

New Pavilion Working Group

Minutes Meeting No. 4 – 9th August 2019

Present:

John Bradon (JB) - Community and Village Plan

Neil Huntington (NH) - Community and Development Advisor

Jim Donahue (JD) - PC Chair

Apologies:

Sarah Hanfrey (SH) - Community and Fund Raising

Cormac Neeson (CN) - Cricket Club

Warren Beard (WB) - Parish Councilor

1. Minutes and Village Web Site - NH to ask Hilary Jenson to create a page for the NPWG on the WoT Web Site so that documents can be accessed by the community. Information to include minutes, Terms of Reference and reports of interest. **Action NH**

2. Terms of Reference and Objectives – the draft was approved by the PC with additional references to the charitable status being sought and proposal to set up a separate bank account. The updated draft was approved and will be signed by the group. A pdf version will be placed on the WoT web page. **Action NH.**

3. Specification (Employer's Requirements) – The Architect has issued a second draft. Everyone needs to review it as it is an important document that will form the basis of the cost estimate, which in turn will confirm the overall cost for the fund raising exercise. JB is happy with it. CN needs to comment on behalf of the CC. NH confirmed that a bin store area is included. **Action CC.**

4. Programme – An updated target programme was issued to the PC. NH to update as follows;

1. Obtain charitable status – 30th November 2019
2. Clubmark status confirmed – 30th November 2019
3. Register for Gift Aid – 31st December 2019

Action NH

- 5. Budget Costs** – Richard Hannam of MR Partnership appointed QS for the exercise. NH to obtain terms of appointment and pass on to the PC. Target to provide a cost estimate by 31st August. **Action NH**
- 6. Business Plan (Funding Pack)** – NH to produce first draft for circulation and comments. The glossy pack will include the coloured image, plans and elevations, photographs and text. JD to take suitable photographs and WB arrange printing. Target 30th September for completion. **Action JB / NH / WB / JD**
- 7. Power Point Presentation** - WB to meet with Jean Marc Grosford to review the village hall power point presentation and discuss what needs to be done to obtain an SODC grant. **Action WB**
- 8. Coloured Images** – Early draft reviewed and received a positive response. NH to circulate to the NPWG team. Completion target 31st August. **Action NH.**
- 9. List of Target Donors** – List of potential doners and strategy to be completed and agreed by the 30th September. List to include name, current position and actions required. **Action All**
- 10. Pavilion Sponsorship Opportunities** – NH to discuss with the architect potential opportunities for the community to support the project with sponsorships. **Action NH**
- 11. Charitable Status** – SH has agreed to promote the exercise, which will include a declaration of trust, nomination of trustees, payment of stamp duty. This is on the critical path and JB to discuss timescale for delivery with SH. **Action JB / SH**
- 12. VAT** – To be reclaimed initially through the PC and then subsequently through charitable status once secured. **Note**
- 13. Clubmark** – Cricket Club to apply for Clubmark status This is required in order to obtain grant support from sports bodies. Target to secure status by 30th November. **Action CN**
- 14. Working Group Contact Sheet** – QS and Asbestos Surveyor to be added. **Action NH.**

Future Meetings:

No 4 Friday 9th August – 10.00 am

No 5 Monday 9th September

No 6 Friday 11th October

No 7 Monday 11th November

No 8 Friday 13th December

Approved

Date