



**PROGRESS REPORT ON WAR MEMORIAL RESTORATION PROJECT
For Parish Council Meeting 7th May 2024**

1. A Pre-Contract meeting for the restoration of the War Memorial was held with the Architects PPIY, contractors Pinnacle Conservation and the Parish Council on Friday 12 April at 10.30 a.m. Work to start in May subject to approval from the SKDC Conservation Officer. Minutes to the meeting can be found on the following link to the CADPC Website
<https://colsterworth.parish.lincolnshire.gov.uk/downloads/file/917/pre-contract-meeting-12-04-2024>
2. Second Press release 'Work Begins' agreed with FCC Environment and forwarded to Grantham Journal and uploaded to the Parish Council website
<https://colsterworth.parish.lincolnshire.gov.uk/news/article/13/press-release---work-begins>
3. **CFoR are looking into War Memorial Signage On the Bus Shelter adjacent to the War Memorial.** CFoR have some funding but may request a contribution from the Parish Council.

Suggested Details are:

- A1 size - good for text and images
- Size A1 - solid aluminium frame with 5mm thick solid aluminium back plate, including 3mm thick solid aluminium sign panel for wall mounting @ £695 each plus VAT

Artwork:

- The above prices are using our supplied artwork or they can design the artwork. They can match any branding we have and add logo, website links and QR codes to the design. This includes the re-touch of any supplied images to make them suitable for print. The design cost is £300 per bespoke design plus VAT

Delivery/Lead times

- Delivery costs depending on quantity and location.
- Lead time to create the artwork 1 week
- Lead time for production 4 weeks.

4. Previous Report 26th February 2024.

5. PC Meeting 5th March 2024 unanimously agreed to accept the amended FCC Environment Grant offer of up to £29,026.48 which does not include the contingency sum of £4,353.97 included in the preferred quotation of £33,380.45. Minute ref March 2023.173.1.
 6. Unanimously agreed to allocate the unspent 2023/2024 War Memorial Maintenance budget of £1,000.00 to the War Memorial Restoration Project. Minute Ref March 2023.173.2. (Costs updated in table below)
 7. 06/03/2024 FCC Contract signed by the Clerk and acknowledgement filed.
 8. Meeting with the PC, PPIY Architect and Pinnacle Conservation Limited scheduled for week commencing 8th April 2024 to agree the process for starting the restoration of the War Memorial. Date and time to be confirmed.
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9. Previous report 6th February 2024.

10. At the PC meeting 6th February 2024, it was resolved to accept the FCC Communities Grant offer of £33,380.45 for the Restoration of Colsterworth War Memorial. FCC Grant offer letter dated the 18th December 2023.
The Third-Party Contribution of £3,588.40 agreed September 2023 meeting agenda item 2023.77.4.
11. This was unanimously agreed on condition of receipt of a formal commitment from CFoR of £3,000 towards the Third-Party Contribution (TPC).
12. On Thursday 8th February 2024 a formal commitment and Cheque from CFoR of a contribution of £3,000 was received by the Parish Council. Following receipt of this the TPC of £3,588.40 was paid to FCC Communities.
13. On 14th February 2024 FCC Communities contacted the Parish Council to advise that the contingency sum of £4,353.97 included in the Pinnacle Tender for the restoration of the War Memorial cannot be funded as they do not fund contingencies. This amount has been removed from the original grant offer



dated 18th December 2023. The amount of Grant being offered is now £29,026.48 and not £33,380.45 as stated in their letter dated 18/12/2023. This still covers 100% of the costs in the priced schedule just not the contingency fund. The contractor has confirmed that the work will be carried out as stated in the work schedule. The architect will need to obtain consent from the Parish Council to instruct the contractor to carry out any contingency work.

14. It is disappointing that this was not picked up by FCC before the initial grant offer was sent out to the PC on 18th December 2023.
15. On 26/02/2024 FCC Communities confirmed the amount of TPC was reduced to £3,120.35 due to the amended Grant offer and a refund of £468.05 will be paid into the PC's bank account.
16. Action - The PC to agree with the architect that they cannot issue any instructions to the contractor to carry out any contingency work without prior consent of the PC. On 26/02/2024 the architect confirmed their fixed fee of £2,287.00 excl vat.
17. Agenda item for March 2023.176.1 Resolve to review and accept the revised FCC Environment Grant offer below for Restoration of Colsterworth War Memorial. See minute ref 2023.155.1 February 2024: -

"FCC Environment Grant offer of up to £29,026.48 which does not include the contingency sum of £4,353.97 included in the preferred quotation of £33,380.45."
18. The FCC funding agreement must be signed within 21 days of the issue date 21/02/2024. If it is not signed and returned in this period, the grant offer will expire.
19. See updated table below and revised costings at note 10.
20. Grant applications submitted to The National Lottery Heritage Fund and FCC Environment have been successful, details below. The other funders have confirmed that due to high demand and limited resources their deadlines have been extended.

Funder	Application by	Amount requested	Amount Offered	Current situation
FCC Environment	Parish Council	£33,380.45	£29,026.48.	Awaiting refund of £468.06 from TPC. Third party contribution required: £3,588.40. Agreed at PC Meeting September 2023. Minute ref: 2023.77.4. T&C's This is straightforward, familiar to Council (North Witham Play Equipment project 2021) and does not require any additional resources and actions.
SKDC Prosperity Fund	CFoR	£2,300.00	Awaiting outcome	Awaiting decision which should be received by the end of January 2024. Hopefully this will cover the TPC and Architect fees.
War Memorial Trust	Parish Council	£27,923.00	£13,960.00 towards CEL Tender only.	Request made to WMT to use the grant offer towards any contingency sum. WMT Grant cannot be used for architects' fees.



National Lottery Heritage Fund	CFoR	£33,380.45	£26,200.00	The following clarification is required: - <ul style="list-style-type: none"> • Securing the shortfall in the funding from other sources. • However, the main issue is that the application requires a more robust plan for evaluating the project which they suggested might mean reviewing the scope of the grant application and will result in delays
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21. Revised costs and funds raised to date detailed in the table below.

PROJECT COSTS EXCL VAT	
Architect Fixed Professional Fees	£2,287.00
* Contractors Costs for restoration of the War Memorial Incl contingency fund of £4,353.97	£33,380.45
** Contractors Costs for restoration of the War Memorial excl contingency fund of £4,353.97	£29,026.48
FCC Environment Third Party Contribution	£3,588.40 Amended TPC amount £3,120.35 £468.05 to be refunded
*Total Costs Incl contingency sum	£38,787.80
**Total Costs excl contingency sum	£34,433.83
FUNDS RAISED BY CFoR & EARMARKED BY CADPC & FCC GRANT	
CFoR Fundraising	£3,000.00
CFoR Fundraising for professional fees	£1,000.00
CADPC Ear Marked for WM Project	£3,500.00
CADPC WM maintenance budget 2023/2024 transferred to WM Ear Marked Project	!1,000.00
FCC Environment Grant	£29,026.48
Total funds raised	£37,526.48
*Total surplus/deficit funds less costs incl contingency amount =	-£1,261.32
**Total surplus/deficit funds raised less costs excl contingency sum =	£3,092.65



VAT TO BE APPLIED FOR ARCHITECTS & CONTRACTORS FEES	
VAT to be applied to costs	£7,133.49
VAT to be reclaimed by CADPC	£7,133.49

Unspent War Memorial Maintenance budget 2022/2023 - £1,000.00

Unspent War Memorial Maintenance budget 2023/2024 - £1,000.00

22. PREFERRED CONTRACTORS PAYMENT PROCESS

- Application 1 – 4 weeks after the works have commenced. This will be valued based on the % of works complete, but they expect this to be approx. 60% of the value.
- Application 2 – upon completion of the works. This will be for the remaining balance, less any retention (subject to the adoption of the JCT Contract).

Payment will be made on completion of the work. The Architect will certify when the works have been completed. There will be a retention of 2.5% of the contract sum for 3 months from completion, where the Contractor will remain responsible for putting right any defective workmanship discovered during this period.

23. The preferred contractor has confirmed that the tender will be current until April 2024

24. CFoR fundraising commenced in May 2023 as part of the partnership with the Parish Council after it was resolved to reinstate the War Memorial Restoration Project. The fundraising included static collection boxes and events selling crafted items made by volunteers hosted by the Village Hall, Co-op, the White Lion and the Grantham Veterans Breakfast Club. There was also a raffle drawn at the White Lion on Remembrance Sunday 12 November 2023. This, along with the generous donation of £300 from the Frederick Ingles Charity means that CFoR has now ringfenced **£3,000** in their accounts for the restoration project.

25. CFoR has also been successful in their application to the Local Co-op Community Fund as their nominated “good cause” in 2024. Any funds from this will not be available until November 2024 and for the sustainability of CFoR to support the War Memorial Restoration and ongoing maintenance.

-End-

Reported to Council 07 November 2023

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).
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

Resolutions/Minutes:

2022.170.3: April 2023	2023.13.2: May 2023	2023.36.2: June 2023	2023.57: July 2023	2023.77.2: Sept 2023	2023.97.2: October 2023	2023.155.1: February 2024
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