

## Avonwick and North Huish Community Hall Project

### AGENDA

Tuesday 8<sup>th</sup> March 2016 at 7pm Venue: 5 Avonwick Green

Item No	Abbreviations used :- DCT: Devon Communities Together, TB: Tom Butt (from DCT), JB: Julie Boulton (from Apse Architects) 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	<b>MINUTES OF THE PREVIOUS MEETING</b>	
<i>5min</i>	To approve and sign the minutes of the meeting 9 <sup>th</sup> February 2016	
4	<b>MATTERS ARISING</b>	
<i>20min</i>	- Website - Project Stores & Papers - Note Taking - Lord Lieutenant's Lunch	
5	<b>FEASIBILITY STUDY</b>	
<i>10min</i>	<b>1) Review Progress</b> - Community Survey - Pre-App Meetings with Planning and Highways	
<i>80min</i>	<b>2) Preparation of Investment Ready Documents</b> - Investment Ready Checklist (Review with TB) - Communications Strategy (Discuss and draft)	

6	<b>FINANCE and ACCOUNTS</b>	
20min	<b>Report of Treasurer (RB)</b> 1. Bank Accounts 2. Petty Cash 3. Funds  <b>Financial Matters Arising</b> - Apse Invoice for Desktop Study update - Coodes Invoice update  <b>Expenditure Approval</b>  <b>Volunteer Hours</b> <b>PT/LR/RM/MB/RB/TG</b>	
7	<b>Apple Pie Fair 2016</b>	
20min	- Date to be confirmed - Organisation Strategy	
8	<b>CORRESPONDENCE</b>	
10min	- DCT Membership Renewal - DCT Training Hub	
9	<b>Any Other Business</b>	
10min		
10	<b>Next two Full Committee Meetings - date, time and venue to be agreed</b>	
5min	1. Tuesday 12 <sup>th</sup> April 2. Tuesday 10 <sup>th</sup> May (proposed)	
11	<b>Close of Meeting</b>	