

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON 23 APRIL 2007 at 10.30 am
AT THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD**

PRESENT Cllr Turkentine (Chairman) with, Cllr R Harman,
Cllr N Paul, Cllr Mrs J Potter and Cllr R Villa.
Advisors Mr H Arnold and Mr E Hawkins

IN ATTENDANCE Mrs N Caton, Assistant Clerk to the Council

1. APOLOGIES FOR ABSENCE

Adviser - Mr K Edwards – Previous engagement

- 2. MINUTES OF THE MEETING HELD ON 2 APRIL 2007** Cllrs and Advisers present at the meeting held on 2 April 2007 accepted the minutes as a true representation of the discussions that took place. However, it was proposed that the minutes were amended with regard to those attendees present as per the Terms of Reference agreement. Cllrs to be listed alphabetically followed by named Advisers. It was agreed that all subsequent documentation relating to the project would follow this protocol.

It was agreed that Agendas and Minutes should be clear in their representation of either Working Party or Committee status and that any agreed dates of set meetings make this status clear.

The amended minutes were agreed and signed by the Chairman.

The final version of the Feasibility Study report for the Conversion of the Former Parts Depot to form the Galleywood Heritage Centre documentation was issued to all members of the Committee on 20 April 2007. A concern was noted that the working party notes finalising the discussion on this paper had not been minuted and circulated to the Project Committee for discussion. However, Committee members agreed that the working party had only discussed the paper; it had not been amended and therefore did not require a note to the Committee. The working party did however agree that a covering note should have been made available to this effect.

Item 6.3 Finance/Project Budget – It was raised that the agenda item 6.3 dated 2 April 2007 should not have been deferred to the working party meeting following the main Committee meeting of the same date. Attendees at the 2 April 2007 meeting reported that the deferral was

agreed only because of time constraint and that working practices and accepted procedures were still being applied.

It was agreed that any working party records of minutes be circulated and made available prior to any future Committee meetings. Minutes of working parties should be dated and clearly state data collection source and the justification of any facts and figures stated.

3. CORRESPONDENCE None

4. REVIEW OF WORKING GROUPS It was recorded that three working groups are currently discussing the following:

- o Lease – Members - Cllr Turkentine, Cllr Mrs J Potter and Cllr R Villa
- o Finance – Members – Cllr R Harman and Advisers H Arnold and K Edwards
- o BLF Grant Application Form – Members Cllr J Turkentine, Cllr N Paul, Cllr Mrs J Potter, Cllr R Villa and Advisers H Arnold, T Hawkins and K Edwards

The Lease working group reported that members had originally met with CBC Chief Executive, Leader of the Council and their Solicitor. A second meeting with Mrs Sue De Val and Graham Bearman, and a third with Graham Bearman to further discuss the terms of lease for the unused part of the Depot on the Common. Further detailed information with regard to the lease start date and Building complex inclusion has been requested and was expected 23 April 2007 from Mrs S De Val. A full report regarding the “Heads of Terms” would be forwarded to the Committee in due course prior to GPC contact with a solicitor in order to minimise legal costs. It was agreed that at this stage it was important to have the clarifications from CBC in writing. Any areas of concern yet to be resolved to be set out in a memorandum to be tabled at the Extraordinary Meeting dated 26 April 2007.

The working party had ascertained that a rateable value of the store and 4 outbuildings had been discussed but that further detail from Graham Bearman CBC had been requested in order to confirm the buildings as specified. *Action – Cllr Mrs J Potter to circulate detail to the Committee on receipt*

Once this information is confirmed in writing by CBC, GPC could appoint a valuations officer for the rateable value to be determined. This value would subsequently be listed as an asset to the Parish Council. This value would increase in value as works commenced and improvements made.

CBC Planning Department (Sue Ireland) had been consulted with regard to the proposed footpath installation and that there appeared to be no need for an application for a change of use for the buildings.

It was agreed that ECC Highways be contacted with regard to the current access road. *Action: Cllr Mrs J Potter to arrange a meeting with Highways.*

It was brought to the attention of Cllrs and Advisers that the cost to the Parish in preparing the BLF grant application for the project has been minimal thanks to CBC support and a grant received from the EEC Community Initiative Fund. It was agreed that the Finance and BLF application working party reports would be further discussed under separate Agenda items 6 and 7 respectively.

5. **REVIEW OF BUSINESS PLAN** It was agreed unanimously that the Business Plan was an excellent document albeit there still could be an issue over projected revenue. It was agreed therefore that the Business Plan be retitled "Preliminary Business Plan" The Appendix A document (page 1) title was amended to the Finance Working Party, (not Sub Committee) *Action: Adviser Hugh Arnold to amend and date documentation 28 March 2007.*

Cllrs and Advisors were asked if any finance issues should be considered at this point in time and how any shortfall or projected £15,500 deficit be addressed.

At this point in the meeting a document from Cllr C Dicks – Finance Committee Chairman was circulated raising a number of concerns, which were addressed individually.

Q1 The finance sub committee show projected revenue by various means totalling £19,500 (which is very low)..... Are there no other alternatives for revenue to be raised?

A1 The Committee agreed that this projected figure was very low and that a figure was originally stated of £28,000. However, £19,500 estimate was based on a conservative figure, which takes into consideration the location of the proposed Centre.

Q2 The report states that one of the options to address the deficit of £30,000 would be a subsidy from GPC starting 2008/09... Is this extra to a possible annual grant of £6000 ... Clarification please?

A2 The Committee reported that it was aware and this would be taken into account in the further development of the revenue plan, and will be required to be addressed in the 2nd BLF grant application process. £6000 only is suggested from precepts not from Capital Reserves or revenue costs

Q3 There are no other concrete plans shown as to how this deficit will be met, in fact it is stated on page 2 of appendix A, you state that room 2 will not provide any income, but on page 4 it clearly shows revenue from this room, albeit a very low figure.

A3 It had been discussed that Room 2 was deemed to be for the use of storage but could subsequently be used once outlying buildings had

been cleared. The projected use would be for education training or small meeting venue purposes. It was reported that Page 4 Appendix A had been amended and the information superceeded. This information will be open to later discussion and amendment

Q4 Will we have “just one charge for weekdays and one for weekends”?

A4 A uniformed line rate should be adopted. One rate for clarity.

Q5 Do we intend to have permanent staff from GPC working at this centre?

A5 No decision with regard to staffing has been made

Q6 How are attendees going to be able to afford to attend and how often will they come? ... are we being too restrictive?

A6 It was reported that this question needed to be further discussed. The proposed stakeholder letter was designed to address this point but it was clearly stated that this proposal is primarily for a Heritage Centre. *Action: Assistant Clerk to issue a copy of Cllr Dicks’ comments prior to the Extraordinary Meeting in order that all Attendees can fully appreciate the valid content, which would further be addressed at the Business Plan stage*

Further questions were raised with regard to p6 of Appendix C – The estimated cost of refurbishment of building SK05 had been amended in the Project Budget costing table (pages 19 and 20 of the Project Appendix D) to reflect the subtracted VAT. This VAT figure if claimable and recoverable it would be key in addressing projected shortfall. It was important to note that due to Parish council status the VAT would be deemed as recoverable which would not be the case if a Charitable trust had been applying for BLF grant funding. *Action: Cllr J Turkentine and Mr H Arnold (adviser) to seek formal clarification of VAT from HM Customs and Excise. Revised pages 19, 20 and 23 to be reissued prior to the extraordinary meeting on 26 April 2007.*

6. **AGREE LETTER TO STAKEHOLDERS** It was agreed to discuss Item 7 on the agenda prior to item 6

7. **AGREE BLF GRANT APPLICATION FORM FOR RECOMMENDATION TO EXTRAORDINARY MEETING OF GALLEYWOOD PARISH COUNCIL ON 26 APRIL 2007** It was stated that a copy of the VDS was not required as part of the BLF application and that Appendix D accompanied by a requested Bank Statement was the proposed submission. Cllr Mrs J Potter proposed that a vote be taken amongst Cllrs present that the documentation be forwarded for submission at the Extraordinary meeting and that the proposed application would be subsequently sent to the BLF. Cllr N Paul seconded the motion. A unanimous show of support was given.

6. **AGREE LETTER TO STAKEHOLDERS** A draft letter to the stakeholders was read to the attendees. It was agreed that the letter be rewritten asking for statement of ‘principle’ interest for the project “without prejudice” be requested. It was agreed after some discussion that a revised letter would be drafted to all identified interested parties. *Action: Cllr J Turkentine to redraft and circulate prior to the Extraordinary meeting.*

It was discussed prior to the end of the meeting that given the complexities of the meeting content and for continuity purposes a dedicated minute taker should be appointed. *Action: Assistant Clerk*

8. **DATE OF NEXT MEETING** – To be decided *Action: All Committee members to be made aware of any future working party meetings held.*

There being no further business to be transacted
The Chairman closed the meeting at 12.47 pm

<p>.....</p> <p>Signed, Chairman</p> <p>.....</p> <p>Dated</p>
