

## Avonwick and North Huish Community Hall Project

### **MINUTES OF MEETING**

**Tuesday 7<sup>th</sup> February 2016 at 7pm Venue: 5 Avonwick Green**

Item No	Abbreviations used :- DCT: Devon Communities Together, TB: Tom Butt (from DCT), JB: Julie Boultyby (from Apse Architects) , Stephen Evans (Coodes Solicitors), SE PF: Project Funds, A4A: Awards for All	Action By
1	<b>Chairman's Welcome</b>	
2	<b>MEETING ATTENDANCE:</b> <b>a) Present:</b> Chairman – Paul Tyler (PT), Treasurer – Richard Blackwell (RB), Maureen Blackwell (MB) Tristram Grevatt (TG), Rachel Milford (RM), Liz Rider (LR) taking Minutes <b>b) Apologies for Absence.</b> Lindsey Stewart had confirmed that she would not be rejoining the Committee	
3	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting 4 <sup>th</sup> January 2016. After a spelling mistake had been corrected, these were approved and signed	
4	<b>MATTERS ARISING</b> <ul style="list-style-type: none"> <li>• <b>Email to Volunteers:</b> This had been circulated. Several had been returned with email addresses unknown and these addresses would be checked. 4 people had responded, all unable to help. No other responses received to date.</li> <li>• <b>Storage Space:</b> RM had been unable to contact Hannah. TG thought he might know of a.n other who may be able to offer storage space.</li> <li>• <b>Website:</b> TG reported. DCT cannot offer satisfactory hosting. Agreed that the website would now continue to be hosted by Create.net. Treasurer, RB, would contact Rob Steer to see if another grant might be available to cover the cost of hosting the Community Website for another year.</li> <li>• <b>Note Taking:</b> LR would take minutes for the next meeting and then leave the Committee. No volunteers for Secretary had come forward. Until a new Secretary was found, members of the Committee would take turns at taking notes at meetings.</li> <li>• <b>Lord Lieutenants Lunch</b> It was reported that the Parish Council had discussed this and have publicised it to see if anyone in the Parish would like to organise it. It was suggested that The Avon Inn might like to take it on. PT to approach them.</li> </ul>	<p>TG</p> <p>RB</p> <p>PT</p>
5 (1)	<b>FEASIBILITY STUDY</b> <b>Review Progress :</b> <ul style="list-style-type: none"> <li>• <b>Community Survey</b> This had been circulated to, and discussed at, the Parish Council. The next important step is to obtain letters of intent from potential users of a village hall, indicating that they would wish to use the Community Hall in Avonwick. It was also noted that other buildings in the village might wish to offer facilities alongside the Community Hall.</li> <li>• <b>Solicitor re. Title of Land, Wayleaves &amp; Covenants</b> SE had reported that there are no Wayleaves , rights or encumbrances over the Community Hall land which would prevent a building being erected for that purpose.</li> <li>• <b>A4A Change of Contact</b> This has now been changed and PT and RB are now official contacts.</li> <li>• <b>Interim Report</b> PT had prepared and submitted this Report, and receipt had been acknowledged. He had also sought advice regarding the timings relating to the anticipated end of work and also end of spending. All to be completed by 23<sup>rd</sup> April 2016 The Committee thanked PT for this work.</li> </ul>	
(2)	<b>Pre-App Meetings with Planning and Highways:</b> RB reported that payment of £360 had not been required and it will be refunded. A Site Meeting to discuss site development and parking had been arranged for Friday 10 Feb. PT and TG would meet with JB and representatives of SHDC and DCC.	PT/TG

<p>(3)</p> <p>(4)</p>	<p><b>DCT Support and Advice</b> The Committee had met with TB on 14 January. It had been a helpful meeting to receive advice from TB on making progress with 'Investment Ready' tasks.</p> <p><b>Preparation of Investment Ready Documents</b> TB had sent a checklist of the steps to be taken to move forward. This is a key document needing urgent attention. RM had 'started the ball rolling' by sending an initial list of suggested uses/users of the hall and all present were asked to continue looking into this. Vital would be the letters of intent from any potential users of the hall. Task allocations were discussed and individuals identified, for specific tasks using TB's Investment Ready List. To ensure all was clear PT would send out a list of which members would take on which tasks. All tasks now need to be progressed with some urgency as TB's support and advice was time limited by the grant funding rules. Other halls could be contacted to ascertain what appeared to be the most popular uses – LR would contact the centres in South Brent and it was thought that Diptford, Harbeton, Rattery and Ugborough could also be approached. It would also be necessary, if possible, to find out what some halls were unable to accommodate for what reasons (e.g. catering restrictions).</p>	<p>PT/All</p> <p>LR</p>																																												
<p>6</p>	<p><b>FINANCE &amp; ACCOUNTS</b> <b>Report of the Treasurer (RB):</b></p> <p><b>Balance &amp; Totals as at 25<sup>th</sup> December 2015.</b> <b>Treasurers Account £133.97 Instant Access Account £7,603.26 Petty Cash £16.71 TOTAL £7,753.94</b></p> <p><b>ANHCHP Bank Accounts Report</b></p> <p><b>Treasurers Account</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Income</u></th> <th></th> <th style="text-align: center;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Transfer from Inst. A. Acc</td> <td style="text-align: right;">£3,000.00</td> <td>A. P. S. E.</td> <td style="text-align: right;">£1,666.70</td> </tr> <tr> <td></td> <td></td> <td>Coodes</td> <td style="text-align: right;">£ 513.00</td> </tr> <tr> <td></td> <td></td> <td>Create Net Web Site</td> <td style="text-align: right;">£ 4.99</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£3,000.00</b></td> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£2,184.69</b></td> </tr> </tbody> </table> <p><b>Instant Access Account</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Income</u></th> <th></th> <th style="text-align: center;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Interest</td> <td style="text-align: right;">£ .28</td> <td>Transfer to Treasurers Acc.</td> <td style="text-align: right;">£3,000.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£ 0.28</b></td> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£3,000.00</b></td> </tr> </tbody> </table> <p><b>Petty Cash</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Income</u></th> <th></th> <th style="text-align: center;"><u>Expenditure</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td style="text-align: right;">£ 0.00</td> <td>Postage (Coodes Solicitors)</td> <td style="text-align: right;">£ 7.25</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£ 0.00</b></td> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£ 7.25</b></td> </tr> </tbody> </table> <p><b>New Balances and Totals as at 25th January 2016</b> <b>Treasurers Account £949.28 Instant Access Account £4,603.54 Petty Cash £16.71 TOTAL £5,569.53</b></p> <p><b>Avonwick &amp; North Huish Community Hall Project Fund Balance £1,649.23</b> <b>Awards for all Grant Fund Balance £3,920.30</b></p> <p style="text-align: right;"><b>TOTAL £5,569.53</b></p> <p><b>Coodes Invoice update:</b> Time Sheets from SE are still needed. RB to follow up</p> <p><b>Report on Admin Cost Allocations.</b> RB reported that a number of Admin and PR expenses which were appropriate to be charged against the Feasibility Study Grant had now been identified and fund balances had been updated.</p> <p><b>Expenditure Approval:</b> It was agreed that the membership to DCT was still advantageous and RB was asked to pay the £50 annual membership fee.</p>	<u>Income</u>		<u>Expenditure</u>		Transfer from Inst. A. Acc	£3,000.00	A. P. S. E.	£1,666.70			Coodes	£ 513.00			Create Net Web Site	£ 4.99	<b>TOTAL</b>	<b>£3,000.00</b>	<b>TOTAL</b>	<b>£2,184.69</b>	<u>Income</u>		<u>Expenditure</u>		Interest	£ .28	Transfer to Treasurers Acc.	£3,000.00	<b>TOTAL</b>	<b>£ 0.28</b>	<b>TOTAL</b>	<b>£3,000.00</b>	<u>Income</u>		<u>Expenditure</u>		Nil	£ 0.00	Postage (Coodes Solicitors)	£ 7.25	<b>TOTAL</b>	<b>£ 0.00</b>	<b>TOTAL</b>	<b>£ 7.25</b>	<p>RB</p> <p>RB</p>
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	<b>Volunteer Hours:</b> Forms still needed from those outstanding.	<b>ALL</b>
7	<b>CORRESPONDENCE</b> PT reported that he had completed the form required by the Big Lottery Survey for end January. As reported in 5.1 above.  <b>DCT Training Hub</b> Information on this was available on line. Any members of the Committee who wished to attend any training relevant to the work of the Project could apply to the Committee for training costs to be covered.	<b>All</b>
8	<b>REPORT BACK FROM MEETINGS OR COURSES ATTENDED</b> None	
9	<b>ANY OTHER BUSINESS</b> The Apple Pie Fair would be an item for discussion at the next meeting.	
10	<b>NEXT TWO FULL COMMITTEE MEETINGS</b> 1. Tuesday 8 <sup>th</sup> March 2. Tuesday 12 <sup>th</sup> April	
11	<b>CLOSE OF MEETING - 10pm</b>	

Signed as an accurate record ..... Date .....