

## New Pavilion Working Group

### Minutes Meeting No.2 – 14<sup>th</sup> June 2019

#### Present:

Warren Beard (WB) Parish Councilor

John Bradon (JB) Community and Village Plan

Neil Huntington (NH) Community and Development Advisor

#### Apologies:

Jim Donahue (JD) PC Chair

Sarah Hanfrey (SH) Community and Fund Raising

Cormac Neeson (CN) Cricket Club

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**1. Terms of Reference and Objectives** – NH to issue the agreed draft to Keith Brooks (Village Green Working Group) for comment prior to the PC meeting on the 20<sup>th</sup> June. Full approval will be sought at the PC meeting. **Action NH.**

**2. Specification** – The Architect is preparing a more detailed construction specification. NH is expecting to receive a copy very soon and it will be circulated to the NPWG for comment. **Action NH.**

**3. Programme** – NH to incorporate suggestions and comments and issue to the PC as an updated ‘target programme’. **Action NH**

**4. Budget Costs** – The architect sought three quotes and secured two returns. It was agreed that the more detailed ‘elemental cost plan’ would be instructed, rather than the less detailed ‘initial Sqm rates’. Richard Hannam of MR Partnership at £750 was the most competitive and would be recommended to the full PC. NH to prepare a paper for the PC as the cost will be additional to the sums already approved. **Action NH**

**5. Business Plan (Funding Pack)** – JB is to obtain a copy of the Village Hall business plan from Jean Marc Grosfort for reference. NH to produce first draft for circulation and comments. Glossy pack to include coloured image, plans and elevations, photographs and text. JD will be asked to take suitable photographs and WB to secure printing. **Action JB / NH / WB / JD**

**6. Power Point Presentation** - a power point presentation will be prepared to enable the team to present the proposals to the community, stakeholders and potential funders. JB to obtain a copy of the Village Hall PPP for consideration.

**Action JB**

**7. Coloured Images** – The options giving various levels of detail previously circulated by NH were reviewed and Option 2 at £600 + VAT was agreed. NH to prepare a paper to obtain PC approval as cost is in addition to sums previously approved. **Action NH.**

**8. List of Target Donors** – List of potential donors and strategy to be completed and agreed by the 30<sup>th</sup> September. **Action All**

**9. Pavilion Sponsorship Opportunities** – NH to discuss with the architect potential opportunities for the community to support the project with sponsorships. **Action NH**

**10. Charitable Status** – following receipt of JB paper, it was agreed that charitable status would be sought. Some funds will be required for items such as stamp duty etc. JB to discuss arrangements with SH. **Action JB / SH**

**11. VAT** – WB to check arrangements that will ensure VAT can be reclaimed. **Action WB**

**12. Clubmark** – Cricket Club to apply for Clubmark status This is required in order to obtain grant support from sports bodies. **Action CN**

**13. Working Group Contact Sheet** – Issued as a working document to be updated as appropriate. **Note.**

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**Future Meetings:**

**No 3** Monday 8<sup>th</sup> July – 8.00 pm

**No 4** Friday 9<sup>th</sup> August – 10.00 am

**No 5** Monday 9<sup>th</sup> September

**No 6** Friday 11<sup>th</sup> October

**No 7** Monday 11<sup>th</sup> November

**No 8** Friday 13<sup>th</sup> December

**Approved**

**Date**