

Avonwick and North Huish Community Hall Project

DRAFT MINUTES

Friday 13th May 2016 at 7.00pm – Venue: 5 Avonwick Green

| Item No | Abbreviations used: DCT: Devon Communities Together, TB: Tom Butt (from DCT), JB: Julie Boulby (from Apse Architects), PF: Project Funds A4A: Awards for All, APF: Apple Pie Fair | Action By |
|---------|--|-----------|
| 1. | Chairman's Welcome | |
| 2. | <p><u>ATTENDANCE MEETING:</u></p> <p>a) Present: Chairman – Paul Tyler (PT) Treasurer – Richard Blackwell (RB) Secretary Maureen Blackwell, taking minutes (MB) - Tristram Grevatt (TG)</p> <p>b) Acceptance of apologies for absence. None</p> | |
| 3. | Minutes of previous meeting on the 12 th April 2016 were approved and signed. | PT |
| 4. | <p><u>MATTERS ARISING:-</u></p> <p><u>Website</u> TG has made an excellent job of updating the web site over the past few weeks. Not only does it look very professional but you can still find what is happening around the parish as well as events due to take place. Anyone in the Parish can also advertise a business.</p> <p><u>Note Taking</u> MB has agreed to take these.</p> <p><u>Lord Lieutenant's Lunch</u> RB & MB spoke to Mark from the Avon Inn to see if he would be interested in arranging some sort of celebrations for the Queen's 90th Birthday on the 12th June 2016. He said that he would consider organising something.</p> | MB |
| 5. | <p><u>FEASIBILITY STUDY</u></p> <p>1) Review Progress</p> <p><u>Work by APSE Architects</u> Julie Boulby has now completed and sent to the committee the site layout drawings. The site layout provided the required parking and landscape screening, including a hedge across the back of the site. PT will now write to the landowner with copies of the site layout in order to initiate discussions about the additional land required.</p> <p><u>Grant Funding Deadline</u> Funds remaining from the A4A grant for the Feasibility Study was £406.44p. The End of Grant Report was submitted to A4A in good time.</p> <p><u>Organisation Structure</u> PT has commenced the application process for ANHCHP to become a Community Interest Organisation [CIO] but has found a couple of issues which need advice from DCT. Tom Butt to be asked for further advice.</p> | PT |

| | <p>2) Preparation of Investment Ready Documents</p> <p><u>Investment Ready Checklist – Communications Strategy</u> To be reviewed at the meeting on the 21st June 2016. TG to circulate.</p> <p><u>Tasks Remaining</u> The remaining tasks outstanding have been allocated to committee members and will be reviewed at the meeting on the 21st June 2016.</p> | <p>PT/TB</p> <p>TG</p> <p>All</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>6.</p> | <p><u>FINANCE AND ACCOUNT</u></p> <p>Report from Treasurer (RB)</p> <p>Balance & Totals as at 25th March 2016.</p> <p>Treasurers Account £889.30 Instant Access Account £4,603.85 Petty Cash £16.71 TOTAL £5,509.86</p> <p><u>ANHCHP Bank Accounts Report</u></p> <p><u>Treasurers Account</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Income</u></th> <th></th> <th style="text-align: left;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Transfer from Inst. A. Acc</td> <td style="text-align: right;">£2,500.00</td> <td>Devon Communities</td> <td style="text-align: right;">£1,470.00</td> </tr> <tr> <td></td> <td></td> <td>A. P. S. E.</td> <td style="text-align: right;">£1,031.20</td> </tr> <tr> <td></td> <td></td> <td>Create.Net Web Site</td> <td style="text-align: right;">£ 4.99</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£2,500.00</td> <td>TOTAL</td> <td style="text-align: right;">£2,506.19</td> </tr> </tbody> </table> <p><u>Instant Access Account</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Income</u></th> <th></th> <th style="text-align: left;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Interest</td> <td style="text-align: right;">£ 0.21</td> <td>Transfer to treasurers Acc.</td> <td style="text-align: right;">£2,500.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£ 0.21</td> <td>TOTAL</td> <td style="text-align: right;">£2,500.00</td> </tr> </tbody> </table> <p><u>Petty Cash</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Income</u></th> <th></th> <th style="text-align: left;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>-</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£ 0.00</td> <td>TOTAL</td> <td style="text-align: right;">£ 0.00</td> </tr> </tbody> </table> <p>New Balances and Totals as at 25th April 2016 Treasurers Account £883.11 Instant Access Account £2,104.06 Petty Cash £16.71 TOTAL £3,003.88</p> <p>Avonwick & North Huish Community Hall Project Fund Balance £1,584.78</p> <p>Awards for all Grant Fund Balance £1,419.10</p> <p style="text-align: right;">TOTAL £3,003.88</p> <p><u>Financial Matters Arising</u></p> <p>Final accounts will need to be paid prior to the end of the grant period.</p> <p><u>Volunteer Hours</u></p> | <u>Income</u> | | <u>Expenditure</u> | | Transfer from Inst. A. Acc | £2,500.00 | Devon Communities | £1,470.00 | | | A. P. S. E. | £1,031.20 | | | Create.Net Web Site | £ 4.99 | TOTAL | £2,500.00 | TOTAL | £2,506.19 | <u>Income</u> | | <u>Expenditure</u> | | Interest | £ 0.21 | Transfer to treasurers Acc. | £2,500.00 | TOTAL | £ 0.21 | TOTAL | £2,500.00 | <u>Income</u> | | <u>Expenditure</u> | | - | | | | TOTAL | £ 0.00 | TOTAL | £ 0.00 | <p>RB</p> <p>PT/TG /RB/ MB</p> |
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| 7, | <p><u>Apple Pie Fair 18th September 2016</u></p> <p>The Printing of leaflets for the stall holders was done and given out to The Village Shop for display along with The Avon Inn and California Cross. These were also handed out to The Wool Shop and Craft Shop in South Brent from which we have received bookings. Committee members have also passed these on to groups who may like to have a stall or place an advert in the programme.</p> <p>We also hand delivered "Save The Date" cards to households in Avonwick/North Huish & Diptford. These cards are also advertising the APF meeting to be held on the 17th May. The remaining cards will be kept to hand out nearer the date.</p> <p>The Apple Pie Fair details have also been added to the www.avonwicknorthhuish.co.uk web site from where we have already had enquiries.</p> <p>A further meeting for the Apple Pie Fair will be held on the 15th June at 5 Avonwick Green – all welcome</p> | |
| 8. | <p><u>Parish Council AGM</u></p> <p>Paul Tyler attended the AGM and gave a report of the Community Hall's progress. The Parish Council endorsed the work carried out so far.</p> | |
| 9. | <p><u>The Community Hall Project AGM</u></p> <p>THIS WILL BE HELD ON THE 7TH JULY COMMENCING AT 7.30pm In the Marquee in the garden of the Avon Inn.</p> <p>EVERYONE WELCOME</p> | All |
| 10. | <p><u>Any Other Business</u></p> <p>A grant for £100 has been applied for from South Hams District Council grant funds in support of the costs of the Community Web site – a response is awaited.</p> <p>The verification of Domain Registration for ANHCHP.CO.UK at the Chairman's address is in the process of being completed.</p> | RB TG |
| 11. | <p><u>Next Two Full Committee Meetings</u></p> <p>1. Tuesday 21st June 2016 2. Tuesday 26th July 2016</p> <p>7.00pm at 5 Avonwick Green</p> | |
| 13. | <p>Close of Meeting 9.50pm</p> | |