

PADDOCK WOOD COMMUNITY CENTRE BOARD
c/o The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT
Telephone: 01892 837373
www.paddockwood-tc.gov.uk

MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on 7th
February 2023 VIA ZOOM AT 7.00pm

Present

Jonathan White (TWBC Project Surveyor), Meryl Flashman, Carol Williams and Derek Boyle

Nancy Warne (Borough member for Rural communities)

Denise Haylett (TWBC Head of facilities and community hubs)

Apologies

None

CCB194 AGREE MINUTES AND CONFIRM ANY ACTIONS

Agreed as an accurate record.

CCB195 PROJECT UPDATE

Update on contract/works

- Meter install 21st Feb
- Practical completion 3rd March (handover of building)
- Operations manuals 98% completed, will be finished 3rd March
FM contracts and Collateral Warranties are with Carol Williams for checking/signing
Health and Safety file 98% done
- Snagging almost completed
- Gradient on tennis court being investigated by **JW** with Baxalls
- Tree being monitored is still fine and continues to be monitored
- Electricity bill has been forwarded to Baxalls for confirmation
- Sibley Pares have had interest from possible hirers and is showing them round
- Football pitches – comments from Carl received on location being moved and drainage plus fencing work (JW investigate S106 money being allocated to the works specifically for football pitches)
- Security fencing to stay in place to end of April to protect the grass seed

Action:

Carl to map where the fencing needs to be added as well as the costs for the pitch work. Pass to **JW**.

- Legals from Baxall have been completed on the FM contract and passed to PWTC.
- Ideally parts of the FM contract will start from 3rd March (red care/alarms) with remainder starting 1 April. **JW** to ensure this is the case.

- The FM contract can be signed by PWTC (Deputy Clerk can sign on behalf of PWTC) but not dated as needs to confirm hand over date of 3rd March. PWTC solicitor (contract lawyer) to read over the contract first prior to signing. Originally Invicta Law to be contacted.
- Warranties to be checked by **JW** (to be passed from CW)
- Cleaning contract quotes being sourced by **Carl**

Action:

To confirm who looked over the original Baxalls contract and ask them to look over the FM contract as part of our due diligence. Approach Invicta Law. **JW** to sort.

Update on EV chargers

- KCC officers will be happy with photographic evidence of the installation of the 6 chargers to release the £15k grant. **JW** to sort.
- Procurement package from KCC for the EV installation and management of the chargers being completed via the LASER framework for super chargers and battery.

CCB196 FINANCE

- Delays on the final bill from Baxalls due to handover delay and £15k grant from KCC has improved the cashflow position.
- Substation costs are not now liable to PWTC capital costs (£30,308) this will cover first interest payment
- S106 indexation due from November to be added once calculated.
- Final figures to take account of delays and or extensions of time
- Blinds to be put back in as it was taken out originally as part of the value engineering at the start
- Original list of items taken out as part of the value engineering to be sent to CW

CCB197 FURNITURE FIT OUT

- Further meeting of the working party 22nd Feb to discuss fit out
- Ordering of items to be discussed with the RFO

CCB198 MANAGEMENT COMPANY

- MF has received the leases and other documents from Minerva at 5:30pm today
- Further query to be clarified with Janet by MF
- We need the executable leases asap

Update on the subsidy position

- PWTC will pay the centre manager directly initially as per the job description and then hand over to the CLG
- Insurances to be paid by PWTC – delays to handover help the liability for PWTC in 22/23

Facility manager update

- 4 candidates have been invited to interview on the 24th February.

CCB199 ANY OTHER BUSINESS

- PWTC is now without a full-time locum clerk currently.
- Carl is keen to support the successful delivery of the project and running of the community centre.

CCB200

DATE OF NEXT MEETING

The next meeting is Wed 8th March 7pm via Zoom