

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE PREMISES SUB-COMMITTEE HELD ON  
FRIDAY 21 OCTOBER 2005 at 1.00 P.M.  
IN THE PRINCIPAL'S OFFICE

Present: Peter Freeman (Chair) Chris Wellings. Howard Kidd

In attendance: Jutta Knapp, Richard Foster, Durand Azariah

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The meeting was quorate.

Action

1. Apologies and Welcomes

Maria Bailey, Anne Fielding Smith, Louise Pennington & Chris Thomson

2. Minutes of the Meeting held on 30 June 2005

The contents of the minutes were [agreed and the minutes signed.](#)

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3. Terms of Reference

Agreed to reduce the quorum from three to two members.

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4. Cost Report

Durand Azariah (Project Manager) and Richard Foster (Quantity Surveyor) presented the latest cost report and Monthly Progress Report. Attention was focussed on the Assessment of Financial Position as at 21 October, which indicated a potential overspend of £70,761 over agreed funding. [They noted that the contingency reserve of £50,000 had been used to cover time delays and changes to the brief before construction work had started.](#) Durand explained that this was the worst case scenario for the college, and negotiations were ongoing to either reduce the costs, or to determine the responsibility for those costs.

The two main area of concern are:

1. Out of hours working – potential cost £33,720
2. Extension to contract time – potential cost £37,436

The contractor now has to produce a detailed report explaining and quantifying the delay to justify the request for the time extension.

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The group [expressed concern over the implications for the College of a cost overrun.](#) It agreed to meet again after the contractors report was completed and reviewed by Durand, and a detailed report would be taken to Finance and General Purposes Committee on 23 November.

5. Any Other Business

There was no other business

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[27/04/06 Minutes for 211005 Premises Group.doc](#)

**6. Date of Next Meeting**

To be arranged for week commencing 7 November 2005.

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Jutta Knapp  
Assistant Principal  
(Director of Finance & Estates)

CHAIRMAN..... DATE.....

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