

## Pre-Start Meeting Minutes

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**Project: The Guildhall, Saltash Town Council – External Repairs and Redecoration**

**Date of Meeting:** 13 March 2024 9am  
**on site Job No:** 4193

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### **1.0 Those Present**

Ian Bovis, Service Delivery Manager, Saltash Town Council (STC)  
Davey Jones, Contracts Manager, DR Jones  
James Barron, Barron Surveying Services (BSS)

### **Apologies**

Sinead Burrows, Town Clerk, STC  
Ian Parsons, Painting Foreman, DR Jones

### **2.00 Scope of Works**

As Specification.

### **3.00 Contract Documents & Insurance**

JCT Minor Works document awaits confirmation of project cost from DR Jones.  
BSS then to issue to DR Jones for signature.

### **4.00 Contract Period & Programme of Works**

Start date 13 May 2024. 10 weeks. Completion 19 July 2024.

Programme of works to follow.

### **5.00 Administration**

BSS to make frequent site visits and reports to STC.

Schedule of monthly progress meetings.

- 13/6 – progress meeting #1
- 11/7 - progress meeting #2

All instructions through BSS.

Insurances – contract clause 5.4C – DR Jones to forward copies of Public Liability, Employers Liability and Contracts All Risks Insurance to BSS.

STC to notify buildings insurer of works to extend buildings cover to cover contract works during the project.

Subcontractors – Ventrolla and scaffolder. Scaffolder to deal with all road closures or pavement licenses as necessary.

CDM – Principal Designer to be Barron Surveying Services. F10 not applicable. Contractor to provide construction phase health and safety plan.

STC to provide asbestos survey information and note that there is no known asbestos to the outside of the building.

There are no overhead power cables but there is a rising power cable on the lower side adjacent the fire escape.

Health and safety file to follow at completion to include painting schedule materials and colours.

## **6.00 Site Organisation**

Storage in vans.

Sign boards permitted on scaffold.

Security – ladders to be removed at the end of each working day.

Parking – parking in rear lane is possible or in adjacent car parks.

No radios. All contractors to be courteous to the occupants of the building and residential neighbours.

Fire precautions – STC to forward their fire evacuation plan to DR Jones for incorporation into construction phase health and safety plan. Muster point is in car park. Keep fire exits clear during all works.

## **7.00 Services to Site**

Site telephone Davey Jones 07557 668518.

STC contact Ian Bovis 07398 150898.

Barron Surveying Services 01752 257064.

Sanitary accommodation – WC available on site or public facility in adjacent car park.

DR Jones self-sufficient for water and power.

Foreman to be painting foreman Ian Parsons.

## **8.00 Supply & Approval of Materials**

As specification. NOTE – timber paint NOT Eggshell but Crown Flexigloss. DR Jones to ask Crown for a specific paint schedule for this project for incorporation in the health and safety file.

## **9.00 Financial Arrangements**

As JCT protocols. Monthly applications for payment and certificates followed by invoicing.

## **10.00 Any Other Business**

DR Jones to organise paint flake testing for lead paint assessment.

Flagpole brackets to be replaced as specification.

Main flagpole uphill side – Ian Bovis to select a new stainless steel rope bracket for fitting under the flagpole at an appropriate height. DR Jones to source and fit.

Ventrolla upgrade windows agreed as letter 4 September 2023. Costs likely to be reduced as the work is more straightforward than anticipated by Ventrolla. Davey Jones to advise final project cost with uplift, with Ventrolla works, and reductions for scheduled timber repairs specification 2.13 no longer required, as covered by Ventrolla.

Working hours 8.30am to 5.30pm Monday to Friday.

## **11.00 Date of Next Meeting**

**ALL TO NOTE** – Progress Meeting #1 – 9am Thursday 13 June 2024 on site.