

## New Pavilion Working Group

### Minutes Meeting No.7 – 27<sup>th</sup> November 2019

#### Present:

Neil Huntington (NH) Chair & Community and Development  
John Bradon (JB) Community and Village Plan  
Frances Dixon (FD) Community Representative  
Jim Donahue (JD) PC Chair

#### Apologies:

Warren Beard (WB) Community Representative  
Cormac Neeson (CN) Cricket Club

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1. **Attendance** – JD gave advance notice of another PC commitment and joined the meeting at 8.45pm. **Note.**
  2. **Minutes** – The minutes of meeting No.6 were approved. **Note.**
  3. **Business Plan / Funding Document** – JB agreed to collate all the comments received and edit the document into a final draft. The target is to complete the document ready for the SODC grant submission on the 2<sup>nd</sup> December. NH to send JB the CGI and floor plan. **Action JB and everyone**

[Post meeting note: A big thank you to JB for successfully completing the exercise in time for the grant submission].

4. **SODC Grant Application** - FD has undertaken a considerable amount of work for the SODC Capital Grants submission seeking a maximum sum of £75k. FD requested the following information:

Programme – revised target date of 1<sup>st</sup> February for construction works to commence and completion within 12 months. NH to update the programme.

S106/CIL – JB to forward contact details and information.

VAT – agreed as zero for PC, or charitable status – note.

Terms of Reference – signed copy required. NH to organise.

PC Accounts – JD to supply.

Land Registry Document – JD to provide.

WoT Primary School recent sporting achievements – NH/JB to contact the school for details.

Two signatures required – FD & JB

### **Action – FD and everyone**

[Post meeting note: A big thank you to FD for successfully submitting the grant submission within the allocated period (2<sup>nd</sup> December)].

### **5. Short Promotional Video**

NH to approach Nick Brazil and discuss the possibility of preparing a short video. PP required for presentations. **Action NH and everyone.**

**4. Charitable Status** – 5 members of the group have agreed to be trustees, CN being the exception. JB/NH to discuss concerns with CN. JB will produce a draft application for approval. **Action JB and NH.**

**5. Register for Gift Aid** – to be progressed alongside charitable status. **Action JB.**

**6. Cricket Club and Clubmark** – email from CN confirms CC are not willing to progress Clubmark status as it is considered to be too onerous, but status is required for Sport England grants. NH to arrange a meeting with CN, the CC and JB to obtain a clearer understanding of CC involvement in the NPWG. **Action NH.**

**7. Fund Raising & List of Target Donors** – JB referenced the recent meeting with Cath Dale and Silke O’Ferrall (SODC) regarding grant opportunities and assistance. Everyone should consider the actions required. NH agreed to contact Howard Cox at OCC.

Sums will be sought from the Sport England Community Asset Fund which can be spent upgrading existing facilities.

JB to ask Jean Marc Grosford for the Communities First information regarding potential donors. **Action JB.**

**8. Specification and Budgets** – No additional comments. **Note.**

**9. Future Meetings** – to be held on the first Wednesday of each month starting at 8.00pm, with the exception of January (see below). The target being to limit

the discussions to 1 hour. CN to ask the CC to provide a stand in if he is not available (likely to be Mike Butt). **Note.**

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**Future Meetings:**

Wednesday 15<sup>th</sup> January 2020.

Wednesday 5<sup>th</sup> February 2020.

Wednesday 4<sup>th</sup> March 2020.

Wednesday 1<sup>st</sup> April 2020.

Wednesday 6<sup>th</sup> May 2020.

Wednesday 3<sup>rd</sup> June 2020.

Wednesday 1<sup>st</sup> July 2020.

Wednesday 5<sup>th</sup> August 2020.

Wednesday 2<sup>nd</sup> September 2020.

Wednesday 7<sup>th</sup> October 2020.

Wednesday 4<sup>th</sup> November 2020.

Wednesday 2<sup>nd</sup> December 2020.

**Approved**

**Date**