

## Avonwick and North Huish Community Hall Project

### AGENDA

**Monday 5<sup>th</sup> October 2015 at 7pm**

**Venue: Diptford Parish Hall-Committee Room**

Item No	Abbreviations used :- DCT: Devon Communities Together, TB: Tom Butt, PF: Project Funds, A4A: Awards for All	Action By
1	<b>Chairmans Welcome</b>	
2	<b>MEETING ATTENDANCE:</b> a) Present b) Acceptance of Apologies for Absence	
3 <i>5min</i>	<b>MINUTES OF THE PREVIOUS MEETING/s</b> To approve and sign the minutes of the meeting 6 <sup>th</sup> August 2015 and 10 <sup>th</sup> September 2015	
4	<b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• Architects Meeting 30<sup>th</sup> September 2014 – details below</li> <li>• Fundraising event- Avonwick Apple Pie Fair 20<sup>th</sup> September 2015 – see below</li> <li>• 1<sup>st</sup> Year Accounts – details see below</li> </ul>	
5 <i>20min</i>	<b>CORRESPONDENCE</b> <ul style="list-style-type: none"> <li>• Resignation of LG as Secretary and Committee Member (PT)</li> </ul>	
6 <i>20min</i>	<b>Finance and Accounts (RB)</b> <b>As at last meeting: Current Bank A/c: £699.52 Instant Access Savings A/c £10,001.82</b> <b>Petty Cash £28.25 Total £10,729.59</b> Made up of A4A £10,001.82 Project Funds £699.52 <b>Report of Treasurer</b> <ol style="list-style-type: none"> <li>1. Bank Account</li> <li>2. Petty Cash</li> <li>3. 1<sup>st</sup> Year accounts</li> </ol> <b>Expense Approval</b> <b>Volunteer Hours</b> <b>PT/LG/LR/RS/LS/MB/RM/RB/TG</b>	
7 <i>15min</i>	<b>Report back from Meetings or Courses attended</b> <ul style="list-style-type: none"> <li>• Architects site meeting 30<sup>th</sup> September 2015 (PT). Report back and any issues arising and decisions required</li> </ul>	
8 <i>40min</i>	<b>Community Event and Fundraising – Avonwick Apple Pie Fair</b> <ul style="list-style-type: none"> <li>• Finance report (RB)</li> <li>• Learning Points from the Event or from its planning and preparation (PT)</li> <li>• Thank you for volunteers</li> <li>• Publicity and Social Media after the event</li> <li>• Avonwick Apple Pie Fair 2016</li> </ul>	
9 <i>40min</i>	<b>Feasibility Study</b> <ol style="list-style-type: none"> <li>1. <b>Architect:</b> (PT) Discuss and decide on any further work to be required</li> <li>2. <b>Remaining Work</b> – Discuss and decide on seeking quotes to research and present to committee the remainder of the feasibility work in order to complete A4A aims and objectives: Solicitor, Planning advisor and Project Advisory Consultant</li> <li>3. <b>A4A Feasibility Study Grant - Extension of Time</b> (PT) Discuss and decide on seeking extension to project deadline for A4A Grant</li> </ol>	
10 <i>20min</i>	<b>Project Governance, Committee Procedures and proposed Amendment to Constitution</b> <ul style="list-style-type: none"> <li>• Review and adoption of role descriptions (PT) (carried over from last meeting)</li> </ul>	
11 <i>10min</i>	<b>Any other business</b>	

12 <i>5min</i>	<b>Next two Full Committee Meetings - date, time and venue to be agreed</b> 1. TBC 2. TBC	
13	<b>Close of Meeting</b>	