

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT  
COMMITTEE MEETING  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON THURSDAY 5 JUNE 2008 AT 10.00AM**

***This document is the Assistant Clerk's record of the Committee Meeting.  
Formal acceptance will take place at the next Committee Meeting.***

**1. RECORD OF THOSE PRESENT**

Cllr John Turkentine (Chairman), Cllr Robert Harman, Cllr Roy Van Tromp  
Mr Hugh Arnold – Adviser.

**2. APOLOGIES AND REASONS FOR ABSENCE**

Cllrs Neville Paul and Mrs Janette Potter – Prior engagement.  
Cllr Bob Villa – Vacation.  
Mr Ken Edwards – Adviser – Due to agenda, expertise not required.

**3. DECLARATION OF INTEREST (EXISTENCE AND NATURE), WITH REGARD TO ITEMS ON THE DECLARATION OF INTEREST**

None to record.

**4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

No members of the public were present.

**5. MINUTES OF THE MEETING HELD ON 22 MAY 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD**

The Minutes were proposed as a true record of the meeting by  
Cllr Roy Van Tromp, seconded by Cllr Robert Harman, and agreed. The  
Chairman signed the minute book.

**Matters Arising**

**5.1 Amended version of the Business Plan** Copies of the Business Plan  
have been issued to all Councillors and Advisers. A list of recipients has  
been placed on file against the numbered copies issued.

**5.2 Revised Architect's plans** Cllr John Turkentine has forwarded a  
kitchen plan to Cllr Mrs Janette Potter for further report.

**5.3 Survey Reports** The Committee were informed that Cllr Mrs Janette  
Potter has not received any comments from CBC Planning and therefore  
no report to date can be made. It was agreed that Cllrs John Turkentine,  
Bob Villa and Robert Harman meet with the Architect to discuss further  
terms of engagement

**5.4 Correspondence** A site visit has been arranged with Mr Bill Hamblin  
on 17 June 2008. Cllr John Turkentine to attend.

**5.5 Terms of Reference** The amended Terms of Reference will be  
forwarded for ratification at the Full Council Meeting to be held on 7 July  
2008.

**5.6 Planning Application** Cllr John Turkentine reported that plans  
forwarded to the Architect have now been submitted to CBC Planning and  
appear on the planning website. *Action: Mr Hugh Arnold – Adviser to liaise  
with CBC Legal Department regarding the lease rights on the Car Park.*

**5.7 Friends of the Heritage Centre** A letter formally requesting details of  
the payee bank account for transfer of funds has been sent to the  
Chairman of the Friends – Cllr Mrs Janette Potter.

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**5.8 Finance** Cllr Bob Harman and the Clerk to GPC to agree the consolidation of the Heritage Accounts and report to the Finance and Resource Committee 12 June 2008.

**5.8.1 Petty Cash Float** Implemented.

**6. CORRESPONDENCE** None.

**7. REVIEW OF PROGRAMME PLAN** v 3.0 dated 31 May 2008 was discussed and amended accordingly. *Actions:*

- *Cllr John Turkentine to amend the programme plan and reissue.*
- *Mr Hugh Arnold – Adviser to contact RCCE with regard to the application of rate reduction.*
- *Mr Hugh Arnold – Adviser to report on the appointment of Secretary to the Trustees.*

Cllr John Turkentine proposed the recommendation that GPC become a member of the RCCE, seconded Cllr Robert Harman, all agreed. The Committee agreed that the subscription fee was cost effective given the advantages of gaining free ACRE documents, legal advice, training and Newsletters.

- *Clerk to take the RCCE membership proposal to the Finance and Resource Committee meeting 12 June 2008.*
- *Mr Hugh Arnold to annex the Charitable Trust section of the Plan providing a broader base of information.*
- *Cllr Mrs Janette Potter to report on the Friends - 19 June 2008.*
- *Mr Hugh Arnold – Adviser to liaise with CBC and the Land Registry with regard to Land Registration.*
- *Assistant Clerk to re-validate the AON Insurance quotation.*
- *Cllr John Turkentine and Builder to discuss updating the Volunteers on progress to date.*
- *Mr Hugh Arnold – Adviser and Cllr John Turkentine to consult with Cllr Neville Paul on the terms and conditions of the letting of garage storage space to the Scouts.*
- *Cllr Robert Harman to discuss with Mr Hugh Arnold – Adviser the transfer of funds from GPC to the Heritage Investment Account.*

It was agreed that any interest accrued to date on the Capital Reserve, held in the GPC Account, would remain with GPC and not be transferred to the Heritage Account.

The constitution of the Charitable Trust was discussed. A flexible way forward was envisaged.

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**8. ANY OTHER BUSINESS**

**8.1 Publicity** The Committee agreed that the project had gained useful publicity from 'the shop'. Cllr John Turkentine proposed that a website address entitled "www.galleywoodheritagecentre.org.uk" be registered with Virtual Names (part of UK Servers) at a cost of £18 biennially. The Committee agreed. The Friends would be able to regularly promote events within the website when launched .

**9. CONFIRM DATE OF NEXT MEETING**

Thursday, 19 June 2008, at 10.00am.

*There being no further business to be transacted,  
The Chairman closed the meeting at 12.10pm  
Minutes taken by the Assistant Clerk to Galleywood Parish Council*

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(Signed, Chairman on 19 June 2008)