

Harwell Parish Council

Minutes of a Staff Building Sub-Committee meeting held on Friday 19th February 2021
at 6.00 pm via Zoom

Present: D Turner (Chair) D Roberts M Ricketts S Taylor (Parish Clerk)

1. Approve minutes of previous meeting

2 sets of minutes **APPROVED**.

2. Discuss progress of the building project & updates from last meeting

- Hardcore being laid for pathway. Damp course level reached.
- Clerk to remind Mr Monk re: laying of boards to minimise mud between building site and play area
- Clerk has checked about SSEN having correct building location/positioning; awaiting final confirmation via Mr Monk, plus confirmation that installation date is ok with Vitex.
- Clerk has received the MPAN and has approached suppliers -Octopus will not install a meter but ecotricity installs meters for free. Awaiting response. Committee agreed that supplier should be green energy provider if possible.
- Thames Water site meeting arranged to clarify point of entry into building.
- Building Control site visit made – awaiting invoice.
- SSEN quote for extending cable to garage ongoing.
- Scouts – extending new supply to go to pavilion – awaiting confirmation of information/details of payments etc.

Vitex had an issue with council's payment -clerk will check immediately after meeting and confirm payment was made earlier in week.

3. Approve any necessary emergency payments up to £500

4. Matters for discussion at next meeting

Report following TW site meeting.

Meeting closed 6.15 pm.

Minutes prepared by Mrs S Taylor (Parish Clerk)

Signed.....Date.....