THE NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE

Members of the above Committee are summoned to attend a meeting on 12th December 2024 at the Pavilion, Wises Lane from 16:00

Teresa Millum 2nd December 2024

Teresa Millum - Clerk clerk@bordenparishcouncil.gov.uk

AGENDA

1. **Apologies for absence:**
   In attendance:

2. **Declarations of Pecuniary and Non-Pecuniary Interests**

3. **To approve for signature the minutes of the meeting held on 27th November 2024**

4. **To review completed and outstanding actions from the previous minutes**

5. **Construction**

a) To review the latest contractor reports and discuss any actions required.
b) To review the timeline and make any required updates (attachment 2).

6. **Finance**

a) To review the budget and spending to date (attachment 1).
b) Review and approve any upcoming or future payments.

7. **Business items**

a) CCTV.
b) To discuss correspondence from the Architect and any outstanding actions.
c) To discuss how the grants for the new toilet facility will be advertised and ensure the relevant logos are displayed under the terms and conditions.
d) To consider appropriate signage.

8. **Building pre-construction: including utilities, specification updates, and on-site issues**

a) Prefabricated toilet update on progress and delivery.
b) Housekeeping.

9. **Risk Review**

10. **New items received for consideration and agreement**

11. **Agree on the next meeting date.**

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Attachment 1 - Receipts and Payments

	Income		From		Expenditure		Payee	Description		
Jul-23	£ 10,575.00	£10,575.00	Match funding from S106	Mar-24	£ 230.00		The Eco Gardener	Site shrub clearance		
Jan-24	£ 7,000.00	£17,575.00	SBC COI grant	Mar-24	£ 337.50		JNC Architecture	25% stage 1 deposit (total £1350)		
				2023 payments	**£ 567.50**					
Jun-24	£ 70,205.60	£87,780.60		Apr-24	**£ 1,012.50**		JNC Architecture	Stage 1 balance		
				May-24	**£ 586.25**		JNC Architecture	25% stage 2 deposit		
				Jun-24	**£ 290.00**	**£ 2,167.92**	Hydro Descaling Ltd (InSewer Surveys)	The Street sewer survey		
				Jul-24	**£ 279.17**		SE Water	S106 sewer connection		
				Jul-24	£ 177.00		KM media	Tender advert		
				Jul-24	£ 402.88		JNC Architecture	Professional fee for work completed in May and June for the above project, under the JNC Stage 2 - Technical stage £350.00 Southern Water mapping expense £52.88		
				Jul-25	£ 126.67		Southern water	connection fee		
				Aug-24	£ 4,015.00		Southeast Water	NARS		
				Aug-24	£ 23,680.00		Cleveland	50% deposit		
				Aug-24	£ 850.00		Imperium	Structural Engineer		
				Aug-24	£ 700.00		JNC Architecture	Stage 2		
				Sep-24	£ 1,058.75		JNC Architecture			
				Ot-24	£ 300.00		JNC Architecture	1or 2Professional fee for the tender work in September 2024		
				Nov-24	£ 750.00		JNC Architecture			
				2024 Payments	**£ 34,228.22**			**Balance 2024**		**£ 53,552.38**
Total income	**£ 87,780.60**			**Total Payments**	**£ 34,795.72**			**Total Budget Balance all 23/24**		**£ 52,984.88**
S106 reserve	£ 31,926.49									
	£ 119,707.09			**Total Payments**	£ 34,795.72			**Total Balance inc S106 reserves**		**£ 84,911.37**

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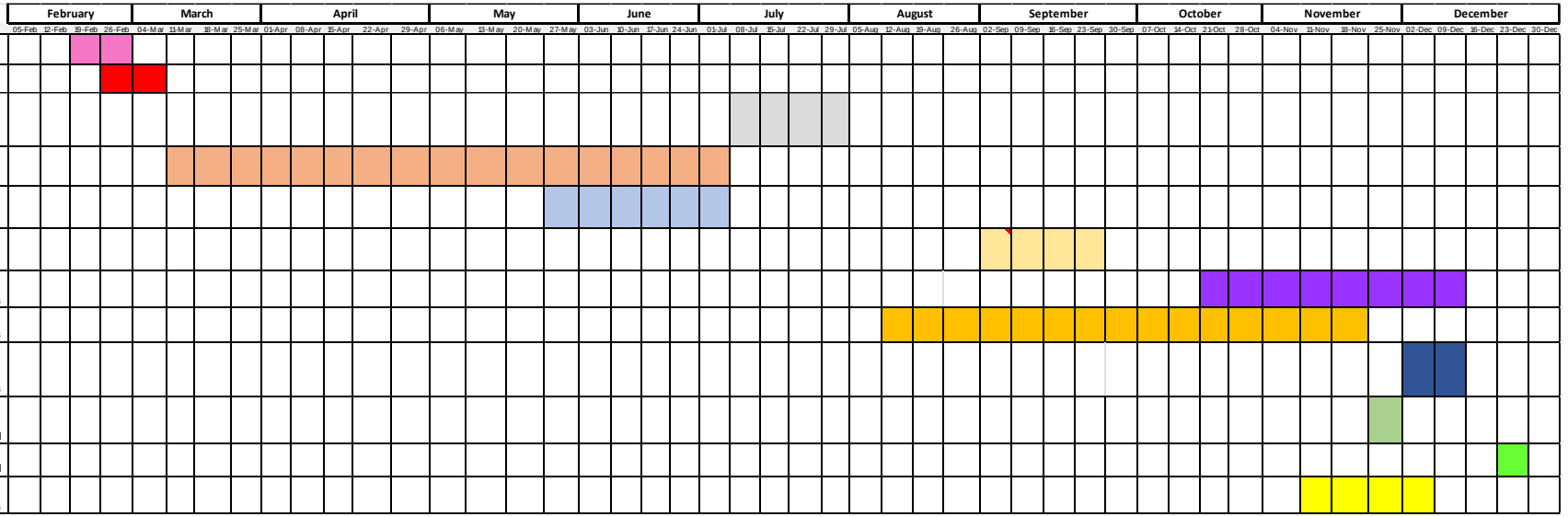
Attachment 2 - Timeline updated 14/11/24:

Task	Priority	Stages
Ground Clearance	Critical	Completed
Archetect engagement	Critical	Completed
Sewer Survey quotes and appointment	Medium	Completed
Architectural design & planning permission	Critical	Completed
Pre-construction work & construction specification	High	Completed
Tender process for construction & utilities	High	Completed
Construction	High	In-Progress
Toilet construction	High	In-Progress
Secturith camera (CCTV) instatllation	Medium	In-Progress
Toilet delivery on-site (asset acquisition)	High	Not started
Architect sign off	Medium	Not started
Housekeeping	Low	In-Progress