

21st November 2017

Minutes of the proceedings of the **EXTRAORDINARY AMENITIES COMMITTEE** meeting held on this day in the **DIAMOND JUBILEE ROOM, TOWN HALL, WOKINGHAM** from 6:30pm to 7:33pm.

PRESENT

Cllrs N J Campbell-White (Chairman), C R George, Ms L Forbes, T J Lack and M L Richards

IN ATTENDANCE

Amenities Officer (AO)
Buildings and Grounds Officer (B&GO)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from:

Cllr M A Ashwell (Vice-chairman)
Cllr S Odedra

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interests from members.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

There were no questions from councillors or members of the public.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)

It was proposed by Cllr T J Lack and seconded by Cllr Ms L Forbes and it was

**RESOLVED
29636**

that in view of the confidential commercial nature of the business about to be transacted, it is advisable, in the public interest, that the press and public be temporarily excluded and that they are asked to withdraw.

PART II

REDECORATION OF MAIN HALL, COUNCIL CHAMBER AND ANNEXE, WOKINGHAM TOWN HALL (Agenda Item 5)

Report 02 2017-18 from the B&GO dated 14th November 2017 was received and considered.

Cllr N J Campbell-White asked the B&GO if, in his opinion, the quotation provided by company A is fully worked through and reliable. The B&GO said that he has met with company A and its rationale for the comparatively inexpensive quotation is that it wants to retain two directly employed crews over the quiet January to February period. The B&GO has been assured that it will fulfil the requirements of Wokingham Town Council's (WTC) specification within the quoted price. The B&GO said that he has no direct experience of working with



company A but that it has been in existence for 45 years and has won awards for its work. He confirmed that, if selected, company A will supply all necessary access equipment.

Cllrs noted that the in some respects the quotations from companies B and C were more detailed. However, it was noted that a proposed cost of £9,610.00 excluding VAT from one of them for 'preliminaries and set-up' is very expensive.

Cllr M L Richards joined the meeting at 6:37pm.

It was noted that company A has not included cleaning down and oiling the ceiling beams in the main hall and that this will need to be carried out as part of the redecoration.

The B&GO confirmed that all of the companies understand that it is imperative that all of the work contained in the specification must be accomplished in the 15th February to 9th April 2018 period. Councillors discussed a number of options for a penalty clause for late completion.

Cllr M L Richards left the meeting at 6:54pm.

The councillors examined quotations B and C in detail. They felt that the removal of the existing chandeliers in company B's quotation is not required and that the monetary amount listed by company C for paint for plaster and wood - £19,895.76 excluding VAT - is very expensive. Cllr N J Campbell-White said that all protective floor coverings to be used by the chosen contractor must be brand new and not second-hand.

It was proposed by Cllr N J Campbell-White and seconded by Cllr C R George and it was

**RESOLVED
29637**

to appoint contractor A to carry out the redecoration of WTC's main hall, council chamber and annexe between 15th February and 9th April 2018 for £6,300.00 excluding VAT as per its quotation HTQ1684.

This is providing the following conditions are met by company A to the satisfaction of the B&GO:

- 1) an adequate and continuing level of on-site supervision is agreed
- 2) a full clean of the ceiling beams in the main hall is included with subsequent oiling – which is likely to be with linseed oil or similar via the use of cloths
- 3) that all materials required (with the exception of those listed in (2)) are included in company A's quotation HTQ1684. If this is not the case an additional amount up to £2,000 can be agreed by the B&GO
- 4) the use of a hard wearing protective floor covering is required and it must be brand new, not already used
- 5) A penalty clause of £500 per week or part thereof is required for completion of the works after 9th April 2018
- 6) satisfactory references from three organizations which have employed company A in the recent past are to be obtained
- 7) any and all additional works, with costings, deemed to be necessary which are not included in WTC's specification are to be agreed with the B&GO prior to the commencement of any work
- 8) all chandeliers, light tracks and lamps are to be covered to protect them during the works



9) a detailed health and safety file is to be provided

ACTION: BUILDINGS AND GROUNDS OFFICER

It was proposed by Cllr N J Campbell-White and seconded by Cllr C R George and it was

**RESOLVED
29638**

that if any of the above conditions cannot be fulfilled by company A the contract is not to be awarded to it. In this circumstance the B&GO is to contact company B to discuss its quotation to attempt to negotiate a significant monetary reduction in its quotation 1156748A.

ACTION: BUILDINGS AND GROUNDS OFFICER

It was proposed by Cllr N J Campbell-White and seconded by Cllr C R George and it was

**RESOLVED
29639**

that the B&GO is authorised to organize the removal, storage and return of the paintings and artefacts from the rooms to be decorated at a cost of up to £7,000. This amount must also include the removal, storage and return of all furniture, fittings and miscellaneous items deemed necessary to be removed from the premises to facilitate the work.

ACTION: BUILDINGS AND GROUNDS OFFICER

The B&GO said that company A is Harris and Thompson.

He said that Wokingham Borough Council's Conservation Officer has declared himself happy with the colour scheme chosen by WTC's Main Hall Redecoration Working Party.

The councillors expressed their thanks to the B&GO for all of his work to date on this complicated project.

The meeting closed at 7:33pm.

CHAIRMAN

