

PC061/21: Monthly Report July 2021 - Community Hub Expansion

Build Progress

Work on the Hub upgrade is nearly completed, with the Hub Bookmark Café reopening in one week on **August 9th 2021**. Meeting room space will also be available again for the Parish Council from that date, although the Hub will not be actively promoting room hire to other clients for a few more weeks to allow for bedding in of systems and staff training. To summarise, it is planned open in steps, beginning with the Café, adding the library service after one or two weeks and finally re-launching room hire, showcasing the expanded facilities.

A few tasks remain as of the date of this report, including some final snagging covering various trades. External landscaping work at the front is essentially complete, although some tidying up remains at the rear of the site where the property abuts Brooksbank and the side adjacent to Kays Close. Landscaping costs are projected to exceed budget by around £2,000. These have been adversely affected by unexpected surface drainage requirements from Building Inspection. Other savings should balance this overrun. Other minor elements of overspend relate to Structural Engineers Costs and for Scaffolding. These latter items are presented to this meeting for retrospective approval.

Project costs as of this meeting are reported in the summary spreadsheet and are expected to remain on budget overall as the project enters its last stage. A full and hopefully final report will be available for the next meeting of the council (September).

Governance

Weekly Steering Meetings involving various permutations of the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

30th June 2021

7th June 2021

14th June 2021

28th June 2021

There were no issues arising that required the committee to urgently refer changes to the full council for either noting or formal ratification.

During 2020 the Hub was in receipt of additional government grants. The supplementary grants are being used in conjunction with the major Hub upgrade project grants administered via the Parish Council. This approach ensures all possible investment benefits are realised from the forced building closure arising due to Covid. Full building closure creates a unique opportunity to do work that would normally be impossible due to the interruption to services and trade. The electrical contracting for the project has been managed using the supplementary funds to smooth the overall logistics and particularly the availability of related key trades during the build.

Discussions will need to take place at the next Full Council meeting regarding the re-allocation of some main project-related costs, particularly the electrical installation, that are being carried in the short term by the Hub. Approval will be sought to charge these costs back to the main project account where this is both justified and within budget. This measure has had the effect of improving both overall cost control and critical aspects of the project management logistics, also allowing the fine balancing of two separate funding streams. It is confidently expected that the Hub upgrade project will be completed to budget.

Financial Status – Spend vs. Budget: See attached Schedule.

Key Events and Decisions

- Upper Floor completed and re-carpeted, with new first floor WC facilities commissioned for use.
- Atrium cleared and flooring replaced with new.
- All other ground floor spaces and new meeting rooms floored/re-floored.
- Kitchen cleaned and re-commissioned.
- Air-conditioning fitted and commissioned to all meeting rooms, with improved mechanical air replenishment and ventilation added to the Austen Room.
- Staff and volunteer training and familiarisation have begun and will continue through this week until 9th August.
- New or updated software is being implemented for Room Booking, Library Lending systems and Café Till operations with both on and off-site training planned for both staff and volunteers.
- Server Upgrade and re-commissioning completed with new mesh Wi-Fi throughout the building.
- Final decision to re-open for trading commencing August 9th 2021, followed stepwise with the re-opening of library services and room hire.

**Hub Extension Project
Budget Tracking – Spend Summary July 2021
(Invoices received at 28/07/21)**

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	57,190.80	57,598.11	- 407.31	-1%	Some transfers of work between Jordan and Sons and Brownstone to reduce costs and elapsed time
Materials Supplies	39,615.00	35,742.75	3,872.25	10%	
Plumbing and Heating	10,819.20	1,347.73	9,471.47	88%	
Professional Services	11,100.00	11,261.67	-161.67	-1%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3,230.00	670.00	17%	Will overspend. Unplanned Building Inspector requirements have increased this spend.
Contingency (8.4% of total)	13,455.80		13,455.80	100%	Amended contingency from May 10 th MPC meeting
Other Costs		373.42	- 373.42	-100%	Previously incurred MPC tender advertising costs
Internal Finishing	38,191.25	14,184.19	24,007.06	63%	Global costs agreed at MPC meeting 10 th May 2021
Totals	174,272.05	123,737.87	50,534.18	29%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s106 funds allocated to Hub storage works