

Progress Meeting Minutes

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

Date of Meeting: 14 June 2024 9am

Job No: 4193

1.0 Those Present

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

Apologies

Sinead Burrows, Town Clerk, STC
Davey Jones, Contracts Manager, DR Jones

2.00 Matters discussed

Sinead has signed the contract documents. BSS to arrange for DR Jones to sign. Purchase Order in place.

Programme of works issued.

Insurances in place.

Asbestos survey issued.

Construction phase health and safety plan in place.

Fire escape policy issued by STC to DR Jones.

Flake testing by DR Jones in hand.

Ian Bovis has chosen stainless steel flagpole bracket and information with DR Jones to source.

Ventrolla works complete.

High level preparation work all complete. Painting starts Tuesday 18th June.

Lane elevation off cherry picker once scaffold out of the way.

Height of repositioned flagpole, brackets and tie bracket all to be agreed before fitting.

DR Jones to present updated cost profile with revised Ventrolla costing.

DR Jones to quote for internal painting stairwell where damp stained. Scrape off and flash over one coat wall colour to tidy over summer allowing walls to dry pending full decoration later.

DR Jones to quote for internal window painting in Council Chamber, stairwell and Guildhall first floor room.

Outside rust staining under removed brackets to be sanded and stain blocked prior to painting.

Confirmed windows will be fully opened to allow internal rebates and meeting rails to be painted.

Confirmed care will be taken not to overpaint Ventrolla draught strips.

STC to source replacement logo for Council Chamber on window film. Costs to be reimbursed.

STC/DR Jones to continue daily liaison for window opening for painting.

Gutters – DR Jones to ensure all gutter joints are sealed and then water tested prior to scaffold being removed.

DR Jones note glass clamp missing top stairwell balustrade to be replaced. The glass balustrade was removed to allow the stairwell window to be refurbished.

3.00 Date of Next Meeting

ALL TO NOTE – Progress Meeting #2 – 9am Thursday 11 July 2024 on site.