



**PROGRESS REPORT ON WAR MEMORIAL RESTORATION PROJECT
For Parish Council Meeting 07 November 2023**

Current Situation

1. CADPC have allocated a grant up to £3,500 for the project.
2. Currently resolution has been passed to approve Architect's fixed fees at £2,287 to take the project to signing off the work (excluding VAT). Exclusions to this, please see APPENDIX 1: -
3. No additional charge by Architect for re-tendering process which has now been completed.
4. The Parish Council has agreed to act as "Employer" but will only instruct the Architects to proceed with the works if all the funding is secured through grants, fundraising and donations.
5. The Parish Council will cover the VAT element of costs and reclaim this keeping the works at net cost.
6. The recommendation from the Architects for preferred contractor will put the costs at £33,380.45 (excluding VAT)
7. The VAT element will be covered by the CADPC and then reclaimed (potentially in the region of £7K). CADPC would have to cover this from Reserves for an anticipated period of two months prior to it being reclaimed to go back into Reserves. For cashflow purposes it is preferable that this is within the first six months of the financial year (April-September 2023)
8. The net costs of the restoration (via grant allocations/fundraising/ donations) must be held by CADPC prior to any instructions from CADPC to start works and incur costs. If this is not in place then the Project cannot proceed.
9. The tenders are valid until January 2024
10. Planning permission expires October 2024

Potential funding streams and cashflow

Note: Point 7 above regarding VAT re-claim

Applications to	Application by	Amount requested	Assessment/outcome date	Conditions
FCC Communities	Parish Council	£33,380.45	Board meeting 13/12/2023	TPC: £3,588.40 The additional issue is that the invoice on completed works would have to be paid by the PC and reclaimed over a period of time – arrangements would have to be agreed by Council to deplete Reserves for a period of time. Similar to the North Witham Play Area Project. It may be that this could be phased in different stages? The selected company have confirmed their quote will be extended to April 2024.
SKDC Prosperity Fund	CFoR	£2,300.00	Board meeting end of October 2023	Calculated to cover TPC above with £1,288 contribution from CFoR funds
War Memorial Trust	Parish Council	£27,923.00	Within two months of 30/10/2023.	Unlikely to achieve more than £4,000. The selected company quotation will need to be revised after 24/11/2023.



Applications to	Application by	Amount requested	Assessment/ outcome date	Conditions
National Lottery Heritage Fund	CFoR	£33,380.45	Estimated date 22/12/2023	Ranges from £3,000 to £250,000 However, unclear if the criteria will be met
Individual donations	CFoR	Unknown	Ongoing	Attempts have been made for pledges of support from individuals, groups and businesses.

-End-



APPENDIX 1: RECORD OF DECISIONS

Resolution 2022.170.3: April 2023

Resolve for the Parish Council to submit grant applications in their name as the Custodian and Authority who have the Powers to support the restoration project and subsequently re-claim any VAT on any project costs.

Resolution 2023.13.2: May 2023

Resolve that the Parish Council supports a grant application from Colsterworth Festival of Remembrance (CFoR) to pledge in reserves up to £3,500 so that grant applications can be taken forward and the extent of additional fundraising required can be quantified

Minute 2023.36 2: June 2023

Cllr T Neale handed out the notes of the joint Parish Council and Colsterworth Festival of Remembrance (CFoR) War Memorial Restoration Project Working Group remote meeting 18/05/2023 and followed up with a verbal report on the Grant application and fund-raising progress. They reported CFoR had made an application to the Co-Op Local Fund for them to maintain and upkeep the Memorial Gardens and support the Festival of Remembrance but funds, if successful, will not be available until November.

Clerk to the Parish Council S Grant highlighted to the Cllrs that if the Project progresses to the payment of works Cllrs will need to agree to the VAT element to be covered by the Parish Council from reserves (for an anticipated period of two months) until the VAT 126 reclaim could be submitted and received in the Parish Council bank account. This process has been implemented previously in other projects in the Parish.

Minute 2023.57: July 2023

Cllr T Neale confirmed the Project was in progress. The Clerk to contact the architects PPIY for clarification of costs for the next stage of the project prior to Council agreement.

Minute 2023.77.2: September 2023

1. Resolve to select the tender for potential Grant Applications from: -
 1. Company 1 Tender £27,923.00 received 4th September 2023.
 2. Company 2 Tender £33,380.45 received 4th September 2023.
 3. Company 3 £34,850.00 received 4th September 2023.

The Clerk explained that both Company 1 & 2 had tendered previously in 2021/2022.

Tender Company 1 had increased by 54.82%

Tender Company 2 had increased by 11.4%

It was proposed, seconded and unanimously resolved select Tender Company 2 of £33,380.45

Clerk to submit FCC Environment Grant Application - Closing date 06/09/2023

2. Resolve for the Parish Council to agree and sign the Third-Party Contributor contribution letter of an amount of 10.75% of the chosen tender received subject to the FCC Project Ref: 5488 application being successful.

It was proposed, seconded and resolved. Cllr Hainsworth did not vote having declared an interest at agenda item 2023.63. All other Cllrs unanimously agreed the Third -Party Contribution of £3,588.40.

3. Resolve for the Clerk to be the authorised signatory for the Third-Party Contributor letter for the FCC Grant Project Ref 5488 application.

It was proposed, seconded and Resolved. Cllr Hainsworth did not vote having declared an interest at agenda item 2023.63. All other Cllrs unanimously agreed.

4. War Memorial Trust Grant Application
Resolve that the Parish Council apply for the War Memorial Trust Grant up to maximum of 50% of eligible costs. WMT using the lowest quotation excl vat (on a Price-Only basis) – next closing date October 31/10/2023.

It was proposed, seconded and Resolved to forward agenda the item to the October meeting.



Minute 2023.97.2: October 2023

1. The Clerk confirmed that the FCC Grant application Minute ref 5th September 2023.77.4 had been submitted before the deadline of 6th September and an acknowledgement received with a request for further information which has been submitted.
2. Cllr T Neale informed the Council that this would be his last meeting as he was standing down as a Parish Councillor. He thanked Cllr C Hainsworth and the Clerk for the work they had done so far in exploring and making grant applications for the restoration of the War Memorial.
3. Cllr C Hainsworth reported that Colsterworth Festival of Remembrance (CFoR) had submitted an application to the South Kesteven Prosperity Fund and the National Heritage Lottery fund.
4. War Memorial Trust Grant Application
Resolve that the Parish Council apply for the War Memorial Trust Grant up to maximum of 50% of eligible costs using the lowest quotation of £27,923.00 excl vat (on a Price-Only basis) – next closing date October 31/10/2023.

It was proposed, seconded and Resolved. Cllr Hainsworth did not vote having declared an interest at agenda item 2023.83. All other Cllrs unanimously agreed.

-End-

APPENDIX 1

Fixed fee of £2287.00 plus VAT (current rate 20%).

This is a 20% increase on our original quotation based on the Bank of England inflation calculator.

Our fee will be invoice at completion of the works on site defined in the JCTMW2016 Contract as Practical Completion.

Exclusions

- Prices quoted are exclusive of VAT
- Should it be necessary to undertake any additional works, then I propose these would be on an agreed time charged basis, details of these and other rates are attached.
- Structural Engineer. The above price does not include the services of a Structural Engineer.
- Quantity Surveyor. The above price does not include the services of a Quantity Surveyor.
- Planning Application Fees or other statutory services fees or Utility search Fees.
- The Trustees would be responsible for paying the Local Authority charges.

Expenses

- Travelling expenses would be charged additionally at the rate of 45p per mile plus VAT
- A copy of Schedule of our hourly rates, expenses and exclusions are provided below.
- Any third-party fees in connection with obtaining statutory consents are also excluded from the fee proposal. Any additional fees for professional consultants' services are not included.

Construction (Design and Management) Regulations 2015 Commercial

- As a client commissioning construction work, you will have legal responsibilities under the CDM 2015 Regulations



- One of those responsibilities includes the appointment of a Principal Designer, explanations of the role of the Principal Designer's role can also be found in the attached guidance notes.
- These Duties are outlined in the guidance notes; HSE Guide ING 411 – 'Need building work done? – A short guide for clients on the Construction (Design and Management) Regulations 2015 follow the link: <https://www.hse.gov.uk/pubns/indg411.pdf>

We confirm that PPIY are happy to accept the role of 'Principal Designer' under the Regulations as part of the above fee.

PPIY FEES AND EXPENSES SCHEDULE – MARCH 2022

Time charges / Hourly Rates

Person / Grade	Rate
Expert / Professional witness/Lead Consultant	£ 100 / Hr.
Director	£ 80 / Hr.
Associate	£ 75 / Hr.
Architect	£ 65 / Hr.
Technician	£ 60 / Hr.
'Part II' Architectural Assistant	£ 50 / Hr.
Technician	£ 50 / Hr.
'Part I' Architectural Assistant	£ 35 / Hr.

Disbursements

Expenses, disbursements, Consultants costs or otherwise made on behalf of the Client will be charges at net cost plus: 10 %

Travel

Travel by car:	45 p / mile
Travel by public transport will be charged out at net cost plus:	10 %

JCT Building Contracts inc. 10 % OHP (from RIBA Bookshops)

Minor Works £46.00 / Intermediate £83.00 / Full £105.00

Printing (Rates for architectural work – full colour work rates on application)

Rates each for Black and White printing and copying

A0	A1	A2	A3	A4
£3.00	£1.50	75p	20p	10p

Rates each or Colour printing and copying

A0	A1	A2	A3	A4
£6.00	£3.00	£1.50	40p	20p



Digital Files

Issue of Digital Files / CAD files in .DWG, .DXF or otherwise editable format will be for <u>each</u> file:	£ 75
All digital files by e-mail only - additional price for Memory Stick	£ 4.00
Digital Scanning per File – A1 Black & White / Colour	£ 3.50
Digital Scanning per File – A0 Black & White / Colour	£ 4.50

Payment

We will invoice you for services completed upon their delivery and completion / of each stage.

Details of how you can pay your professional fees are included on our invoices. Payment should be made by the date stated on the invoice. If payment of any sums properly due is not made within this period, the Late Payment of Commercial Debts (Interest) Act 1988 will apply and simple interest of up to 8% per year over the dealing rate of the Bank of England Rate current at the date that payment becomes overdue together with reasonable debt recovery costs will be payable and we may give at least seven days' written notice of our intention to suspend use of the copyright licence.

Suspension + Termination

You may terminate or suspend the appointment by given 14 days written notice. If either party becomes insolvent the other may suspend performance or terminate the appointment by giving written notice.

If you are in default over payment we may, on giving 7 days written notice, suspend performance; with performance being resumed upon payment.

In all cases you should pay all fees and expenses due, commensurate with the services performed, including time spent closing the instruction. We reserve the right to invoice on a pro-rata basis for the work carried out.

Disputes + Complaints

PPIY Architects+ always aim to provide a professional service and are bound to do so by the ARB (Architect's Registration Board) and RIBA (Royal Institute of British Architects) respective Codes of Conducts. Copies of these Codes of Conduct can be made available on request.

If there is any part of our service you are unhappy with, please contact us as soon as possible. In the event you have a complaint you will have access to our complaints handling procedure.

Liability

The maximum limit of our liability to you in contract, tort or statutory duty for any one claim or series of claims arising from one event on this project is 6 years. Any such liability will expire after six years from the completion of the services.

We shall maintain Professional Indemnity Insurance (PII) cover for this amount until the expiry of our liability and documentary evidence of such cover is available upon request.

Copyright License

We own the copyright in the drawings and documents that we produce for your project and we generally assert our moral rights to be identified as author of that work under the Copyright, Designs and Patents Act 1988 but subject to payment of fees and other amounts properly due, you may copy and use those drawings and documents for purposes related to your project only. Your right to copy and use does not extend to any future purchaser, leaseholder or tenant of your property without our prior agreement.