

**Jubilee Hall Project Meeting at Walker Graham Architects, 44 South Bar, Banbury (Top floor)  
Friday 15 February 2019 at 1pm**

**Present:**

Parish Council:           Councillor Steve Craggs  
                                  Councillor Jenny Yates  
                                  Theresa Goss (Clerk and Responsible Financial Officer)

Walker Graham:         Richard Walker

SCM:                     Lee Simpson

ESP Business            Johanna Pierson  
Services:

**Apologies:**

JPMC:                    Stephen Phipps  
                                  Glyn Williams

1.     Role of the Cost Controller – Johanna Pierson introduced herself to everyone and Richard explained that Johanna would be assisting him with the valuations and ensuring that the project is delivered within the agreed budget.
  
2.     Amended Contract – Following Jo Barton’s review of the contract, Jenny highlighted some queries. These were all answered by Richard and the contract would be signed by the Parish Council at its meeting on 20 February 2019 and it would then be sent to Lee Simpson for signing.
  
3.     Schedule of works and the Hall continuing to be available to users – The issue with the hire of the Hall by users during the works had been resolved. Lee Simpson advised that he would work around the bookings as and when he could and it would be handled on a day to day basis. The issue with the Football Club and their use of the changing rooms had also been resolved. Lee confirmed that he had not yet received from the Jubilee Park Management Committee, the list of bookings which had been made for the Hall. Theresa agreed to remind Glyn and Stephen about this and Lee asked if he could have a list of the bookings for the next 12 months.

If there were any variations to the schedule of works, then these would be given to Lee, in writing, by Richard as the Parish Council’s Agent.

Lee’s invoices would be paid every 4 weeks, usually at the meeting of the Parish Council, held on third Wednesday of the month (during the trial period of the two monthly meetings).

Any Other Business – It was noted that Stephen and Glyn would liaise on the ‘day to day’ running of the project on behalf of the Parish Council.

Any changes in the allocation of costs within the schedule would be justified by the cost controller/Richard and reported to Theresa. (Meeting ended at 1.45pm)