## **Avonwick and North Huish Community Hall Project**

## **MINUTES OF MEETING**

## Monday 4<sup>th</sup> January 2016 at 7pm Venue: 5 Avonwick Green

	Abbreviations used :- DCT: Devon Communities Together, TB: Tom Butt (from DCT), JB: Julie Boultby (from Apse Architects), SE: Steven Evans (Coodes Solicitors), PF: Project Funds, A4A: Awards for All	Action By
	Chairman's Welcome	
,	MEETING ATTENDANCE: a) Present: Chairman – Paul Tyler (PT), Treasurer – Richard Blackwell (RB), Maureen Blackwell (MB) Tristram Grevatt (TG), Rachel Milford (RM), Liz Rider (LR) taking Minutes b) Apologies for Absence. It is understood Lindsey Stewart will not be rejoining the Committee following her absence when she was in Australia. LR will confirm this with her.	LR
- 1	MINUTES OF THE PREVIOUS MEETING The minutes of the meeting 8 <sup>th</sup> December 2015 were approved and signed	
	<ul> <li>MATTERS ARISING</li> <li>Email to Volunteers:         PT had circulated the final draft of the email to be sent to all volunteers on the list. This was approved and would be sent out this week. Agreed it should include reference to the website address and PT agreed it could also contain his telephone number.     </li> </ul>	PT
	FEASIBILITY STUDY	
	<ul> <li>1) Review Progress:</li> <li>PT has received documents, a memory stick of files and 3 copies of the Community Survey Consultation Report from Lisette Granados. Also a First Aid Kit donated to the project by the Devonshire Freemasons as part of their 300<sup>th</sup> Anniversary celebrations</li> <li>Community Survey</li> </ul>	
	<ul> <li>1 of the 3 copies now received would be made available in The Avonwick Village Shop for reference by the community. Another copy has been given to the Parish Council for their information.</li> <li>Desktop Study – Initial Cost Report         RB had investigated with JB the higher than anticipated cost estimate for a hall. JB explained that it was too early for a more detailed estimate as the detailed layout and design was not yet commenced. She had therefore taken a high-end estimate as a 'ball-park' figure.     </li> <li>Solicitor re. Title of Land, Wayleaves &amp; Covenants</li> </ul>	RM
	Steven Evans (SE) had reported that he had investigated these with reference to the Community Hall site. He confirmed that the title of the land was confirmed. Further work now to be carried out to confirm there are no encumbrances on the land. His invoice for work to year end had been received. RB to ask for a copy of his Time Sheet before payment is made. Additional work and a further invoice are anticipated by the end of March. Both amounts would need to be paid from Grant funds.  • A4A Change of Contact	RB
	Details sent to A4A by PT. Confirmation of change awaited.	PT
	<ul> <li>2) DCT Support &amp; Advice</li> <li>Proposal from DCT</li> <li>PT had contacted TB re. VAT status, and also to confirm that TB would be available for 'hands-on' help. Re. VAT – There is a legal obligation for VAT to be charged on Community Survey work and therefore an amount for VAT had been included in the quotation.</li> <li>Re. 'Hands-on help' – TB's work for the Committee to achieve the 'Investment Ready' list, was included in the DCT proposal. In addition there is another 2 days available free of charge to assist as needed. PT would seek to arrange a meeting for Thursday, 14th January at 7 p.m. attended by TB, so that a start could be made with working through the 'Investment Ready' list.</li> <li>The Proposal from DCT regarding the cost of their support and active input was approved.</li> </ul>	PT
	<ul> <li>3) Pre-App Meetings with Planning and Highways</li> <li>• The Pre-App Advice Application had been submitted to SHDC by JB and registered. Payment of £360 was now required. PT to ask JB to chase progress.</li> </ul>	RB PT/J
	<b>4) Interim Report to A4A</b> This must be in by 23 Jan 2016. Paul has the forms for completion. It will be necessary to list, under headings provided in the Application Budget form, what we have commissioned and spent to date. PT/RB would liaise to prepare the Report.	PT/R

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PT had replied to the Avonwick resident's further communication as agreed.	Awards for all Report on Adr January Report Expenditure A (1) Julie Boult RB had contact than shown in l It was agreed tl (2) Coodes So See under 5(1). (3) DCT/Com TB had confirm work. RB wou  Volunteer Hou RB now has me	ministration Control Approval to A4A. RB/PT Approval to Appear Invoice ted JB regarding their original quotient JB's account licitors:  munity Survey: med that VAT had ask DCT for a licitors appeared that their control of these up to the second control of the second control o	st Allocations (RE) to liaise to finalise to finalise to finalise to finalise to finalise to finalise to for £1, ation due tio the acceptance of the settled in the final to the settled in the final to	TOTAL £77  3) Preparation ongoing. This needs e.  360. JB had confirmed that the excluditional searches requested. In full.  thin the DCT invoice for the Commotice which showed the amount of	600.00 753.94 s to be completed before the expenses invoiced were greater munity Consultation Survey	RB RB

9	<ul> <li>(3) Note Taking at Meetings</li> <li>LR had given notice that she would be resigning from the Committee at Easter, and therefore from taking Minutes.</li> <li>It was hoped that a replacement might come forward as a result of the mailing to volunteers which would shortly be made.</li> <li>(4) Lord Lieutenant's Lunch</li> <li>PT reported that a Patron's Lunch was to be held in London, to recognize the Queen's Birthday.</li> </ul>	RM TG
	TG was asked to suggest to the Parish Council that a similar lunch could be held and hosted for the local community by the Parish Council.	TG
10	NEXT TWO FULL COMMITTEE MEETINGS  1. Tuesday 9th February 2. Tuesday 8th March	
11	CLOSE OF MEETING - 21.00 hrs.	