

Malvern Hills Trust
St Ann's Well Refurbishment Committee
Manor House, Grange Road, Malvern
Monday August 21st 2017, 2.00pm

Present: CEO, Mr S Freeman, Mr M Davies, Prof J Raine.

In Attendance: Secretary to the Board

1. **Apologies for absence**

James O'Donnell.

2. **Declarations of interest**

There were none.

3. **Matters arising from previous meeting not otherwise on the agenda**

There were none.

4. **Committee formally to ratify variation decisions taken to date**

The CEO provided committee members with a complete schedule of variations to the contract to date, which had been either agreed either by the CEO, discussed in informal meetings with the committee members or ratified by the committee by E-mail.

The CEO explained that it was now proposed not to carry out any work to the steps leading to the Octagon Room other than re-pointing. The MHDC Conservation Officer had requested a full specification and method statement, to be approved by Historic England and there was insufficient time available for this to be done.

A comprehensive refurbishment of the steps could be left to a later date. Mr Freeman suggested that this should be mentioned at the Board meeting.

The CEO agreed to check with the architect the item shown on the list as "Internal Doors" as it was not clear to what this related.

The Committee discussed the option of removing the lintel over the fire place in the Octagon room to repair the crack. It was agreed that this was not essential as the displacement along the crack was minor.

On the proposal of Mr Freeman, it was **RESOLVED** unanimously to approve the variations set out in the schedule but omitting the repairs to the fire place (and subject to the CEO checking the "Internal Doors" item).

The CEO mentioned that there had been discussion about repainting the building a different colour. The Conservation Officer's approval was not required.

5. **First period valuation of works**

Payments on account were due to be made every 4 weeks. The payment to be made was certified by the architect. The first stage payment had been made. (£7,801.55 + VAT) Mr Freeman suggested that the architect's professional indemnity insurance should be checked.

6. Confidential item

On the proposal of Mr Freeman, seconded by Prof Raine, it was **RESOLVED** to exclude the public for discussion of the remaining item on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (legal/commercially sensitive matter).

The meeting closed at 2.47pm