

## Avonwick and North Huish Community Hall Project

### AGENDA

Friday 13<sup>th</sup> May 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 12 <sup>th</sup> April 2016	
4	<b>MATTERS ARISING</b>	
<i>15min</i>	- Website - Note Taking - Lord Lieutenant's Lunch	
5	<b>FEASIBILITY STUDY</b>	
<i>15min</i>	<b>1) Review Progress (PT)</b> - Additional Land Requirement - Risk Assessment - Grant Funding Report - Organisation Structure	
<i>30min</i>	<b>2) Preparation of Investment Ready Documents</b> - Investment Ready Checklist - Communications Strategy (TG) - Tasks remaining	

6	<b>FINANCE and ACCOUNTS</b>	
<i>20min</i>	<b>Report of Treasurer (RB)</b> 1. Bank Accounts 2. Petty Cash 3. Funds  <b>Financial Matters Arising</b> - 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>	
<i>40min</i>	- Next Events Committee - Stall holder invitations - 'Keep the date' Flyers	
8	<b>Parish Council AGM</b>	
<i>10min</i>	Report of Project Chairman	
9	<b>Community Hall Project AGM</b>	
<i>10min</i>	Date, Venue and Details to be Agreed	
10	<b>Any Other Business</b>	
<i>10min</i>		
11	<b>Next two Full Committee Meetings - date, time and venue to be agreed</b>	
<i>5min</i>	1. Tuesday 21 <sup>st</sup> June 2. Tuesday 26 <sup>th</sup> July (proposed)	
12	<b>Close of Meeting</b>	