 3560-TBC-V0-00-DR-A-9300.		500.00	500.00	estimate	included in 54.2?
44.2	Confirmation of agreement to increase size of earthwork bund to the rear of the building in accordance with TBC drawings 10 rev X, 303C and 304C.		-	-	-	
45	Confirmation to change specification of entrance matting to Treadloc 50 (light grey) due to procurement issues at no extra cost.		-	-	agreed	
46	Confirmation of lock suiting requirements as TBC email 06/09/22 and attachment.		250.00	250.00	estimate	
47	Confirmation of site discussion to remove remaining tarmacadam adjacent to existing garage, renew including adjusting levels as necessary and new ACO drain all as drawing 3560-TBC-V0-00-DR-A-0304D.		1,500.00	1,500.00	estimate	
48.1	Provide boxing to heating pipes & valves to showers in changing rooms. Valve to be left exposed through boxing.		170.64	170.64	agreed	
48.2	Provide boxing to underfloor heating manifolds in changing rooms.		841.54	841.54	agreed	

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48.3	Confirmation that the proposed turf mesh specification (RFI 165DM) is acceptable subject to agreement of price. The mesh is to be pinned in accordance with the manufacturer's instructions. The top is to be turned down a minimum of 150mm along the retaining wall and turned down 150mm around the rest of the perimeter before placing the top soil to prevent it becoming loose.		2,500.00	2,500.00	estimate	
49.1	Rake out joints in Knoxton facework in lieu of bucket handle		753.50	753.50	estimate	to be checked
49.2	Alterations to shower drains as discussed on site		1,350.00	1,350.00	estimate	Skilled + lab 2 days plus £500 mats +OHP
49.3	Provide plywood backing to vinyl skirtings		516.40	516.40	estimate	
49.4	Provide support for radiators in front of full height windows in the café area.		1,250.00	1,250.00	estimate	
49.5	Saving on light fittings from Dextra as QED email 20/06/22	2,600.00	-	2,600.00	estimate	
49.6	Add power supplies to hand driers		1,391.10	1,391.10	agreed	
49.7	Plain plasterboard in lieu of insulated to Café ceiling	250.00	-	250.00	estimate	
49.8	Omit ceiling downstand for services in changing rooms.	329.40	-	329.40		
49.9	Add sub meter for power supply to kitchen		750.00	750.00	estimate	
49.10.	Terasaki in lieu of specified MCCB	400.00	-	400.00	estimate	
49.11.	MDF lining in lieu of fireproof boxing to steelwork in the café area.	-	-	-	estimate	
49.12.	Omit Ductwork/ cabling to cricket nets	6,706.80	-	6,706.80	tba	
50.1	Provide obscure 'mirror' film to the upper panes of windows W. 05 - 08 (changing rooms) as MA email 30/09/22.		250.00	250.00	estimate	
50.2	Provide perforated stainless steel panel to the louvre in the café as TBC email 06/10/22 and attached drawings.		1,501.70	1,501.70	agreed	
51	Confirmation of acceptance of alternative hand Dryer 'Tekflo Jet' in the brushed metal finish	2,462.49	-	2,462.49	agreed	
52.1	Omit lockers in changing rooms (CSA item 4.1b)	1,467.08	-	1,467.08		
52.2	Omit shelving 6 nr, adjustable full length including framework/ bearers (office)	750.64	-	750.64		
52.3	Omit Window blinds (office)	686.04	-	686.04		
52.4	Omit soap and paper towel dispensers	2,282.28	-	2,282.28		
52.5	Omit shower tray privacy curtain	1,231.20	-	1,231.20		
52.6	Omit trenching for lighting cables (fixed to building)	2,916.00	-	2,916.00		
53	Fill gap between shower and tray with battens clad in SGL as TBC drawing 2203revA.		167.40	167.40	agreed	
54.1	Add lagging hot & cold water pipes to washbasin in the Café accessible toilet with Isogenopak cladding.		300.00	300.00	estimate	
54.2	Add packing to roller shutters to allow clearance of door furniture as a result of fixing position of UPVC frames		3,213.00	3,213.00	agreed	
54.3	Extra over cost of removing non-hazardous arisings		4,599.18	4,599.18	provision	Subject to checking of supporting paperwork
54.4	Additional drainage and tarmacadam to assist drainage of carpark area around the existing garage		4,536.00	4,536.00	provision	Subject to checking of supporting paperwork
55	Add ACO drain to the doors fronting the terrace.		5,400.00	5,400.00	provision	Subject to checking of supporting paperwork
				-		
				-		
Employer's Instructions (to date)		148,319.28	165,027.07	16,707.79		
Variations pending clarification						
	Add ductwork for Virgin service		1,500.00	1,500.00	estimate	
	Allowance for loss & expense for delays.		30,000.00	30,000.00	estimate	Elec meter installed 9/11/22. 2wks commissioning (as M&S Programme) = 3 days snag & clean EOT to 29/11/22. Contract completion 19/9/22. EOT 10 wks
	Cost of changing matting due to clash with bottom of doors		1,652.40	1,652.40		Subject to checking variation in thickness of material/ how it was installed
	Omission of Dayworks contingency (Total contingency amount £9,249.00)	9,249.00	-	9,249.00	estimate	
				-		
Variations pending clarification		9,249.00	33,152.40	23,903.40		
Total add/ omissions				40,611.19		
Contract Sum				1,225,539.14		
Estimated M&S Final account				£ 1,266,150.33		

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<u>Ref</u>	<u>Description</u>	<u>Omit</u>	<u>Add</u>	<u>MA Net £</u>	<u>Status</u>	<u>Comment</u>
	Add costs paid direct					
	Bristol Water for new mains supply			8,804.00		
	Power closer to entrance door			750.00		
	Total Building Costs			<u>£ 1,275,704.33</u>		
	Construction budget					
	Contract sum			1,225,539.14		
	Addition for Commercial Kitchen			<u>30,000.00</u>		
	Adjusted construction budget			<u>£ 1,255,539.14</u>		
	Estimated Over/ under spend			<u>£ 20,165.19</u>		