

EXETER ST JAMES NEIGHBOURHOOD TRUST LTD

MINUTES OF THE AD HOC BOARD MEETING HELD ONLINE ON FRIDAY 19 JUNE 2020 AT 2.00PM

Single Item Agenda: Queen's Crescent Project Works

Participants: Robyn Connett (RC), Paul Layton (PL), Rebecca Bower (RB), Beth Osment (EO)
Apologies: Harry Temple (HT)

RC took the chair.

1 Contractor proposed start date

Dessie Belcher (DB), appointed contractor, ready to start work week commencing 22 June depending on weather and completion of current job.

2 DCC Licence

Following intervention by FO, Highways Officer Ian Andrews had indicated support for the Trust's licence application but issues with insurance and Chapter 8 (Traffic Management Safety) mean not all DCC criteria are met.

3 Contractor Insurance

Outstanding issues:

- public liability cover of £5m – DB investigating with insurer
- copy of DB's insurance required to confirm public liability, employers' liability and contracts work cover.

EO undertook to contact the Trust broker, Julian Sage, to ascertain the minimum requirements for the contractor's insurance. It was agreed to pay half of any reasonable additional cost (up to a maximum of £500) incurred by DB.

4 Bricks

HT had confirmed that Hitchens have 2000 bricks (5 pallets) reserved awaiting collection. Outstanding balance to be paid once delivered.

5 Shed

Secure storage contained to be arranged from Willbox Hire for a weekly charge. Notice period for delivery – 7 to 10 days. Need to check whether hire cost includes insurance.

6 AOB

- (a) Surveyor: on standby for next phase of work; no invoice received to date.
- (b) Railings: noted erection along part of York Road boundary.

The meeting closed at 2.40pm.