

Avonwick and North Huish Community Hall Project

AGENDA

Tuesday 13th April 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	Chairmans Welcome	
2	MEETING ATTENDANCE: a) Present b) Acceptance of Apologies for Absence	
3	MINUTES OF THE PREVIOUS MEETING	
<i>5min</i>	To approve and sign the minutes of the meeting 8 th March 2016	
4	MATTERS ARISING	
<i>15min</i>	- Website - Project Stores & Papers - Note Taking - Lord Lieutenant's Lunch	
5	FEASIBILITY STUDY	
<i>15min</i>	1) Review Progress - Work by APSE - Risk Assessment - Grant Funding Deadline - Organisation Structure	
<i>30min</i>	2) Preparation of Investment Ready Documents - Investment Ready Checklist - Capital Funding Plan - Communications Strategy (Discuss draft)	

6	FINANCE and ACCOUNTS	
20min	Report of Treasurer (RB) 1. Bank Accounts 2. Petty Cash 3. Funds Financial Matters Arising - Apse Invoice for Desktop Study update - Coodes Invoice update Expenditure Approval Volunteer Hours PT/LR/RM/MB/RB/TG	
7	Apple Pie Fair 2016	
40min	- Date to be confirmed - Organisation Strategy - Flyers approval	
8	Meeting held with Parish Council	
10min		
9	Any Other Business	
10min		
10	Next two Full Committee Meetings - date, time and venue to be agreed	
5min	1. Tuesday 10 th May 2. Tuesday 21 st June (proposed)	
11	Close of Meeting	