

**Minutes of Galleywood Heritage Centre Project Committee Meeting
Held at The Keene Hall, Galleywood
On Thursday 6 March 2008 at 10.00am**

This document is Cllr Neville Paul's record of the Committee Meeting
Formal Acceptance will take place at the next Council Meeting

1. Record of those present

Cllr John Turkentine (Chairman), Cllr Bob Harman, Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr Bob Villa. Mr Hugh Arnold – Adviser, Mr Ken Edwards – Adviser.

2. Apologies and Reasons for Absence None

3. Declaration of Interest (Existence and Nature), with regard to items on the Agenda

Cllr Villa declared a personal interest as Chairman of the Galleywood Common Association. Cllr Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.

4. Public Participation Session with respect to items on the Agenda One member of the public present (Cllr June Baker)

5. Minutes of the meeting held on 21 February 2008, Matters arising and Notes of any Working Party held

Subject to an amendment to Minute Item 4 (last paragraph) to read *“This would, in due course, require negotiation and review of the Business Plan”*, the Minutes were proposed as a true record of the meeting by Cllr Harman, seconded Cllr Paul, and agreed. The Chairman signed the minute book and initialled the amendment.

Matters arising from the meeting:

Garages: It was agreed that since the initial rent offer of £1500 per annum from Chelmsford District Scouts was thought to be for one garage only, a higher, more realistic figure would need to be negotiated for both garages.

It would be necessary take into account our needs/the builders needs for storage during the building period. A smaller, third garage was available. Permission to offer a Tenancy at will, would be checked with the Borough Council.

6. Correspondence

The following items of correspondence were read by the Chairman:

6.1. Replies to the Sponsor letter: a number of replies were noted and it was agreed to pass such letters to the Friends of GHC.

6.2. Essex County Council Probation Service are seeking availability of unpaid work, Cllrs Turkentine and Villa are compiling details of suitable work with outline schedules to forward to the Probation Service for their consideration.

6.3. Essex Association of Local Councils featured the Depot in their recent update.

(Item 13 was taken at this point and Cllr Potter left the meeting at the conclusion of the item at 11.03)

7. Project Programme

It was agreed that the Project Programme needed a manager to track events and ensure that matters were taken forward. *Action: Cllr Turkentine in liaison with Ken Edwards.* It was also agreed that Committee members be asked to undertake specific tasks and produce written reports, preferably prior to meetings.

7.1. The Lease: Cllrs Paul and Villa and Hugh Arnold were attending a meeting with CBC in the afternoon. It was agreed that whilst the lease length and rent may remain unchanged, the Parish Council should remain firm on signing without Planning Consent and cancellation. The proposed Tenancy at will would be raised.

7.2. Surveys It was agreed that progress was needed to be made on getting the various surveys undertaken. *Action: Cllr Villa to initiate action for Structural, Contamination and Asbestos surveys.*

7.3. Design Details and Plans No particular observations were noted.

7.4. Planning Application No particular observations were noted.

7.5. Refurbishment Programme No particular observations were noted.

(The Chairman adjourned the meeting at 11:23 and Cllr Villa and Hugh Arnold left the meeting. The meeting resumed at 11:27)

7.6. Version control & distribution of documents, plans & drawings It was agreed that this would be the responsibility of the Project Manager.

7.7. Volunteer & in-kind support & sponsorship Cllr Turkentine had drafted a proposed letter (**Appendix A**) to be sent to those who offered DIY help on the questionnaire. It was agreed to send the letter. A list of those who subsequently respond should be prepared.

7.8. Publicity It was agreed that publicity should be pursued, particularly for the Friends of GHC. This would be a matter for the Charity to consider.

(Cllr villa returned to the meeting at 11:50)

7.9. Working Party Meeting on 4 March 2008 The minutes of the meeting produced by Cllr Villa (**Appendix B**) were briefly discussed and noted.

(Ken Edwards left the meeting at 12:05)

8. Resources The Project Manager would identify the materials needed and request the Clerk to formally place the orders, so that VAT was thereby saved. It was considered that a proper order form ought to be devised and three quotations sought for major work or materials. *Action: Cllr Bob Harman to draft an outline procedure for circulation prior to the next meeting.*

9. Finance

9.1. Spend to date This was unchanged.

9.2. HM Revenue & Customs A reply is still awaited as to whether the Parish Council may purchase goods/materials and then donate them to the Charity. *Action: The Clerk is asked to follow this up.*

10. Insurance No reply to an e-mail request for a quotation had been received. *Action: The Clerk is asked to follow this up.*

11. The Business Plan No action needed today, except to amend as necessary to show the current position.

12. The GHC Charitable Trust It was proposed by Cllr Paul and seconded by Cllr Villa that the members of this Committee (Councillors and advisers) be nominated as Trustees. *Action: The Clerk is asked to check with the Borough Council whether 'double-hatting' may be a problem.*

13. The Friends of GHC Cllr Potter outlined her proposals. She would take the chair and had identified two potential Vice-Chairmen: the first to pursue grants and big institutions and the second to concentrate on smaller, local fund raising events. The Parish Council would send out a letter to announce the first meeting, which had been fixed for 9 April 2008. Hugh Arnold and Ken Edwards would join with Cllr Potter to form a Working Party to consider the protocols necessary for the establishment of the Friends charity. The Working Party are to present their written report for the next meeting on 20 March 2008.

14. Questionnaire analysis Nothing further was reported.

15. Confirm dates for future meetings It was agreed that these should continue at fortnightly intervals, with the next meeting fixed for 20 March 2008.

*There being no further business to be transacted,
the Chairman closed the meeting at 12.44pm
Minutes taken by Cllr Neville Paul*

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(Signed, Chairman on 20 March 2008)