



Paper 9 – Pavilion Refurbishment Project

Thurston Parish Council

Paper: Paper 9 – Agenda Item 11i

Reason: To receive the final account for the Pavilion Refurbishment Project

Period covered: 1st April 2026 to 31st March 2027

Presented to Council: Full Council Meeting 1st July 2026

Date: 25.06.26

Author: Responsible Financial Officer (RFO)

Summary

The Pavilion Refurbishment Project was intended to improve the hirer experience and to provide an improved space for community use with the replacement of outdated equipment in the kitchen, new tables, safety trolley and chairs together with refurbishment of the changing rooms and toilet facilities.

New toilet cubicles have been added to the changing rooms to enable sports teams to have their own facilities. The existing shower in the referee/official's room has been replaced and a toilet installed, with the aim that this room also provides a baby change facility. A baby changing unit has also been added.

The existing gent's toilets has been reconfigured to provide two separate unisex toilets to enable the existing disabled toilet to then be exclusively for disabled use.

Improvements have been made to the internal decoration of the building and to the existing veranda and balustrade.

The existing lighting has been upgraded to LED.

New heaters and extraction fans have been installed in the changing rooms whilst the meeting room extraction fan is still to be changed to a quieter model.

Project itself

The project commenced in August 2025 (site possession was 11th August 2025) with an agreed programme date of 8 weeks (proposed completion date was 3rd October 2025).

Given significant delays on the part of the contractor experiencing labour difficulties, issues with the presence of damp in the showers, resulting in a DPM being installed above the floor slab as part of the vinyl flooring installation, and general slow progress, the project did not achieve practical completion until 12th November 2025.

Points to note

In accordance with the contract terms and conditions, an interim certificate for payment was agreed and paid in December 2025 (£40,096.43 inclusive of 2.5% retention).

Retention of 2.5% of the contract sum is held for the duration of the 12-month defects period, providing a safeguard in the event that the Contractor fails to address any items during this period.

The retention will be released following completion of any works requiring attention 12 months from the date of the Practical Completion certificate (12th November 2025).

Funding streams

Mid Suffolk Community Development Fund	£20,000.00	Received
S106 Community Facilities	£16,612.00	Received
Neighbourhood CIL Funds	£ 2,990.00	Architects
Neighbourhood CIL Funds	£15,000.00	Project
	£54,602.00	

Final account

Given the delays in the programme, the final account has only just been agreed and is outlined below:

Pavilion Contract Works	Final Price	Commentary
Total contract price	£42,862.00	As per order placed
Adjustment on contact price	-£500.00	PC sum for asbestos works in original price
Variations	£1,998.98	3nr Ronite D Series heaters supplied and fitted
Variations	£758.56	Replace 3 ceiling fans fitted with PIR detector
Variations	£1,083.44	50% costs of damp proofing works
Variations	£255.00	Provision of fused spur points for hand dryers
Variations	£0.00	Replace wall tiling to disabled WC
Variations	£0.00	Decorate Meeting Room, kitchen, disabled WC
Variations	£0.00	Repairs to head of existing external door frame
Variations	-£250.00	Saving on the exterior plumbing connection
Variations	-£38.00	Refunded hire cost
Variations	£0.00	Install of client supplied soap dispensers
Variations	£0.00	Repairs to 2 small areas of quarry tiles
TOTAL AGREED PRICE	£46,169.98	Approved 24.06.26

Variation to contract agreed	£3,807.98
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Pavilion Architect Works		Stages
RIBA Workstage 4a	£480.00	Principal Designer
RIBA Workstage 4b	£210.00	Building Control application
RIBA Workstage 5	£340.00	Building Regulations application
RIBA Workstage 5	£1,100.00	Architect and Designer during build stage
RIBA Workstage 5 adds	£390.00	Approved due to overruns during above stage
RIBA Workstage 6	£410.00	Practical Completion and final certificate
TOTAL AGREED PRICE	£3,380.00	

Additional Costs		
RIBA Workstages 0-2	£450.00	Concept plans and drawings for tender
Fees – Building Regulations	£605.00	Application and approval
Replacement fans	£385.00	Quieter trickle fans for meeting room
Shower curtain	£22.48	Longer curtains for showers
Locking window handles	£99.83	Replacement to comply with insurance
5 nr. Automatic hand driers	£2871.00	For newly created toilets
TOTAL ADDITIONAL COSTS	£4,433.31	

Valuation Summary		
Gross Valuation Contract Works	£46,169.98	Contract
Gross Architect Contract Works	£3,380.00	Contract
Gross Additional Costs	£4,433.31	Noncontract
TOTAL COSTS	£53,983.29	
Less Funding Streams	£54,602.00	
Contract under budget	£618.71	