

Minutes New Pavilion Working Group Meeting No.1 - 13th May 2019

Present:

Warren Beard (WB) Parish Councilor

John Bradon (JB) Community and Village Plan

Jim Donahue (JD) PC Chair

Neil Huntington (NH) Community and Development Advisor

Cormac Neeson (CN) Cricket Club

Apologies:

Sarah Hanfrey (SH) Community and Fund Raising

1. Name and Chair - It was agreed the group was to be named **New Pavilion Working Group** and the committee elected Warren Beard as Chair. **Note**

2. Terms of Reference and Objectives - NH is to prepare a draft for discussion within the group. The draft is to address issues such as membership, operations, budgets, target funding opportunities, SODC/OCC, PC delegated powers, stakeholders, community, design changes, reporting to the PC and the cricket club. These proposals will be presented to the village at an agreed date. **Action NH.**

3. Plans - The updated plans incorporating the revised location of the picket fence were agreed. This minor change will need planning consent, but it was agreed that a revised application would be delayed until work is scheduled to commence so that any future changes can be addressed on site. **Note**

4. Specification – The Architect is preparing a more detailed specification. Once this has been received NH will circulate it to the group for comment. **Action NH.**

5. Programme – NH to update the previously issued programme. **Action NH**

6. Budget Costs – A Quantity Surveyor is to be appointed to provide a budget cost. NH to ask the Architect to obtain three quotes. **Action NH**

7. Business Plan – JB is to obtain a copy of the Village Hall business plan from Jean Marc Grosfort for reference. NH to draft headings for circulation and

comments. Pavilion rules and regulations need to be set out and clear. **Action JB/ NH**

8. Coloured Images – NH to obtain quotes for coloured images suitable for fundraising and community purposes. **Action NH.**

9. List of Target Donors – The group will produce a list of potential donors that could be targeted so that progress can be tracked and issues addressed. CC is to take responsibility for targeting grants from sporting groups. Individual names are to remain confidential. Names are to be issued and NH is to compile a single list. **Action All**

10. Charitable Status – JB agreed to investigate how Jean Marc Grosfort achieved charitable status for the Village Hall. **Action JB**

11. Working Group Contact Sheet – NH to produce a draft for circulation. **Action NH**

12. Future Meetings – It was agreed to meet monthly during the second week of each month, but to alternate between Monday evening at 8.00pm and Friday morning at 10.00am. The next meeting will be Friday 14th June at a venue to be confirmed.

No 2 Friday 14th June

No 3 Monday 8th July

No 4 Friday 9th August

No 5 Monday 9th September

No 6 Friday 11th October

No 7 Monday 11th November

No 8 Friday 13th December

Approved

Date