



DETAILS	CURRENT	ACTION BY	TIMEFRAMES
<p>Agree the Employment Agreement with the approved architects and terms of reference for the project including</p> <ul style="list-style-type: none"> Costs, updated tender process, specification re supervision of the contract specification re procurement of works in line with current planning permission development of ongoing maintenance contract 	<p><u>15 May 2023</u>: PPIY confirmed they would accept the project (email)</p> <p><u>19 June 2023</u>: Revised terms of the Agreement and costs received PPIY will be administrator (administer the contract) and Principal Designer for the project. They will sign off the works on completion. Fixed fee of £2287.00 plus VAT (current rate 20%)</p> <p><u>04 July 2023</u>: Reviewed by Parish Council – clarity required regarding potential additional costs to re-tender to support grant applications and in the absence of Parish Council resolution to commit any funds from Reserves.</p> <p><u>05 July 2023</u>: PPIY responded confirming “I am content to include the retendering of the scheme in the quotation already submitted with no additional charge. I am also content to proceed with this initial work at my risk.”</p> <p>ACTION (to be agreed): PPIY to approach previous specialist contractors for updated prices at no cost – is this instructed by PC as the Employer in the new Agreement.</p>	<p>SG, CADPC TN, CADPC EO’N, CADPC CH, CFoR</p>	<p>August 2023</p>
<p>Joint working on the WMT grant application in the name of Colsterworth and District Parish Council (CADPC)</p>	<p>Up to 50% grant application for free-standing memorial however, typical payments may be much lower</p> <p>CH, CFoR has already commenced a draft application and will liaise with Parish Clerk and War Memorial Trust to take this forward</p> <p><u>Quarterly funding rounds</u></p> <p>Closing dates: 30 Sept 2023 31 Dec 2023 31 Mar 2024 30 June 2024</p>	<p>CH, CFoR TN, CADPC EO’N, CADPC SG, CADPC</p>	<p>31 August 2023 ready for PC meeting in September 2023</p>
<p>Update WMT website on condition of the Memorial including photos as part of the grant application (condition report Sept 2021)</p>	<p>ACTION: Agree how the WMT website will be accessed/managed if this grant application will be in the name of the PC or CFoR?</p>	<p>CH, CFoR SG, CADPC</p>	<p>30 Sept 2023</p>
<p>Grant application to SKDC Prosperity Fund and Lottery Heritage Fund – other grant funders sourced by SKDC are closed</p>	<p>No funding rounds – rolling programmes - applications can be made at any time. Draft applications to be put together pending costings from contractors and agreed with PC</p>	<p>CFoR – CH TN, CADPC SG, CADPC</p>	<p>31 August 2023</p>
<p>FCC Communities Foundation Grant</p>	<p>Application completed in the name of Colsterworth and District Parish Council. The Parish Council would need to agree a Third-Party Contribution of 10.75% of the total cost once the new tenders are received.</p> <p>The Clerk Sue Grant to be nominated as the authorized signatory.</p>	<p>SG</p>	<p>06/09/2023</p>

SG=Sue Grant, Clerk to the Parish Council	TN = Cllr Terry Neale Lead Councillor	EO’N = Cllr Ellis O’Neil Chair of F&A Committee	CH = Caroline Hainsworth, CFoR
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LIVE WORKPLAN FOR WAR MEMORIAL RESTORATION
 PROJECT
 CFoR AND COLSERWORTH AND DISTRICT PARISH COUNCIL
29 August 2023



DETAILS	CURRENT	ACTION BY	TIMEFRAMES
CFoR Fundraising	Fundraising since May has currently put CFoR War Memorial Restoration Fund at £1,000 and fundraising will be ongoing to the end of the year to cover the 2023 Festival of Remembrance on 12 November 2023.	CFoR	31/12/2023

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