

Avonwick and North Huish Community Hall Project

MINUTES OF MEETING

Monday 4th January 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) , SE: Steven Evans (Coodes Solicitors), PF: Project Funds, A4A: Awards for All	Action By
1	Chairman's Welcome	
2	<p>MEETING ATTENDANCE:</p> <p>a) Present: Chairman – Paul Tyler (PT), Treasurer – Richard Blackwell (RB), Maureen Blackwell (MB) Tristram Grevatt (TG), Rachel Milford (RM), Liz Rider (LR) taking Minutes</p> <p>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.</p>	LR
3	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the meeting 8th December 2015 were approved and signed</p>	
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • 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. 	PT
5	<p>FEASIBILITY STUDY</p> <p>1) Review Progress : 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 300th Anniversary celebrations</p> <ul style="list-style-type: none"> • Community Survey 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. • 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. • Solicitor re. Title of Land, Wayleaves & Covenants 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 Details sent to A4A by PT. Confirmation of change awaited. <p>2) DCT Support & Advice</p> <ul style="list-style-type: none"> • Proposal from DCT 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. 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. The Proposal from DCT regarding the cost of their support and active input was approved. <p>3) Pre-App Meetings with Planning and Highways</p> <ul style="list-style-type: none"> • 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. <p>4) Interim Report to A4A 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.</p>	<p>RM</p> <p>RB</p> <p>PT</p> <p>RB</p> <p>PT/JB</p> <p>PT/RB</p>

9	<p>ANY OTHER BUSINESS</p> <p>(1) <u>Project Stores</u> PT reported that LG was still looking after some Project stores (e.g. Apple Pie Fair items). It was necessary to find space somewhere to store these. It was suggested that Hannah might have space in her garage and RM would contact her in this connection.</p> <p>(2) <u>Website</u> TG will change the address to which CreateNet send invoices, to RB's address. The cost of the Website is currently covered by a grant from SHDC which will shortly be used up. PT wondered if DCT's website might be a free alternative. TG would look into this and ascertain what DCT might be able to offer.</p> <p>(3) <u>Note Taking at Meetings</u> LR had given notice that she would be resigning from the Committee at Easter, and therefore from taking Minutes. It was hoped that a replacement might come forward as a result of the mailing to volunteers which would shortly be made.</p> <p>(4) <u>Lord Lieutenant's Lunch</u> PT reported that a Patron's Lunch was to be held in London, to recognize the Queen's Birthday. 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.</p>	<p>RM</p> <p>TG</p> <p>TG</p>
10	<p>NEXT TWO FULL COMMITTEE MEETINGS</p> <p>1. Tuesday 9th February 2. Tuesday 8th March</p>	
11	<p>CLOSE OF MEETING - 21.00 hrs.</p>	