

**CLIENT** Kimpton Parish Council  
**PROJECT** The Pavilion  
**PROJECT TYPE** Refurbishment - Reduced Scope  
**PROJECT REPORT** No.2  
**DATE** 13/02/2024

Approved Project Budget		Project Budget Update		Paid to date	Balance Remaining
<b>Construction Cost</b>		<b>Agreed Contract Sum</b>			
Scope of Works	£94,526	Stellar Developments Ltd	£100,549		
Agreed additional items	£3,302				
Café additional items	£2,720				
<b>Total Construction Cost (excl VAT)</b>	<b>£100,549</b>	<b>Contract Sum</b>	<b>£100,549</b>		
		<b>Contract Instructions (CAIs)</b>			
		Instructed to date (CAI 001 - 016)	£3,386		
		Anticipated (say)	£2,500		
		<b>Anticipated Final Account</b>	<b>£106,435</b>	<b>£56,202</b>	<b>£50,233</b>
Security shutters (7 no.)	£10,640	Security shutters (8 no.) incl remote and fobs	£11,300	£3,300	£8,000
Securi Door revised quotation 17/10/23		Securi Door revised quotation 24/01/24		114	£636
		External painting materials (say)	£750		
<b>Total Refurbishment Cost (excl VAT)</b>	<b>£111,189</b>	<b>Total Refurbishment Cost (excl VAT)</b>	<b>£118,485</b>	<b>£59,616</b>	<b>£58,869</b>
<b>Revenue expenditure</b>		<b>Revenue expenditure: Fees</b>			
Outstanding fees	£2,000.00	Cost Consultant	£580	580	£0
		Principal Designer	£995	770	£225
		Contract Administrator	£990	£0	£990
<b>Net Total</b>	<b>£113,189</b>	<b>Net Total</b>	<b>£2,565</b>	<b>£60,966</b>	<b>£60,084</b>
		<b>Contingency</b>			
Construction Contingency allowance	10.00% £10,055	Construction Contingency allowance	£10,055		
		CAIs (instructed and anticipated)	£5,886		
		Shutters (£11,300 - £10,640)	£660		
		External painting materials (say)	£750		
		Fees (£2,565 - £2,000)	£565		
		<b>Remaining Original Contingency</b>	<b>£7,861</b>	£0	£2,194
<b>Total Project Budget (excluding VAT)</b>	<b>£123,244</b>	<b>Total Project Budget (excluding VAT)</b>	<b>£123,244</b>	<b>£60,966</b>	<b>£62,278</b>
VAT	0.00% £0	VAT	0.00% £0.00		
<b>Current Total Project Budget</b>	<b>£123,244</b>	<b>Current Total Project Budget</b>	<b>£123,244</b>		
Total Income (funding & contributions)	£126,721	Total Income (funding & contributions)	£124,755		
<b>Surplus/Deficit</b>	<b>£3,477</b>	<b>Current Surplus/Deficit</b>	<b>£1,511</b>		

**Approved Project Budget (PC Meeting 25/10/23)** £123,300

<b>Unanticipated Expenditure</b>	
Replace entire roof covering with black/grey felt (tenders received from Accurate Flat Roofing £17,500 plus £1,100 contingency for timber repairs)	£18,600
Less - current contingency	£2,194
Less current surplus	£1,511
<b>Resultant Surplus/Deficit</b>	<b>£14,895</b>

Funding/Income - Updated 03/11/23		Funding/Income - Updated 05/01/24	
KPC, from reserves	£50,000	KPC, from reserves	£50,000
External funding		External funding	
National Lottery Community Fund	£10,000	National Lottery Community Fund	£10,000
North Herts Council Community Fund	£1,000	North Herts Council Community Fund	£1,000
Herts County Council Locality Budget	£1,000	Herts County Council Locality Budget	£1,000
	£12,000		£12,000
Total KPC/local funding	£62,000	Total KPC/local funding	£62,000
Community Ownership Fund Match funding	£62,000	Community Ownership Fund Match funding	£62,000
Total Funding	£124,000	Total Funding	£124,000
Tenant contributions		Tenant contributions	
Café	£2,721	Café	£755
Fitness Suite	£0	Fitness Suite	£0
	£2,721		£755
<b>Total Income (funding &amp; contributions)</b>	<b>£126,721</b>	<b>Total Income (funding &amp; contributions)</b>	<b>£124,755</b>

<b>Report</b>	No.2 Week 10 of 15	<b>RAG Status</b>
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**H&S**

No reportable accidents have occurred within this period  
Site inspection carried out by RLP Surveyors the Principal Designers, on 16 January 2024. Two recommendations, one has been actioned. SDL to ensure that all fire extinguishers are clean, visible and accessible.



**Works Carried out this Period**

SDL have been progressing well  
All structural and a majority of joinery work has been completed, including the installation of ironmongery  
1st fix electrics and plumbing has been completed  
The hot water cylinder to the kitchen has been installed in the attic  
Vinyl flooring has been laid in the WCs to allow the sanitaryware to be fitted  
Repairs to replace the rotten decking and balustrading has been completed  
Decoration is progressing



**Programme**

SDL reported on 2 February 2024 that works are on programme to complete by 15 March 2024, the contract completion date and that the café kitchen will be ready on 15 February 2024 for the tenant to commence fitting out



**Works Planned Next Period**

2nd fix plumbing - installation of all sanitaryware commenced 9 February 2024  
2nd fix electrics including all lights and equipment installation is to commence on 13 February  
Complete all vinyl flooring  
Complete all decorations



**Instructions**

16 Instructions have been issued to date



**Budget**

After allowing for the instructions issued to date and those currently anticipated, as well as the reduced cost of the shutters by altering the existing entrance shutter rather than replacing it, the remaining original construction contingency has increased slightly to £2,944. The project surplus remains at £1,511  
Therefore the total remaining unspent amount of the original budget is currently £4,455 (£2,944 + £1,511)



**Risks & Issues**

Four tenders have been received to date for the re-placement roof covering from specialist companies all of whom provide a workmanship and materials guarantee for their installation. Harpenden Roofing who initially provide the budget of £12,000 (+ VAT) that was included in our first report, were unable to provide a guarantee, so withdrew from the tender.  
Three tenders have been received for the works which range from £17,495 to £18,566. A contingency will need to be added to the tender price to allow for replacing any defective/rotten timber discovered.  
A fourth tender is awaited from the main contractor Stellar Developments, which is expected early w/c 12 February. A summary tender report will be issued when all final costs have been submitted. Assuming an expenditure of £18,600 for the roof works and allowing for the current remaining contingency (£2,944) the project overspend is likely to be in the region of £10,000 (£18,600 - £3,904 - £



**Progress Photos**



North Elevation



Main Entrance Door



Fitness Suite



Café Servery