



14th March 2025

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **THURSDAY 27TH MARCH 2025** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA THURSDAY 27TH MARCH 2025

1. Apologies for absence

2. Declarations of interest

To receive declarations from members regarding the items under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

4. Minutes (Appendix 1)

To approve the minutes of the meeting of the Town Hall Committee held on Wednesday 29th January 2025.

5. Town Hall Transformation Project (Appendix 2 & 3)

To receive an update report on the Town Hall Construction Programme and report on the Town Hall Transformation finances from the Town Hall Manager.

6. Town Hall Staffing Structure – Appointment of Business Development Lead (Appendix 4 & 5)

To receive an update on the current Town Hall recruitment process.

7. NLHF – A Journey Through Kidderminster’s Town Hall (Appendix 6 – to follow)

To receive an update on the NLHF – A Journey Through Kidderminster’s Town Hall Project from the Town Hall Manager.

8. Forward Work Programme (Appendix 7)

To note the Forward Work Programme and agree any matters that members might wish to add.

9. Exclusion of the press and public

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to financial and contractual information and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

10. Reopening the Town Hall – Food & Beverage Expressions of Interest (Appendix 8 – to follow)

To receive an update from FMG consultants on the continued discussions with two potential operators following on from Food & Beverage Expressions of Interest, to help determine a preferred operator.

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**
Minutes of the meeting held on 29th January 2025 at 6pm
in the Kidderminster Room, Wyre Forest House

Present:

Councillors:

J. Beckingham (Chair)

D. Hine (Vice Chair)

B. Brookes

F. Oborski MBE

In Attendance:

Town Hall Manager

Annie Wills – FMG Consultant

1. APOLOGIES FOR ABSENCE

Cllr Bernadette Connor

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on Monday 16th December 2024.

5. FOOD & BEVERAGE EXPRESSIONS OF INTERESTS – SUMMARY & RECOMMENDATION (APPENDIX 2)

Members received a report detailing the summary and recommendations following the food and beverage EOIs.

RESOLVED:

Members to approve the following recommendations:

- Approve the continuation of discussions with both operators for the Courtyard Café/ Bar as unable to determine the preferred operator at this stage.

Continue discussions with Gather & Gather and Thomas Franks regarding catering and bars provision for the Town Hall.

- Include Plyvine on the list of caterers for Weddings and Large Catering Events.

- Appoint the operators via a concession agreement, ensuring compliance with transparent and fair procedures.

The concession agreement would include an SLA covering:

- Opening times and staffing levels.
- Sustainability measures (e.g., crockery, disposables, single-use plastics).
- Complaint resolution timelines.
- Mechanisms for default notices and termination.
- Use of local labour.

This recommended approach minimises financial risk to the Council while generating income through a profit-share model based on turnover. This aligns with the Council's strategy for sustainable and efficient venue management. The inclusion of operator investments further reduces upfront costs for the Council, ensuring a financially viable operation.

7. HIRE CHARGES REPORT (APPENDIX 3)

Members received a report and recommendations for the Pricing Policy.

RESOLVED:

Members approved the Peak and Off-Peak charges are to be applied as detailed within the report.

Historical Bookings:-

When a venue reopens after significant refurbishment there is always the challenge of how to approach previous hirers. On one hand its great to welcome back previous performers who will have an already established following (audience) balanced with the need to consider increasing hire charges. Below are options on how to progress this.

RESOLVED:

Members approved option a) Incremental increases for previous bookings 'Opening Offer for Repeat Business' Honour previous rates for bookings between September and March 2026 & Incremental increase over 2026/2027 to achieve advertised rates.

RESOLVED:

Members approved Peak and Off-Peak charges for commercial and charitable bookings are to be applied as detailed within the report.

RESOLVED:

Members approved that the next steps are to produce a Hire Charge Structure that implements a clear, peak and off-peak pricing system to ensure transparency for all hirers. The proposed rates will be based on achievable previous rates, alongside market testing what competitors charge. It is proposed that the hire charges are reviewed after 6 months.

Meeting closed at 7.20pm

Project Name

Kidderminster Town Hall Refurbishment

Report No: 16

Date 20/03/2025

CONTRACT PARTICULARS

PROJECT TITLE – Kidderminster Town Hall Refurbishment

CONTRACTORS PROGRESS REPORT FOR SITE MEETING NO - 16

CONTRACT WEEK NO – 63

Date of possession: 8th January 2024

Contract Start Date – 8th January 2024

Duration – 72 Weeks

Contract Completion – 16th May 2025

KEY ISSUES

| <u>Issues</u> | <u>Actions</u> |
|------------------------------------|--|
| 1. Construction issue design | Please refer to outstanding information appendix 3 |
| 2. Fire Compartment and fire doors | 26/09/2024 – We have so far not received any further fire information from Hydrock or the design team, following the inspections and reports. We are progressing with closing areas up inline with the programme and current design. 22/10/2024 – Fire compartmentation Ross will be issuing an updated drawing to reflect Hydrock |

| | |
|-----------------------------------|---|
| | <p>comments. We have had no further information regarding fire doors.</p> <p>15/11/2025 – We have had no further information regarding the fire compartmentation the attic.</p> <p>16/12/2024 – Ross has issued the fire compartment drawing ‘draft issue’ we are currently getting these items priced, however we need all construction details issued by the 31st January 2024 to allow us to procure and complete the works.</p> <p>26/02/2025 – We are currently reviewing the fire doors schedule from Ross with the remedial works requirements.</p> <p>We have also now issued a budget cost for the escape stairs based on RC mark up. We have received a drawing from Hicham that has been issued to our contractors for further pricing however we feel there are a few co-ordination issues to bottom out with this design.</p> <p>14/03/2025 – we have now priced the revised drawing and will update our costs for this shortly. Regarding the fire door repairs we are currently procuring a fire door maintenance contractor.</p> |
| 3. Damage to ETFE roof | <p>13/12/2024 – As per email correspondence unfortunately there has been significant damage to one of the cushions during Storm Darragh. SML have issued costs for the replacement of the cushion and have submitted replacement costs.</p> <p>26/02/2025 – We have now issued across all the costs for the insurance works and have received instruction</p> <p>14/03/2025 – The ETFE roof repair has been ordered, and we are waiting for confirmation of the delivery date but we hope this to be around mid to end of April.</p> |
| 4 – Damage to out-of-scope roof’s | <p>13/01/2024 – As per correspondence last week we have now installed a scaffolding along Weavers Wharf to protect the public from potential slates falling. We are currently costing the works accordingly. We have erected an emergency scaffolding on Sunday</p> <p>12/01/2025 to protect the public in Weavers Wharf following safety concerns.</p> <p>26/02/2025 – As above we have issued all costs for the repair works and now wait for further instruction. Should the current scaffold need to remain we will need further instruction.</p> |
| 5 – Podium | <p>26/02/2025 – We have now placed the order for the stone and wait for further instruction on the rest of the podium works.</p> |

| | |
|---|---|
| 6 – Mortar Pointing | 26/02/2026 – We have been requested to price up the repointing of the brickwork to the courtyard. This is likely to extended the programme of works past the 16 th May by 4 weeks. 14/03/2026 – Please instruct if this work is to proceed? |
| 7 – Count Down to Handover | 12/03/2025 – Please could we agree a date for the final issue drawings to be issued we suggest the 14 th April to allow us time to generate the Manuals 14/03/2025 – Please confirm |
| 8 – Instruction for out-of-scope Mechanical changes | 14/04/2025 – We have issued all costs for the existing mechanical equipment that have faults or don't work. Please confirm if this work is to be carried out as it will influence finishing. |
| 9 – Lift alteration works | 14/04/2025 – The alterations to the lift shaft are causing delays in completing the ground floor and first floor lift lobby areas. |
| 10 – High Level chasing to music hall | 14/04/2025 – Additional high-level works to the music hall are preventing finishes being completed. |
| 11 – Levelling floor thresholds to the ground floor | 14/04/2025 – The floor levelling to the café is proceeding but is resulting in new working having to be changed as per CVI 53 due to no detail. |
| 12 – Loft hatch install | 14/04/2025 – We cannot close off the access hatch to the loft and remove the scaffold until we are instructed on the fire escape hatch. This has a knock-on effect to the protection of the staircase, final clean & decorations |

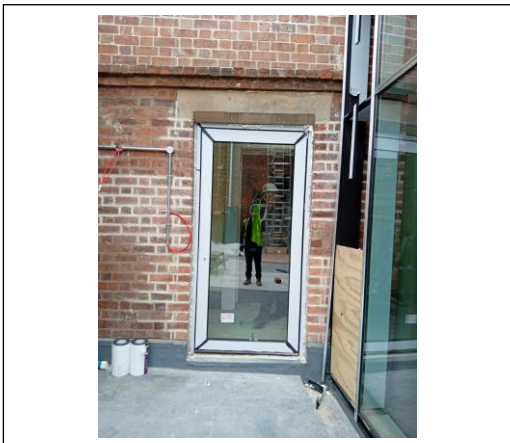
3.1 - Key Client Milestone/Key Dates

| <u>Item</u> | <u>Date Required</u> | <u>Date Achieved</u> | <u>Comments</u> |
|--|---------------------------|----------------------|--|
| 1. Podium Works Design and Instruction | Provisional 16/12/2024 | | <p>27/02/2025 – SML have updated the programme of works to reflect Gleeds Programme, this is attached below and can now be progressed monthly. This programme will take the completion of the podium works past the current contracted dated to the 12/09/2025 if instructed.</p> <p>14/03/2025- Based on the latest dropline for the podium programme the earliest date for completion as of the 14/03/2025 would be 06/10/2025.</p> |

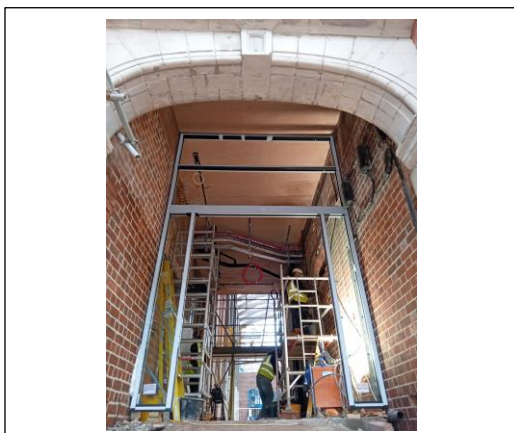
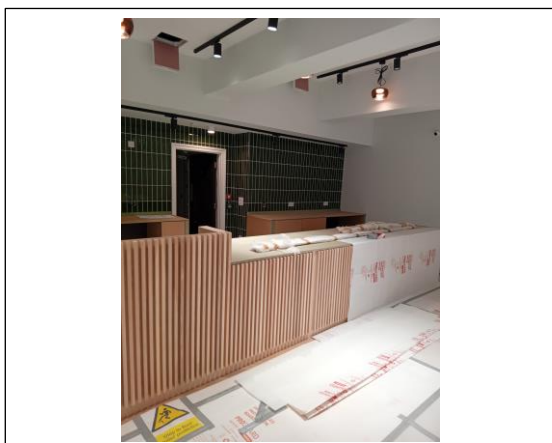
| | | | |
|---|-------------------|--|---|
| <p>2. Services Moved and relocated for podium works</p> | <p>16/12/2024</p> | | <p>13/01/2024 – SML are now waiting for further information and confirmation of services to be relocated for the podium. We have added the known information from Gleeds to the above programme.</p> |
| <p>3. Cadet Gas – Stop Cock replacement</p> | <p>17/03/2025</p> | | <p>14/03/2025 – As per our email we will have scaffold removed ready for the rescheduled Cadent visit by the 17/03/2025. Cadent have confirmed they will now install on the 14th April, which is ok.</p> |

PROGRESS

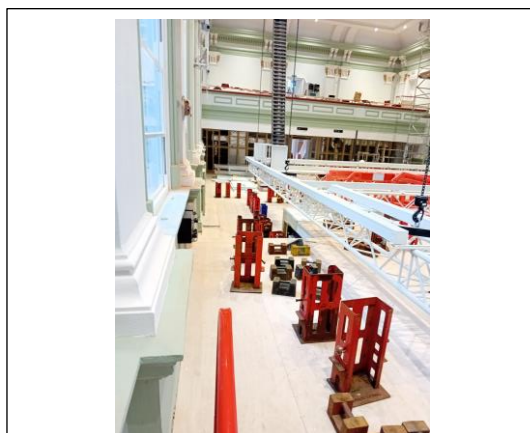
Door from Civic corridor to balcony



Café servery installed



Glazed entrance door



Weight testing to lighting rig

Executive Summary

This report is up to the end of contract week number 62, 14/03/2024. The programme is 4 days behind schedule driven by the Music Hall Foyer.

Contract Programme Update.

| Area | Completion Date | Delay (Cal days) | Forecast Completion | Comments |
|------------------|-----------------|------------------|---------------------|--|
| Courtyard | 16/05/2025 | 17 days | 16/05/2025 | 13/01/2025 – On Time 27/02/2025 – On Time |
| Music Hall | 27/03/2025 | 36 days | 02/05/2025 | 13/01/2025 – On Time |
| Music Hall Foyer | | | | |
| Town Hall | 6/12/2024 | 42 days | 19/03/2025 | 13/01/2025 - On Time |
| Completion | 16/05/2025 | 4 days | 20/05/2025 | Project Handover Ontime |

Management Programme Recovery

We have now mitigated our delay, however our management programme 'MAN09' can still be found below:

Against Programme – MAN09

Contract Completion - 16/05/2025

Forecast Completion – 19/05/2025

Previous 4 Weeks

- Brickwork to the link corridor is complete
- The corridor roof is complete
- Chaing to the music hall has started
- The lighting and sound rig has ben weight tested
- The link corridor is significantly progressed
- Window decorations to the courtyard have started
- Joinery to the café has been installed
- Floor finishes to the back office have been completed
- High-level courtyard works have been completed.
- Judges room lift is complete.

4 Week Programme look ahead

- Commence the slab laying works.

- Complete joinery to the café
- Complete floor finishes to the majority of areas
- Install second lift.
- Start completing decorations
- Start the snagging process
- Complete stage flooring

Delays

Delays Shown are against the client programme 03

| Delay Event | Description | Delay (Days) | Cumulative Delay | Comment |
|-------------|---|--------------|------------------|---|
| 1. | Breaking out hard spots in existing ground for drainage | 6 | 0 | Week 14, 8,9,10 th and 16,17,18 th April |
| 2. | Vector Foiltec | 14 | 0 | Steelwork Not installed. 25/10/2024 46 days steelwork delay mitigated to 14 days. All now mitigated |
| 3. | Music Hall Lighting | 0 | 0 | 55 days delay to the music hall lighting and builders work holes mitigated by resequencing the works and reduced lead in times. |
| 4. | Music Hall Heat on Date | 0 | 0 | 25/10/2024 – Due to gas meter not being installed. |

MATERIALS ACCEPTANCE / SAMPLES/SNAGGING DATES

| <u>Sample</u> | <u>Comment</u> | <u>Approval Date</u> |
|---------------------------|---|---|
| Brickwork to courtyard | Bricks due to site WC 12/02/2024. (Now received) 10/04/2024 – Complete on site and ready for client review | Approved |
| Mortar Sample | 10/04/2024 – On site Ready for Review | Approved |
| IPS Colours | White Snowdon VEN 154 Gunmetal VEN349 Shadow VEN350 | 09/04/2024 |
| Vector Foil Tec Canopy | ET 200 T / DM 4:74 / Light | 12/04/2024 |
| Colour Of Curtain Walling | Colour required urgently. RB to comment | Confirmed as RAL 8019 on the 12/06/2024 |
| Lighting Samples | 11/06/2024 – Agreed status A with Hydrock for technical. However, Ross does not like some of the | REF A1 - OK with proposed alternative sample provided |

| | | |
|--|---|--|
| | <p>fittings. Barrie Beard will cost original fittings and give an uplift in cost that will need instructing.</p> | <p>Ref A2 – OK with proposed alternative sample provided REF C2 – revert to specified item Ref K1 – revert to specified item Ref J1 – revert to specified item Ref E3 – OK with proposed alternative sample provided Ref E4 – OK with proposed alternative sample provided Ref Exit 1 – revert to specified item Ref G – revert to specified item</p> <p>All light samples above approved 02&03/09/2024</p> |
| Colours for the Music Hall | <p>Music Hall Colours issues – 03/07/2024. SML have requested colour match and have been in dialogue with the paint manufacturer. Matches request to manufacturer 05/07/2024. Advised Howells on 3 week lead or to match to NCS or standard range. 01/08/2024 – SML require clarity on what finishing colours are required, this needs to be bottomed out and confirmed urgently</p> | <p>All approved as per construction issued drawings 16/08/2024</p> |
| Podium Stone Samples & Courtyard Samples | <p>02/08/2024 – The granite samples have been delivered to site are available to view. 26/09/2024 – Further samples have been delivered to site. SML need clarity on what is to be ordered to meet programme requirement. A CVI has been raised.</p> | <p>14/10/2024 – received updated drawing for podium paving and confirmation of courtyard paving.</p> |
| Joinery Samples | TBC | <p>25/10/2024 – we have received samples for the client and architect to review from our joinery supplier. 20/11/2024 – Further Samples are being delivered by Woodcraft 21/11/2024. 13/11/2024 – Woodcraft are currently carrying out their design works</p> |
| Blinds | <p>15/10/2024 – The black out fabric has no alternatives, and the cost options are as follow: Split Blinds – 10k saving Bottom fed Blind – Cost neutral.</p> | <p>13/01/2025 – we are currently in the process of completing the order with Swanmac.</p> |

| |
|--|
| Please confirm choice by 29 th November 2024 so that we can progress the order. |
|--|

SNAGGING & HANDOVER DATES

We have now reviewed areas for snagging, the areas to be snagged are attached below on marked up drawings and have then been populated into the table below:

| Area being snagged | Original Date of Snag | Revised date | Comments |
|---------------------------------|--------------------------------|---------------------|--|
| Town Hall Ground Floor | 17/03/2025 | 31/03/2025 | 26/02/2025 – Client Duct work and lighting changes. |
| Terrace Lift/ Civic Corridor FF | A -24/03/2025 B -31/03/2025 | 14/04/2025 | 26/02/2025 – Client changes to judges lighting. 19/03/2025 – Due to CVI 53 & 54 and late lighting fitting changes Judges room & lift foyer mouldings. |
| Music Hall & Foyer | A - 31/03/2025 | 06/05/2025 | 26/02/2025 - Due to chases this has been moved back. 19/03/2025 – Lift shaft setting out issues, Blind power no details. |
| Courtyard, Link & Loading Dock | A - 21/04/2025 | 28/04/2025 | 26/02/2025 – SML delay in slab delivery |
| Library/ Staircase & Landing | A - 31/03/2025 | 06/05/2025 | 26/02/2025 – NA 19/03/2025 – Unable to close up loft due to no instruction for the loft fire works. |
| All out of scope area's | A - 28/04/2024 | 06/05/2025 | Discussions on King Charles suite and office facilities for podium works to be discussed further. |

Financial Statement Nr. 13
For
Kidderminster Town Council

**Kidderminster Town Hall
Vicar Street, Kidderminster**

18th March 2025



Date: 18/03/2025

ARTELIA
Passion & Solutions



Financial Statement Nr. 13.2
Kidderminster Town Council
Kidderminster Town Hall
Vicar Street, Kidderminster

**Distribution
Sheet**

Our ref: 15082 Kidderminster
Town Hall



| DISTRIBUTION | | | |
|---------------------|----------------------------|---------------|------------|
| Date: | Issued to: | Name: | No: |
| 18-Mar-25 | Kidderminster Town Council | Hugh Peacocke | Nr 13.2 |
| 18-Mar-25 | Kidderminster Town Council | Matt Smith | Nr 13.2 |
| 18-Mar-25 | Kidderminster Town Council | Dale Evans | Nr 13.2 |
| 18-Mar-25 | Gleeds | Neil McLeod | Nr 13.2 |
| 18-Mar-25 | Gleeds | Ally Peerally | Nr 13.2 |
| 18-Mar-25 | Gleeds | Stephen Jones | Nr 13.2 |
| 18-Mar-25 | Glenn Howells Architects | Ross Brearley | Nr 13.2 |

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Financial Statement Nr. 13.2
 Kidderminster Town Council
 Kidderminster Town Hall
 Vicar Street, Kidderminster

Approval Sheet

| | | | | |
|---|---|-------|---|------------------------|
| Document Status/Issue No: | | Final | Date of Issue: | 18/03/2025 |
| Issued to: | Kidderminster Town Council & Gleeds | | Job No: | 15082 Kidderminster TH |
| | Name | | Signature | |
| Author: | Conor Coley | |  | |
| Approved: | Andrew Gillson | |  | |
| Issued for and on behalf of Artelia UK by the above signatories. | Artelia UK High Holborn House 52-54 High Holborn London WC1V 6RL | | Tel: +44 (0) 20 7269 0450 | |
| | | | | |

FOREWORD

This report is issued by **Artelia Projects UK Ltd trading as Artelia UK**

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Project Cost Summary

| Cost heading | Total Cost |
|---|------------|
| Construction | |
| SMML Main Contract | £9,237,249 |
| SMML PCSA | £138,556 |
| Professional fees relating to any of the above (capital) | |
| Gleeds | £298,336 |
| GHA | £665,575 |
| GHA (Planning Amendments) | £6,479 |
| MGAC (Principal Designer) | £14,467 |
| Mann Williams | £138,396 |
| Acoustic Hoare Lee | £31,085 |
| Catering (Mark Hobbs) | £15,770 |
| Hydrock | £216,132 |
| Hydrock (Fire Engineer) | £5,000 |
| Stage Right | £64,527 |
| Artelia UK | £95,156 |
| Artelia UK (enhanced to come) | £24,949 |
| Access Included Ltd | £6,100 |
| Other Costs | |
| Worcestershire Archaeology | £7,848 |
| Invigour | £30,712 |
| Planning, B'Regs | £438 |
| Legal Costs (Osbourne Clark) | £5,000 |
| Anthony Collins (Legal) | £16,933 |
| Cavetto (Party Wall) | £2,375 |
| Cogent | £3,420 |
| Gallaghers (Insurance) | £32,420 |
| FMG (Business Case) | £10,405 |
| VAT Consultant | £0 |
| FFE/Fit-out | £0 |
| Surveys and investigations | £24,200 |
| Consultation/exhibition/communications | £0 |
| Worcestershire CC (L3 Building Report) | £2,650 |
| Decant/recant | £16,754 |
| Pre-opening costs | £40,000 |
| Other costs from KTC Ledger | |
| Indigo Cultural Consulting | £34,950 |
| Sainsburys & Catering | £232 |
| Faerfield | £7,185 |
| Buzzacott LLP | £8,500 |
| Newsquest Media & Amazon | £423 |
| Train tickets | £44 |
| Facebook marketing | £43 |
| Mark Radford Rating | £350 |
| TJV | £0 |
| Robinson Lowe Francis | £9,521 |
| Reynolds | £4,950 |
| Acivico | £500 |
| Lang conservation, Ogilvie & Dracken | £27,639 |
| Cawston - Peter Spencer | £1,715 |
| Hire It Kidderminster | £130 |
| Adrian Williams - Oak repairs | £100 |
| Birmingham Scaffold | £1,500 |

| | |
|---|--------------------|
| Stephen Bellion - Organ survey | £2,500 |
| Royal Mail - relocate postbox | £750 |
| Severn Trent - diversion | £632 |
| Wrye Council - remove bike stand | £4,261 |
| EARJBROOK | £2,300 |
| Energy Assets | £15,813 |
| Stephen Carrigan - Sound & lighting | £98,876 |
| WFDC Legal | £1,800 |
| | |
| Podium | |
| Construction | £373,811 |
| Services Diversion | £10,084 |
| National Grid | £105,793 |
| Cadent | £7,265 |
| GHA Fees | £0 |
| LANDCSAPE Fees | £31,640 |
| Artelia UK | £0 |
| Other | £24,719 |
| | |
| Contingency | £0 |
| | |
| | |
| Total Forecast Project Cost (Excl VAT) | £11,928,958 |
| | |

Key Data Summary - Dashboard

| Costs | | |
|-------|--|------------------|
| | | £ |
| 1 | Contract Sum | 8,549,615 |
| 4 | Anticipated Outturn Costs of Contract with SMML (Excl. PCSA), refer page 2 | 9,237,249 |
| | Difference between anticipated outturn costs and Contract Sum | - 687,634 |
| | SUB-TOTAL | - 687,634 |
| | | - |
| | TOTAL including additional approval | - 687,634 |

| Key Dates and Extensions of Time | |
|--|-----------------|
| Contract Commencement Date | 08 January 2024 |
| Contract Completion Date | 16 May 2025 |
| Applications for Extension of Time (calendar weeks) | none |
| Reported Delay to Completion date by Contractor in latest monthly progress report (calendar weeks) | N/A |
| Relevant matters delay costs budgeted in this Cost Report (calendar wks) | none |

| Progress : Percentage time compared to percentage spend | |
|---|---------------|
| Contract Sum | 8,549,614.73 |
| Forecast Final Account | 9,237,249.06 |
| Original Contract Duration (calendar weeks) | 72 |
| Time Elapsed (calendar weeks) at date of Valuation Nr 15 (24/02/2025) | 59 |
| % of Contract Duration | 82% |
| Current Gross Valuation of Works on site Valuation Nr 14 (20/01/2025) | £7,077,225.57 |
| % of Contract Sum | 77% |

| Progress : Actual Spend compared to Forecast |
|--|
| Refer to Appendix 1 - cash flow forecast |

SUMMARY

| | Omissions | Additions |
|--|------------------|----------------------|
| | £ | £ |
| 1.0 Contract Sum Analysis | | |
| | | 8,549,614.73 |
| 2.0 Adjustments as attached details | | |
| 2.1 Provisional Sums | 666,500.00 | 568,365.85 |
| 2.2 CA Instructions | 23,814.26 | 716,912.83 |
| 2.3 Anticipated Instructions | 12,875.74 | 105,545.65 |
| 2.4 Loss and/or expense | <u>0.00</u> | <u>0.00</u> |
| | 703,190.00 | 1,390,824.33 |
| | | <u>-703,190.00</u> |
| | | £9,237,249.06 |
| | | <hr/> <hr/> |
| | | Other Costs |
| 3.0 3.1 PCSA Final Cost | | £138,556.04 |
| 3.2 Client Held Contingency - none remaining | | £0.00 |
| | | <hr/> |
| | | £9,375,805.10 |
| | | <u>£187,634.33</u> |

| 2.2 CONTRACT ADMINISTRATOR'S INSTRUCTIONS | | | | | |
|---|------|---|-------------------------------|----------------|---------------------------------------|
| CAI Nr | Item | Description | Omissions £ | Additions £ | Status : Budget (B)/ Agreed (A) |
| 0001 | 1 | Construction issue drawings | 0.00 | 12,500.00 | B |
| 0002 | 1 | Order to be placed with VanElle as quote SN/DK/SP230060 REV F | See adjustment of Provisional | | A |
| | 2 | Main Contractor attendance, OHP and risk allowance | See adjustment of Provisional | | A |
| 0003 | 1 | Instruction to proceed with Architect's and Structural Engineer's Construction issue drawings | 0.00 | 0.00 | B |
| 0004 | 1 | Removal of asbestos | See adjustment of Provisional | | A |
| 0005 | 1 | Additional remedial works to masonry façade behind area of removal of lean - to facing courtyard. Amended scheme with oak panelling to conceal etc. | Omitted | | A |
| | 2 | Wall panelling and door lining as VO005c | | 4,545.62 | A |
| 0006 | 1 | Supply skips for client use | 0.00 | 834.00 | A |
| 0007 | 1 | Change Control 27 - Measured Building Survey - extend to Attic Space | 0.00 | 1,563.75 | A |
| 0008 | 1 | BWIC Gas Meter Relocation in Music Hall Basement | 0.00 | 990.38 | A |
| 0009 | 1 | Modification to existing services/bin store area | 0.00 | 644.52 | A |
| 0010 | 1 | Mechanical & Electrical surveys for Client Buildings insurance | 0.00 | 1,251.00 | A |
| 0011 | 1 | Renew Town Hall side Intruder Alarm, including renew alarm equipment, rewire where required and link TH side to MH side system | 0.00 | 3,172.41 | A |
| | | Works required to Green Room R.00.18 | 0.00 | 1,198.88 | A |
| | | Works required to Backstage Changing Room 02 R.00.27 | 0.00 | 495.19 | A |
| | | Works required to Backstage Changing Room 03 R.00.29 | 0.00 | 495.19 | A |
| | | Music Hall side main entrance overdoor heater | | | |
| | | It was agreed that the overdoor heater can be completely removed and stripped out | 0.00 | 184.15 | A |
| | | Works required to WCs R00.60 & 61 | 0.00 | 547.31 | A |
| | 2 | Electrical changes shown on Hydrock construction issue drawings revision C02 | 0.00 | 37,740.82 | B |
| | 3 | Electrical changes shown on Hydrock construction issue drawings revision C03 | 0.00 | 0.00 | B |
| | 4 | Electrical changes shown on Hydrock construction issue drawings revision C03 & C04 | 0.00 | 22,846.16 | B |
| | 5 | Music Hall Lighting Controls Changes | 0.00 | Omitted | N/A |
| | 6 | Relocation of the Town Hall CCTV monitor to Office 2 | 0.00 | 2,351.36 | B |
| | 7 | Revert to originally specified Hydrock light fittings | 0.00 | 49,088.67 | B |
| | 8 | Replace existing fire alarm panel | 0.00 | 3,913.68 | A |
| | 9 | Additional ceiling lights to the music hall added to enhanced lighting LUX level | 0.00 | SS by 11.7 | B |
| | 10 | Additional ceiling lights to the music hall added to enhanced lighting LUX level | 0.00 | SS by 11.7 | N/A |
| | 11 | Electrical changes shown on Hydrock construction issue drawings revision C05 & C06 | 0.00 | 7,689.93 | B |

| | | | | | |
|------|----|--|-------------------------------|--------------|---|
| | 12 | Changes to Access Control and CCTV system designs to revision C05 | 0.00 | 19,870.65 | B |
| | 13 | Removal of old existing gas suppression fire panel | 0.00 | 583.80 | B |
| | 14 | New Distribution Board and 6 No power supplies for the music hall truss hoists. | 0.00 | 4,140.95 | B |
| | 15 | Replace existing detector heads/call points and new additional detection equipment to ceiling voids | 0.00 | 27,937.79 | A |
| | 16 | Power supplies for illuminated mirrors to toilet areas | 0.00 | 1,251.00 | B |
| | 17 | Late Electrical Changes | 0.00 | 3,000.00 | B |
| | 18 | Relocate containment in Music Hall loft space due to clash with AV chain hoists | 0.00 | 3,000.00 | B |
| | 19 | Install new lighting and small power below the new extended stage | 0.00 | 2,259.36 | B |
| | 20 | Power supply for new BMS panel in room R.00.38 | 0.00 | 852.35 | B |
| | 21 | Changes to emergency light fittings in the courtyard and Town Hal main entrance lobby | 0.00 | 985.04 | B |
| | 22 | Lightning Protection system upgrade | 0.00 | 2,000.00 | B |
| | 23 | Sub_metering changes | 0.00 | 2,000.00 | B |
| | 24 | Radiant Heater panels to be spray painted RAL 8019 | 0.00 | 2,015.42 | B |
| 0012 | 1 | Investigations to establish route of existing redundant boiler flue | 0.00 | 1,303.13 | A |
| 0013 | | Revisions to Town Hall basement access and egress routes | 0.00 | 14,178.00 | B |
| 0014 | | Drainage layout revisions - agreed at nil cost | Agreed at Nil cost | | A |
| 0015 | 1 | New Podium Services Survey | 0.00 | 547.31 | A |
| 0016 | 1 | Rear Service Yard modifications | 0.00 | 5,073.26 | A |
| 0017 | | AV installation design review | | | B |
| | 1 | Additional containment for Stage Engineering, Lighting and Audio Visual installation as Hydrock drawings | 0.00 | 29,604.27 | A |
| | 2 | Additional power and data cabling for Stage Engineering, Lighting and Audio Visual installation | 0.00 | 18,106.76 | A |
| 0018 | 1 | Replacement Boiler in Music Hall basement | 0.00 | 134,446.53 | A |
| 0019 | 1 | Break out old existing chimneys room R.00.41 and remove debris from site | 0.00 | 5,877.62 | A |
| 0020 | 1 | New LV Supply | See adjustment of Provisional | | A |
| 0021 | 1 | Change music hall loft steels from PFC to I section beams | 0.00 | 312.75 | A |
| 0022 | 1 | Modifications to Music Hall Stage for increased loading | 0.00 | 2,554.13 | A |
| 0023 | 1 | Weavers Wharf new entrance door - Existing LCP paving and level alterations | 0.00 | Not required | A |
| 0024 | 1 | Additional steelwork in MH loft for AV equipment. MW Drawing 1331 - C2 | See adjustment of Provisional | | B |
| 0025 | 1 | Revisions to mechanical ventilation installation design in the Music Hall. | 0.00 | 29,651.05 | B |
| 0026 | 1 | Rainwater Goods - See DIA drawings | See adjustment of Provisional | | B |
| 0027 | 1 | Remove existing failed floor screed in the old kitchen following removal of the floor coverings and re-screed. | 0.00 | Not required | A |

| | | | | | |
|------|---|---|-------------------------------|-------------|---|
| 0028 | 1 | Dock Leveller specification revision | 0.00 | 3,783.19 | B |
| 0029 | 1 | Passenger Lift specification revision | Variation 0038 | | B |
| 0030 | 1 | Music Hall Loft Permanent Access Walkway | See adjustment of Provisional | | A |
| 0031 | 1 | Stone repairs - Bell Tower - Stone replacement | 0.00 | 6,940.97 | A |
| | 2 | Bell Tower loose cornice repair | 0.00 | 437.85 | A |
| | 3 | Bell Tower loose corbel re-fit | 0.00 | 166.80 | A |
| | 4 | Bell Tower Keystone repairs | 0.00 | 950.76 | A |
| 0032 | 1 | Roof timber repairs - Roof RS.19 additional timber repairs | 0.00 | 1,615.88 | A |
| | 2 | Roof RS.17 additional timber repairs | 0.00 | 4,806.87 | A |
| | 3 | Roof RS.20 & 26 additional timber repairs | 0.00 | 4,577.88 | A |
| | 4 | Roof RS.25 & 25a additional timber repairs | 0.00 | 2,866.88 | A |
| 0033 | 1 | Alterations to the Music Hall truss strengthening detail due to clashes with the existing joist hangers/old straps and the irregularity of the existing truss alignment | 0.00 | 5,050.91 | B |
| 0034 | 1 | U-PROV; work around grd obstacles | See adjustment of Provisional | | A |
| 0035 | 1 | Layout alterations to Male WC including new riser cupboard with concealed | 0.00 | 3,622.69 | A |
| 0036 | 1 | New partition and concealed doors to existing electrical distribution cupboard | 0.00 | 2,606.25 | B |
| 0037 | 1 | Additional plenum boxes to the Music Hall balcony ventilation system grilles | 0.00 | 1,605.45 | A |
| 0038 | 1 | Second Lift in Music Hall Foyer | 0.00 | 85,000.00 | B |
| 0039 | 1 | Attendance on intrusive fire design inspection of the building | 0.00 | 1,751.40 | A |
| 0040 | 1 | Curtain walling concealed door closer to doors D-103 & D-104 | 0.00 | 500.00 | B |
| 0041 | 1 | To be confirmed / Anticipated | See adjustment of Provisional | | B |
| 0042 | 1 | Extra cost from standard finish/colours for powder coating the Music Hall truss, banner boxes and visible cable containment an alternative RAL colour | 0.00 | 7,500.00 | B |
| 0043 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0044 | 1 | Proposed additional DIA restoration works | 0.00 | 13,917.38 | A |
| 0045 | 1 | Changing Places room existing floor infill and screed alterations | 0.00 | 1,873.37 | A |
| 0046 | 1 | D-PROV; ironmongery | See adjustment of Provisional | | A |
| 0047 | 1 | D-PROV; sc05c crittall style doors | See adjustment of Provisional | | A |
| 0048 | 1 | Accessible shower room floor level alterations | 0.00 | 1,251.00 | A |
| 0049 | | Construction issue drawing changes as SMML Review Schedule | | | |
| | 1 | GHA Drawing(18)100 | 0.00 | 2,615.63 | A |
| | 2 | GHA Drawing (18)101 | 0.00 | 9,183.33 | A |
| | 3 | GHA Drawing (18)200 | 0.00 | 5,000.00 | B |
| | 4 | GHA Drawing (18)300 | 0.00 | 1,698.56 | A |
| | 5 | GHA Drawing (22)101 | 0.00 | 4,951.88 | A |
| | 6 | GHA Drawing (31)810 | 0.00 | 7,095.36 | A |
| 0050 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0051 | 1 | Repairs to high level clerestory windows | 0.00 | 1,775.00 | A |
| 0052 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |

| | | | | | |
|------|---|--|-------------------|-------------|---|
| 0053 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0054 | 1 | D-PROV; sc10a lime plaster inc bwic | See adjustment of | Provisional | B |
| 0055 | 1 | Building repairs following water ingress. As DIA proposals | 0.00 | 4,117.88 | A |
| 0056 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0057 | 1 | Waterproof tanking to walls in the accessible shower and changing places rooms | 0.00 | 781.88 | A |
| 0058 | 1 | Brickwork infill to corner section of the existing wall in the courtyard | 0.00 | 1,696.67 | B |
| 0059 | 1 | Additional strengthening works to the existing gutter to roof RS-02 | 0.00 | 1,522.05 | A |
| 0060 | 1 | Change specification of ventilation ductwork lagging | 0.00 | 5,203.12 | B |
| 0061 | 1 | Upgrade power supply and install electric shower in the accessible shower room R00.30 | 0.00 | 2,500.00 | B |
| 0062 | 1 | D-PROV; fire stop, protect & detect [ag] | See adjustment of | Provisional | B |
| 0063 | 1 | Decoration of the Music Hall organ | 0.00 | 7,127.57 | A |
| 0064 | 1 | D-PROV; access to courtroom loft | See adjustment of | Provisional | B |
| 0065 | 1 | Extra Over Cost for supply and installation of bespoke architectural powder coated ventilation grilles in the Music Hall ceiling | 0.00 | 892.38 | B |
| 0066 | 1 | <i>Blank</i> | 0.00 | 0.00 | |
| 0067 | 1 | OMIT; UN-USED PROVISIONAL SUMS | See adjustment of | Provisional | A |
| 0068 | 1 | U-PROV; asbestos work for services | See adjustment of | Provisional | B |
| 0069 | 1 | Removal of asbestos discovered in the Music Hall Foyer during electrical ins | 0.00 | 4,557.81 | A |
| 0070 | 1 | Capping detail to existing redundant Town Hall basement escape hatch | 0.00 | 2,000.00 | B |
| 0071 | 1 | Infill existing holes in the music hall floor sleeper walls where directly below the new padstone positions | 0.00 | 990.38 | B |
| 0072 | 1 | Courtyard paving to be coated with Floorseal natural stone sealer | 0.00 | 3,000.00 | B |
| 0073 | 1 | Structural stiffening works to the existing support structure of the Music Hall organ | 0.00 | 1,237.97 | B |
| 0074 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0075 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0076 | 1 | King Charles Attic - Rooflight finishing detail | 0.00 | 2,000.00 | B |
| 0077 | 1 | Paint existing retained doors | 0.00 | 5,000.00 | B |
| 0078 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0078 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0079 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0080 | 1 | First Floor - Floor finishes revisions | 0.00 | 7,130.70 | B |
| 0081 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0082 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0083 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |

| | | | | | |
|------|---|---|-------------------------------|-------------|---|
| 0084 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0085 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0086 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0087 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0088 | 1 | <i>Blank</i> | 0.00 | Anticipated | B |
| 0089 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0090 | 1 | Additional wall chasing to the Music Hall columns at high level to conceal AV | 0.00 | 6,303.48 | A |
| 0091 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0092 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0093 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0094 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0095 | 1 | Omit signage package | 19,787.00 | 0.00 | B |
| 0096 | 1 | EFTE Roof repair | 0.00 | 11,952.94 | A |
| 0097 | 1 | Omit rear wall barbed wire and frame | 4,027.26 | 0.00 | A |
| 0098 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0099 | 1 | D-PROV; cast iron vent pipes (Alteration of existing overhead soil pipes) | See adjustment of Provisional | | B |
| 0100 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0101 | 1 | Music Hall ceiling below the balcony specification change | 0.00 | 2,148.60 | B |
| 0102 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0103 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0104 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0105 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| 0106 | 1 | To be confirmed / Anticipated | 0.00 | Anticipated | B |
| | | To Summary | 23,814.26 | 716,912.83 | |

Notes/Exclusions

1. Exclusions

- a) VAT.
- b) Professional fees and expenses.
- c) Statutory fees, including Planning and S106 fees and contributions.
- d) Other development costs/charges that sit outside of the Contract; these include:
 - AV equipment and installation;
 - ICT hardware;
 - Costs associated with Party Wall agreements (surveyors fees etc);
 - Costs associated with Rights of Light;
 - Client security costs
 - Cost of joint names building works insurance policy.

2. Activities within this period

- a) This report encompasses the financial effect of Contract Administrators Instruction's No. 1 - 106. Refer to section 2.2 for instructed CAI's.
- b) The report also includes for the estimated cost of any anticipated variations, either claimed by the contractor or expected to be instructed by the Contract Administrator. Refer to section 2.3.
- c) This report does not include any adjustments to client's budgets or any contingencies held outside of the Contract.
- d) No adjustment as yet included against likely scope review/reductions within the Stage Right AV/IT costs, currently being reviewed.
- e) Following a review of the provisional sums several have been identified as offering a potential saving. VO0067 accounts for the agreed reduction of provisional sums and a further meeting is planned to agree further savings.

3. Current risks and issues identified

- a) We note that there is no remaining contingency on the main project with the inclusion of the most recent variations. Costs are currently reported at £193,634.33 over the original budget, therefore the budget will need to be carefully managed for the remainder of the project to avoid a loss of financial control of the project

| 2.1 PROVISIONAL SUMS, CONTINGENCIES AND DAYWORKS | | | | | | | |
|--|--|-------------|----------------|----------------|---------------------------------------|---------|-------------------|
| Ref | Brief Description | Amount £ | Omissions £ | Additions £ | Status : Budget (B)/ Agreed (A) | C.A.I. | Note |
| | <u>Defined Provisional Sums</u> | | | | | | |
| 1 | D-PROV; access to courtroom loft | - | | | | | |
| 2 | D-PROV; adjust MH's in courtyard | 4,000 | 4,000 | - | | CAI0067 | Omitted in CAI067 |
| 3 | D-PROV; bilco hatch music rm attic | - | | | | | |
| 4 | D-PROV; bulkhead to ventilation zone 4 | 3,000 | | | | | |
| 5 | D-PROV; bwic with stage right | 10,000 | | | | | |
| 6 | D-PROV; cast iron vent pipes | 3,000 | 3,000 | 2,773 | B | VO0099 | |
| 7 | D-PROV; courtyard ex rainwater alts | 3,000 | 3,000 | 4,675 | B | VO0092 | |
| 8 | D-PROV; cubd to dist board in wc | 1,000 | | | | | |
| 9 | D-PROV; drain highway permits etc | 2,500 | 2,500 | - | | CAI0067 | Omitted in CAI067 |
| 10 | D-PROV; drains thro new founds | 1,000 | | | | | |
| 11 | D-PROV; ex courtyard timber dentil | 1,000 | | | | | |
| 12 | D-PROV; existing fire door upgrade | 5,000 | | | | | Potential saving |
| 13 | D-PROV; extra latex / mg floors | 2,500 | | | | | |
| 14 | D-PROV; fire compart. to walkway | 20,000 | | | | | |
| 15 | D-PROV; fire officer [exclude] | - | | | | | |
| 16 | D-PROV; fire stop, protect & detect | 60,000 | 60,000 | 30,633 | | VO0062 | |
| 17 | D-PROV; fit access control to doors | 2,500 | 2,500 | - | | CAI0067 | Omitted in CAI067 |
| 18 | D-PROV; floor access hatch | 3,000 | 3,000 | 3,836 | | VO0064 | |
| 19 | D-PROV; galv or s/s rwp in courtyard | 4,000 | | | | | |
| 20 | D-PROV; gutter scaffold support | 5,000 | | | | | |
| 21 | D-PROV; int & ext statutory signage | 3,000 | | | | | |
| 22 | D-PROV; ironmongery | 12,000 | 12,000 | 13,130 | B | VO0046 | |
| 23 | D-PROV; joints in masonry | 1,500 | | | | | |
| 24 | D-PROV; m&e bwic | 120,000 | 120,000 | 171,643 | B | VO041 | |
| 25 | D-PROV; make good to second glazing | 2,000 | | | | | Potential saving |
| 26 | D-PROV; movement joint | 3,000 | | | | | |
| 27 | D-PROV; music gallery seat work | 1,000 | | | | | |
| 28 | D-PROV; music hall control desk work | 1,000 | | | | | |
| 29 | D-PROV; music hall lighting bar | 1,000 | | | | | |
| 30 | D-PROV; music hall loft access walk | 25,000 | 25,000 | 29,651 | A | CAI0030 | |
| 31 | D-PROV; music hall plaster repairs | - | | | | | |
| 32 | D-PROV; music hall upper vents | 1,000 | 1,000 | - | | CAI0067 | Omitted in CAI067 |
| 33 | D-PROV; music rm ceiling & cornice | 2,500 | | | | | |
| 34 | D-PROV; n.grid disconnection | 3,500 | 3,500 | - | | CAI0067 | Omitted in CAI067 |
| 35 | D-PROV; photographic roof survey | 3,000 | | | | | |
| 36 | D-PROV; plaster repair to cafe area | - | | | | | |
| 37 | D-PROV; protect existing drainage | 1,000 | 1,000 | - | | CAI0067 | Omitted in CAI067 |
| 38 | D-PROV; rainwater | 21,000 | 21,000 | 16,883 | B | CAI0026 | |
| 39 | D-PROV; repairs to bwk in cafe area | - | | | | | |
| 40 | D-PROV; roof design etfe to event rm | 2,500 | 2,500 | - | | CAI0067 | Omitted in CAI067 |
| 41 | D-PROV; sc05c crittall style doors | 31,000 | 31,000 | 36,795 | B | VO0047 | |
| 42 | D-PROV; sc05d glazed bifold doors | 20,000 | 20,000 | 11,144 | B | VO0081 | |
| 43 | D-PROV; sc10a lime plaster inc bwic | 75,000 | 75,000 | 93,215 | B | VO0054 | |
| 44 | D-PROV; sc58 conservation windows | 15,000 | 15,000 | - | B | VO0093 | |
| 45 | D-PROV; sc59 metal window alts | 2,500 | 2,500 | 9,168 | B | VO0083 | |
| 46 | D-PROV; second steelwork excl m&e | 7,500 | 7,500 | - | B | VO0082 | |
| 47 | D-PROV; stage right secondary steelwork in MH loft | 15,000 | 15,000 | 16,951 | A | CAI0024 | |
| 48 | D-PROV; temp rainwater | 1,000 | 1,000 | 3,055 | B | VO0074 | |
| 49 | D-PROV; ties from steel to bwk/exp | 1,400 | | | | | |
| 50 | D-PROV; trimming fire door bottoms | 2,500 | | | | | |
| 51 | D-PROV; upgrading exist fire doors | 2,500 | | | | | |
| 52 | D-PROV; work to cornices & ceilings | 2,500 | | | | | |
| | Carried Forward | 510,400 | 431,000 | 443,553 | | | |

| 2.1 PROVISIONAL SUMS, CONTINGENCIES AND DAYWORKS | | | | | | | |
|--|--|-------------|----------------|----------------|---------------------------------------|---------|-------------------|
| Ref | Brief Description | Amount £ | Omissions £ | Additions £ | Status : Budget (B)/ Agreed (A) | C.A.I. | Note |
| | Brought Forward | 510,400 | 431,000 | 443,553 | | | |
| | <u>Undefined Provisional Sums</u> | | | | | | |
| 1 | U-PROV; access for forming holes | - | | | | | |
| 2 | U-PROV; asbestos removal | 5,000 | 5,000 | 7,569 | B | CAI0004 | |
| 3 | U-PROV; asbestos work for services | 2,500 | 2,500 | 1,192 | A | VO0068 | |
| 4 | U-PROV; basement air supply vent | 5,000 | 5,000 | 931 | B | VO0106 | |
| 5 | U-PROV; basement works | 3,000 | | | | | |
| 6 | U-PROV; clean bwk after ext removed | 4,000 | | | | | |
| 7 | U-PROV; contaminated grnd | 3,500 | 3,500 | - | | CAI0067 | Omitted in CAI067 |
| 8 | U-PROV; drainage repair & conn prep | - | | | | | |
| 9 | U-PROV; existing courtyard services | - | | | | | |
| 10 | U-PROV; fire door upgrade | - | | | | | |
| 11 | U-PROV; fire protect steelwork | 4,000 | 4,000 | 2,494 | B | VO0084 | |
| 12 | U-PROV; floor transition strips | - | | | | | |
| 13 | U-PROV; front steps & lift | - | | | | | |
| 14 | U-PROV; further drainage not shown | - | | | | | |
| 15 | U-PROV; guano removal | - | | | | | |
| 16 | U-PROV; kitchen alts R.00.18 | - | | | | | |
| 17 | U-PROV; m&e ceiling repair for runs | 18,000 | | | | | |
| 18 | U-PROV; m&e increased assembly reqd | 7,500 | | | | | |
| 19 | U-PROV; make good holes from surveys | 2,000 | | | | | |
| 20 | U-PROV; make good stage wall | 10,000 | 10,000 | 813 | B | VO0087 | |
| 21 | U-PROV; new electric supply | 60,000 | 60,000 | 37,296 | A | CAI0020 | |
| 22 | U-PROV; obstructions in ground | - | - | 2,409 | B | - | |
| 23 | U-PROV; piling | 66,626 | 66,626 | 66,626 | A | CAI0002 | |
| 24 | U-PROV; pre-completion sound testing | 1,000 | | | | | |
| 25 | U-PROV; prop adhoc work in loft | - | | | | | |
| 26 | U-PROV; remove clad / make good | - | | | | | |
| 27 | U-PROV; remove fire fighting equip | 500 | | | | | |
| 28 | U-PROV; remove signs & make good | 1,000 | | | | | |
| 29 | U-PROV; removing roof metalwork | 1,500 | 1,500 | 463 | B | VO0075 | |
| 30 | U-PROV; repairs after services removal | 7,500 | | | | | |
| 31 | U-PROV; samples & mock ups | - | | | | | |
| 32 | U-PROV; softspots | 4,000 | 4,000 | - | | CAI0067 | Omitted in CAI067 |
| 33 | U-PROV; softspots | 4,000 | 4,000 | 5,021 | A | CAI0034 | |
| 34 | U-PROV; stage centre floor repairs | 1,000 | | | | | |
| 35 | U-PROV; stage right / elec scope gap | 5,000 | | | | | |
| 36 | U-PROV; upgrade ex for new fixings | - | | | | | |
| 37 | U-PROV; work around grnd drainage [sml] | 4,000 | 4,000 | - | | CAI0067 | Omitted in CAI067 |
| 38 | U-PROV; work around grnd obstacles [sml] | 4,000 | | | | | |
| 39 | U-PROV; work around grnd services [ag] | 4,000 | | | | | |
| 40 | U-PROV; work vent to plenum | 1,000 | | | | | |
| 41 | U-PROV, Catering Equipment | 85,374 | 65,374 | - | | | |
| | Total Provisional Sums | | | | | | |
| | Carried to Summary | 825,400 | 666,500 | 568,366 | | | |

| 2.3 ANTICIPATED INSTRUCTIONS | | | | |
|-------------------------------------|--|-------------------------------|-----------------|---------------------------------------|
| Ref | Description | Omissions £ | Additions £ | Status : Budget (B)/ Agreed (A) |
| 0011 | Other additional services to be reviewed | 0.00 | 15,000.00 | B |
| 011.5 | Music Hall Lighting Controls Changes | 0.00 | Not required | A |
| 011.9 | Additional ceiling lights to the music hall added to enhanced lighting LUX level | 0.00 | SS by 11.7 | B |
| 0041 | D-PROV; m&e bwic | See adjustment of Provisional | | B |
| 0043 | Bird Protection | 0.00 | 2,000.00 | B |
| 0045 | Changing Places room existing floor infill and screed alterations | 0.00 | Instructed | B |
| 0046 | D-PROV; ironmongery | See adjustment of Provisional | | B |
| 0047 | D-PROV; sc05c crittall style doors | See adjustment of Provisional | | B |
| 0050 | Corn Exchange ceiling repair/replacement. | 0.00 | 12,000.00 | B |
| 0052 | Roof RF035a scope changes | 12,875.74 | 0.00 | B |
| 0053 | New Kitchen ventilation changes | 0.00 | 6,262.30 | B |
| 0056 | New Podium | 0.00 | Separate budget | B |
| 0074 | D-PROV; temp rainwater | See adjustment of Provisional | | B |
| 0075 | U-PROV; removing roof metalwork | See adjustment of Provisional | | B |
| 0078 | Courtyard staircase design changes | 0.00 | 2,000.00 | B |
| 0079 | Retaining Wall at new podium junction | 0.00 | 4,000.00 | B |
| 0081 | D-PROV; sc05d glazed bifold doors | See adjustment of Provisional | | B |
| 0082 | D-PROV; second steelwork excl m&e | See adjustment of Provisional | | B |
| 0083 | D-PROV; sc59 metal window alts | See adjustment of Provisional | | B |
| 0084 | U-PROV; fire protect steelwork [ag] | See adjustment of Provisional | | B |
| 0085 | D-PROV; fire compart. to walkway | | 0.00 | B |
| 0086 | D-PROV; existing fire door upgrade | | 0.00 | B |
| 0087 | U-PROV; make good stage wall | See adjustment of Provisional | | B |
| 0089 | Storm Damage Roof Repairs | 0.00 | 9,445.05 | B |
| 0091 | Alteration to installed ductwork in new café | 0.00 | 3,500.00 | B |
| 0092 | D-PROV; courtyard ex rainwater alts & galv or s/srwp in courtyard | See adjustment of Provisional | | B |
| 0094 | Roof Access and Maintenance strategy | 0 | 4,000 | B |
| 0098 | Re-point existing courtyard brickwork | 0 | 4,000 | B |
| 0100 | Plywood capping to Music Hall ventilation outlets | 0 | 3,000 | B |
| 0102 | Roof Access and Maintenance strategy | 0 | 10,000 | B |
| 0103 | Replacement Fan in new GF Office 01 room R.00.49 | 0 | 6,418 | B |
| 0104 | Replacement Fan in new King Charles roof space | 0 | 22,527 | B |

| | | | | |
|---|---|-------------------------------|---------|---|
| 0105 | Remove existing window from room E-077 (Disabled WC) in the courtyard entrance and infill with brickwork externally and plasterboard/skim and paint internally. | 0 | 1,394 | B |
| 0106 | U-PROV; basement air supply vent | See adjustment of Provisional | | B |
| N/A | ETFE & Rood damage - the costs associated with the damage to the ETFE and roof caused by the storm are not included as these will be claimed back against KTC insurance | | | |
| Total Anticipated Instructions Carried to Summary | | 12,876 | 105,546 | |



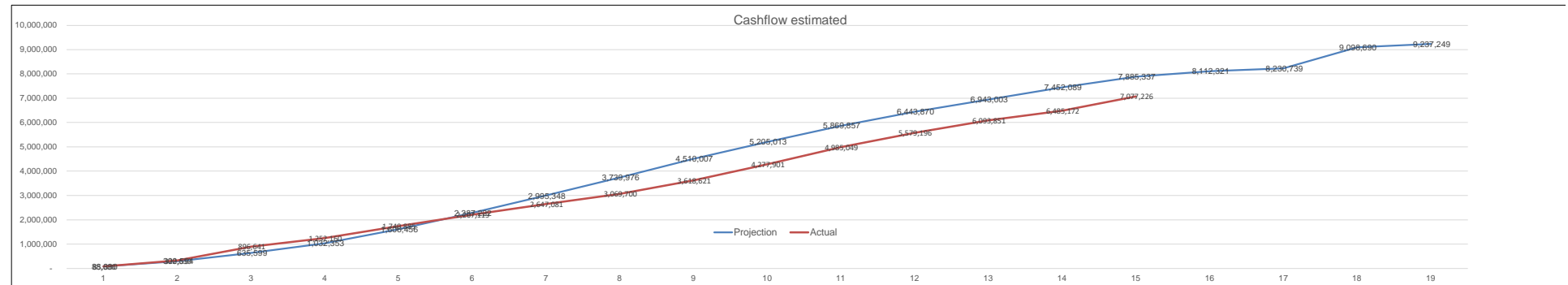
Appendix 1

Cashflow Forecasts

- a) SMML Contract Updated Forecast
- b) Overall Project Costs Forecast

APPENDIX 1 - CASH FLOW TRACKER

| Valuation No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Due date | 10/01/2024 | 15/02/2024 | 21/03/2024 | 18/04/2024 | 16/05/2024 | 20/06/2024 | 18/07/2024 | 15/08/2024 | 19/09/2024 | 17/10/2024 | 01/11/2024 | 29/11/2024 | 27/12/2024 | 17/01/2025 | 24/02/2025 | 24/03/2025 | 24/04/2025 | 19/05/2025 | 16/06/2025 |
| Payment date by | 31/01/2024 | 07/03/2024 | 11/04/2024 | 09/05/2024 | 06/06/2024 | 11/07/2024 | 08/08/2024 | 05/09/2024 | 10/10/2024 | 07/11/2024 | 22/11/2024 | 20/12/2024 | 17/01/2025 | 07/02/2025 | 17/03/2025 | 14/04/2025 | 15/05/2025 | 09/06/2025 | 07/07/2025 |
| Contractor Projection - SMMML cashflow forecast estimate | | | | | | | | | | | | | | | | | | | |
| Total Net Valuation (after retention) | 88,330 | 300,594 | 635,599 | 1,032,353 | 1,606,456 | 2,287,222 | 2,995,348 | 3,739,976 | 4,510,007 | 5,205,013 | 5,869,857 | 6,443,870 | 6,943,003 | 7,452,089 | 7,885,337 | 8,112,321 | 8,230,739 | 9,098,690 | 9,237,249 |
| Net Value in period | 88,330 | 212,265 | 335,004 | 396,754 | 574,103 | 680,766 | 708,127 | 744,627 | 770,031 | 695,006 | 664,845 | 574,013 | 499,133 | 509,086 | 433,248 | 226,984 | 118,418 | 867,951 | 138,559 |
| Actual Valuation | | | | | | | | | | | | | | | | | | | |
| Total Net Valuation (after retention) | 85,680 | 322,630 | 896,641 | 1,252,160 | 1,740,885 | 2,207,119 | 2,647,081 | 3,069,700 | 3,618,621 | 4,277,901 | 4,985,049 | 5,579,196 | 6,093,851 | 6,485,172 | 7,077,226 | | | | |
| Net Value in period | 85,680 | 236,950 | 574,011 | 355,519 | 488,725 | 466,234 | 439,962 | 422,618 | 548,922 | 659,279 | 707,149 | 594,147 | 514,654 | 391,321 | 592,054 | | | | |
| Difference between actual and projected | - 2,650 | 22,036 | 261,042 | 219,807 | 134,429 | - 80,103 | - 348,267 | - 670,276 | - 891,386 | - 927,112 | - 884,808 | - 864,674 | - 849,152 | - 966,917 | - 808,111 | | | | |



SUMMARY COMMENTS as at Payment Recommendation nr 14 dated 23/01/2025

SMMML Cash Flow projection issued in January 2024 is the basis for the estimated figures.

Current projected expenditure at 70% of Contract Sum although time expired actually 75% and we would always expect a slight lag against this measure until later in the project.

Note: The cashflow forecast is an approximate guide only. Costs relate to construction cost only and VAT is excluded.

Kidderminster Town Hall

Post Contract Phase Cost Breakdown and Cashflow Forecast

| Cost heading | Feb-25 | | | | | | | | 2026 | | Totals |
|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|--------------|-------------------|
| | | Mar | Apr | May | June | July | Aug | Sept | June | Sept | |
| Construction | | | | | | | | | | | |
| SMML Main Contract | 7,077,226 | 573,248 | 511,091 | 452,116 | 485,560 | 0 | 0 | 0 | 138,008 | 0 | 9,237,249 |
| SMML PCSA | 133,412 | 0 | 0 | 0 | 0 | 5,144 | 0 | 0 | 0 | 0 | 138,556 |
| Professional fees relating to any of the above (capital) | | | | | | | | | | | |
| Gleeds (Perfect Circle) | 219,871 | 10,481 | 11,694 | 11,258 | 11,258 | 11,258 | 11,258 | 11,258 | 0 | 0 | 298,336 |
| GHA | 530,376 | 16,195 | 16,195 | 16,195 | 19,736 | 11,566 | 19,736 | 19,736 | 15,837 | 0 | 665,575 |
| GHA (Amendments) | 6,479 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,479 |
| MGAC (Principal Designer)? | 3,500 | 500 | 577 | 435 | 0 | 0 | 435 | 9,021 | 0 | 0 | 14,467 |
| Mann Williams | 131,380 | 3,508 | 0 | 0 | 3,508 | 0 | 0 | 0 | 0 | 0 | 138,396 |
| Acoustic Hoare Lee | 30,305 | 780 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,085 |
| Catering (Mark Hobbs) | 15,770 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,770 |
| Hydrock | 208,931 | 2,223 | 1,228 | 0 | 0 | 0 | 3,750 | 0 | 0 | 0 | 216,132 |
| Hydrock (Fire Engineer) | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | 0 | 0 | 0 | 5,000 |
| Stage Right | 61,338 | 797 | 797 | 797 | 797 | 0 | 0 | 0 | 0 | 0 | 64,527 |
| Artelia UK | 85,223 | 1,909 | 1,909 | 1,909 | 1,909 | 1,297 | 1,000 | 0 | 0 | 0 | 95,156 |
| Artelia UK Uplift + Podium | 3,740 | 6,498 | 748 | 4,759 | 4,759 | 1,500 | 2,945 | 0 | 0 | 0 | 24,949 |
| Access Included Ltd | 6,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,100 |
| Other Costs | | | | | | | | | | | |
| Worcestershire Archaeology | 4,057 | 3,792 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,848 |
| Invigour | 30,712 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30,712 |
| Planning, B'Regs | 438 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 438 |
| Legal Costs (Osbourne Clark) | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 |
| Anthony Collins (Legal) | 16,933 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,933 |
| Cavetto (Party Wall) | 2,375 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,375 |
| Cogent | 3,420 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,420 |
| Gallaghers (Insurance) | 32,420 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,420 |
| FMG (Business Case) | 10,405 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,405 |
| VAT Consultant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FFE/Fit-out | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Surveys and investigations | 24,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,200 |
| Consultation/exhibition/communications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Worcestershire CC (L3 Building Report) | 2,650 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,650 |
| Decant/recant - Whiternove | 3,350 | 0 | 0 | 0 | 13,404 | 0 | 0 | 0 | 0 | 0 | 16,754 |
| Pre-opening costs | 0 | 0 | 0 | 20,000 | 20,000 | 0 | 0 | 0 | 0 | 0 | 40,000 |
| Other costs from KTC Ledger | | | | | | | | | | | |
| Indigo Cultural Consulting | 34,950 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34,950 |
| Sainsburys & Catering | 232 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 232 |
| Faerfield | 7,185 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,185 |
| Buzzacott LLP | 8,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,500 |
| Newsquest Media & Amazon | 423 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 423 |
| Train tickets | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 44 |
| Facebook marketing | 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 43 |
| Mark Radford Rating | 350 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 350 |
| TJV | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robinson Lowe Francis | 9,521 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9,521 |
| Reynolds | 4,950 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,950 |
| Acivico | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 |
| Lang conservation, Ogilvie & Dracker | 27,639 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27,639 |
| Cawston - Peter Spencer | 1,715 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,715 |
| Hire It Kidderminster | 130 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 130 |
| Adrian Williams - Oak repairs | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
| Birmingham Scaffold | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 |
| Stephen Bellion - Orqan survey | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,500 |
| Royal Mail - relocate postbox | 750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 750 |
| Severn Trent - diversion | 632 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 632 |
| Wrye Council - remove bike stand | 4,261 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,261 |
| EARJBROOK | 2,300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,300 |
| Energy Assets | 15,813 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,813 |
| Stephen Carrigan - Sound & lighting | 98,876 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 98,876 |
| WFDC Legal | 1,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,800 |
| Podium (inc Professional Fees) | | | | | | | | | | | |
| Construction (SMML) incl prelims | 0 | 0 | 44,392 | 50,000 | 70,000 | 80,000 | 80,000 | 43,811 | 0 | 5,608 | 373,811 |
| BT Openreach Services Diversion | 5,445 | 4,639 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,084 |
| National Grid | 105,793 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 105,793 |
| Cadent | 7,265 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,265 |
| GHA Fees | Incl above | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| One Environment + add fees | 28,640 | 1,000 | 1,000 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 31,640 |
| Artelia UK | Incl above | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 3,000 | 5,000 | 5,000 | 5,000 | 4,000 | 2,719 | 0 | 0 | 24,719 |
| Contingency | | | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 9,021,467 | 625,571 | 592,632 | 563,469 | 635,931 | 115,765 | 128,124 | 86,545 | 153,845 | 5,608 | 11,928,958 |

End of March 2025 9,647,038

Part of international,
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Business Development Lead

Salary: LC2 - SCP 29 – SCP 32

£38,626 to £41,511 pa

Kidderminster Town Hall is set to reopen in September 2025 following an extraordinary £12M regeneration, with £8.2M funded by the Government's Levelling Up Fund and the balance by the Town Council. This iconic Grade II listed venue is being transformed into a premier destination for events, entertainment, and weddings, boasting a stunning new covered courtyard, upgraded performance spaces, and beautifully restored heritage features. With modernised facilities and a renewed sense of grandeur, the Town Hall is ready to cement its reputation as the cultural heart of Kidderminster.

This is an exciting opportunity for an experienced and ambitious Venue/Event Manager to play a pivotal role in shaping the future of this landmark venue. As Business Development Lead, you will drive growth, establish strategic partnerships, and elevate the Town Hall's profile as a must-visit destination. With a beautifully restored venue and state-of-the-art facilities at your disposal, you will have the opportunity to curate an engaging programme of events and maximise the Town Hall's potential as a thriving community and commercial hub.

Responsibilities include producing and delivering an ongoing business plan. Monitoring performance and quality and ensuring income targets are delivered.

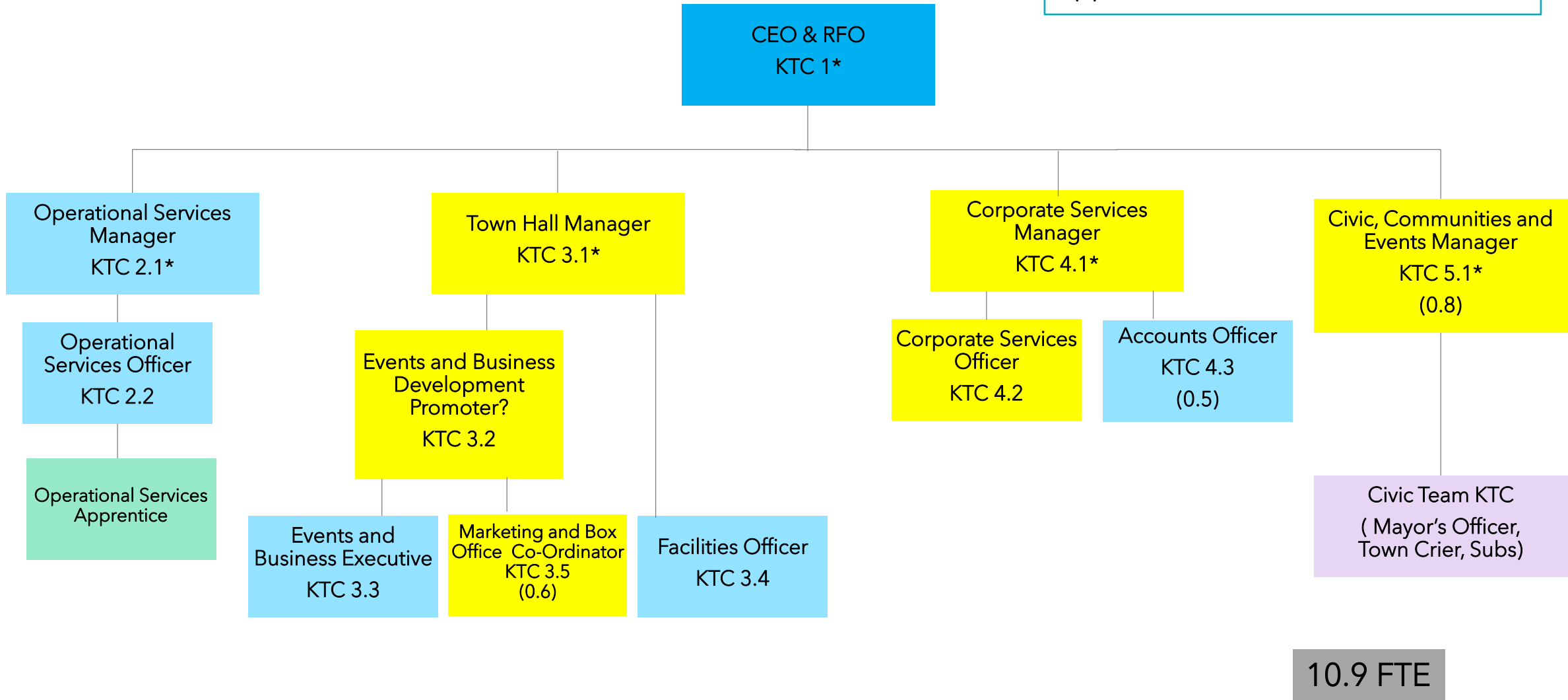
If you would like to find out more about this exciting opportunity then please email Annie Wills - Annie.Wills@Kidderminstertowncouncil.gov.uk or visit www.kidderminstertowncouncil.gov.uk/vacancies/ to download the Job pack.

Closing Date for applications **Noon Tuesday 22nd April 2025**

Interviews will be held on **Tuesday 6th May 2025**

Kidderminster Town Council

Organisation chart -structure approved 13.03.25.



KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of Previous Meeting
4. Town Hall Transformation Project
5. NLHF – A Journey Through Kidderminster’s Town Hall
6. Questions/Petitions from members of the public

| Meeting Date | Item |
|--------------------------------------|--|
| 30th May 2024 | To receive the Scheme of Delegations and Terms of Reference for the Town Hall Committee. To recommend Policy for approval by Full Council. |
| | Town Hall Vision To consider the Council’s vision for the future use and purposes of the Town Hall. |
| 9th September 2024 | Town Hall Transformation Project – Financial Update? To update on the current status. |
| | Appointment of Business consultants |
| 16th December 2024 | Budget 2025/2026 To recommend a Town Hall Budget to the Finance and Overview Committee. |
| | Town Hall Transformation Project –To update on current status |
| | Podium- To receive a proposal of an amended Podium Design. |
| | Business Model – To receive an update from the Business consultant on expressions of interest. |
| | Implementation Plan Update |
| 27th March 2025 | Reopening the Town Hall – Food & Beverage EOIs |
| | Town Hall Transformation Project – Construction and Financial updates |
| | NLHF – A Journey Through Kidderminster’s Town Hall |
| | |