

**Minutes of the meeting of the  
Papworth Everard Parish Council Village Hall Committee  
held on Monday 29<sup>th</sup> May 2013 at 18.00  
in the Parish Council meeting room, Upper Pendrill Court**

**Present:** Chris Meakin, Chairman (CM), Bob Baker (BB), Chris Howlett (CH), Barry Hume,  
Paul Phillips

In attendance: Tess Rogers, clerk

- 1 Apologies for absence  
None
- 2 Declaration of pecuniary interests
- 3 To confirm and approve the minutes of the meeting held on the 11<sup>th</sup> February 2013  
It was agreed that this meeting had been a working party meeting and not a committee meeting therefore no minutes were necessary.

**Regarding the commencement of the renovation project:**

- 4 To accept the fee proposal for Civil and Structural Engineering Services as received from Bidwells.  
The fee proposal (up to a limit of £16,000.00 plus VAT) is considered to be 2% of the building costs plus expenses which is considered within normal expectations and based on reasonable expectations, it was resolved to accept the proposal.
- 5 To confirm acceptance of the architect's fee proposal and conditions of appointment for RIBA stages C-L as received from Purcell.  
The fee proposal (8.25% of the cost of the building work of £800,000) is based upon advice contained within the document 'A Client's Guide to Engaging an Architect' as provided by the Royal Institute of British Architects. It was resolved to accept the fee proposal.
- 6 To accept the fee proposal for QS services (RIBA stages C-L) as received from the bremner partnership.  
The fee proposal (£22,250.00 plus VAT) is considered to be 2.78% of the building costs, CM advised that the perceived level of work is taken into account. It was resolved to accept the fee proposal.
- 7 To accept the Construction, Design and Management co-ordinator schedule of services and fee proposal (£3,475.00) as received from PFB Construction Management Services Ltd.  
This service as recommended by the architect is highly necessary in insuring what is done. It was resolved to accept the fee proposal.
- 8 To accept any further fee proposals received from other members of the professional team prior to this meeting.  
A further proposal (£15,750.00 plus VAT) had been received from KJ Tait Engineers for the undertaking of detailed design for the project. Again in keeping with advised recommendations. It was resolved to accept the fee proposal.
- 9 Matters for further consideration
- 9.1 Awaiting the new design aspect from the architect

9.2 To consider the opening up of the boiler house.

10. Date of next meeting.

This will be called as and when necessary as the project progresses

The meeting was closed at 18.45

Signed:

Date:

Date: