

Minutes of Special Board Meeting

Date:

Present:

Phil Pearn Sandra Clarke Norman Draper Geoff Newton Phil O'Neill (Reporter)

1st October 2014

Jill Smith Jane Jones Liz Case Kathryn Travis

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	Nancy Turton	
2. Reason for the Special Meeting	The meeting was held to discuss the project work to be carried out in August 2015. This consists of the resurfacing of the car park and the installation of necessary drainage and soakaways, and the insulation, rewiring and lighting work in the Hall. The next scheduled board meeting is on 12 th November 2014, but the meeting was convened today because if we were to apply for a grant from WREN then we would have to submit an application by 22 nd October 2014	
3. Proposed Works		
Car Park	 PGP took the meeting through the briefing paper circulated on 24th September. The board had previously agreed that the car park needed resurfacing as soon as funds were available, as the current surface has greatly deteriorated and it has become increasingly difficult to maintain it in a safe condition. PON confirmed that we would have sufficient funds by August 2015 to carry out the proposed works, whilst maintaining our minimum reserve level. PGP said that ideas such as ground water heating under the car park had been rejected following consultation with CWAC and there was now no impediment to proceeding. He explained the implications for drainage once an impermeable surface is applied to the car park and rain water run-off needs to be managed. He has had consultations with both CWAC and Welsh Water and discussions with the contractor Parsons. The car park will be surveyed on 10th October to determine the levels, the first stage in designing the necessary drainage provision. The board unanimously agreed that we would proceed with the project as proposed. 	PGP
Hall Insulation	PGP took the meeting through the briefing paper circulated on 24 th	

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	September, together with the diagrams that illustrated how the different sections of the main hall ceiling will be tackled. The centre section of insulation will require new, deeper joists to replace the current ones that are bowed and so unlikely to bear any additional weight. Bob Dodd is very comfortable with the load bearing capability of the steelwork, but it was agreed that we should consider seeking the advice of a structural engineer to be absolutely sure.	PON
	Following detailed discussions, the board unanimously agreed that we would proceed with the project as proposed.	
	Subsequent to the meeting further scoping work has been carried out on the insulation of remaining areas of the Hall such as the furniture store and fire exit corridors. Checks are also being made on the extent of insulation above the kitchen, toilet block, utility room and lobbies. The board's endorsement of proposals arising from this are being sought by e-mail	
Rewiring & LED Lighting	PGP took the meeting through the proposals set out in the briefing paper and the diagram illustrating the proposed lighting. The lighting wiring was deemed to be unsatisfactory in the electrical inspection carried out in July 2013. The rewiring will require internal scaffolding and so it would be most efficiently carried out during the insulation work. The benefits of LED lights are firstly their very long life which makes them virtually "install and forget", in contrast to the current fluorescent tubes which are replaced every two years. Secondly, they consume far less energy such that initial estimates indicate that our main hall lighting cost of about £700 per year could be nearly halved.	
	The board unanimously agreed that we would proceed with the project as proposed.	
De-stratification Fans	Finally, PGP proposed that we seek expert advice on the installation of fans at ceiling level which will re-circulate warm air back down to floor level, providing further fuel saving benefits. This was unanimously endorsed. Subsequent to the meeting a visit by local company, EcoVert Solutions, has been arranged for 10 th October.	PGP
4. Grant Application to WREN	In order to minimise disruption to our users, the insulation and electrical work needs to be done while the car park is being resurfaced. Also any delay in doing these works would merely delay the considerable financial benefits that will be obtained. As we only have funds for the car park it was agreed that we should approach WREN for grant funding for the energy saving works. It was confirmed that an application could be written up by the 22 nd October deadline. It was agreed that PGP and PON would be the appropriate signatories for this application on behalf of the board.	PGP/ PON