

**MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING**

**HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 24 APRIL 2008 AT 10.00 am**

***This document is the Assistant Clerk's record of the Committee Meeting.
Approval of these minutes will take place at the next Committee Meeting.***

1. RECORD OF THOSE PRESENT

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

2. APOLOGIES AND REASONS FOR ABSENCE

Cllr Roy Van Tromp (Magistrates duty), Cllr Bob Villa (previous engagement), and Mr Ken Edwards – Adviser (previous engagement).

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

- Cllr Neville Paul declared a personal interest in relation to any issues concerning Chelmsford Scouts.

4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA No members of the public present

5. MINUTES OF THE MEETING HELD ON 3 APRIL 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD

Subject to the following amendments, the Minutes were proposed as a true record of the meeting by Cllr Bob Harman, seconded Cllr Neville Paul, and agreed.

Page 2 para 5 to read "Cllr Bob Harman reported that he had contacted Alan Bowling via email to arrange a meeting week commencing 14 April 2008, to discuss procedures....."

Page 2 para 4 to read "transfer of monies, to the Heritage Centre Project Committee Account".

The Chairman signed the minute book.

Matters Arising

5.1 Storage Cllr Neville Paul read out a letter sent to the Scout Council 21 April 2008 inviting a site visit. It was discussed that should a short term lease be required, CBC solicitors would need to be consulted.

10.08 am Cllr Mrs Janette Potter joined the meeting.

Cllr Neville Paul informed the Committee that further information had been obtained as to current rental rates in the area which would be held on file.

5.2 Finance The Chairman advised that the Parish Clerk had tabled an agenda item for the Finance and Resources Committee Meeting 24 April 2008 to discuss the transfer of monies to the Committee as stated above. It was stated that at the termination of the project the account will remain a GPC account.

5.3 Working Party Notes – none to be signed. The Chairman gave a brief account of a meeting with CBC regarding the Application for Change of Use documentation to be submitted with the 1 APP planning form. All actions have been forwarded to the submission architect. *Action: Cllrs Bob Villa and Bob Harman to confirm architects email address.*

6. CORRESPONDENCE

The following items of correspondence were read by the Chairman.

6.1 ECC Heritage Open Day 14 September 2008 It was reported that space to promote the Heritage Centre had been requested by Cllr John Turkentine. ECC Facilities Manager to confirm.

6.2 BBC Essex Report The Committee were informed that the Chairman of the Historical Society had been invited by Essex Radio to give an interview on the history of the Galleywood Race Course.

6.3 H M Revenue & Customs – Recovery of VAT Mr Hugh Arnold – Adviser reported that further clarification as to VAT recovery by the proposed Trust was in hand.

6.4 CBC Introduction of 1APP and Local Validation Checklists The amendments to planning application procedure were noted.

6.5 Abercorn Nursery, Beehive Lane An offer of help to the ‘Friends’ was passed to Cllr Mrs Janette Potter.

7. BUSINESS PLAN Minor amendments to Business Plan – Issue A dated 23 March 2008 were discussed. *Action: Cllr John Turkentine to reissue. Mr Hugh Arnold – Adviser to arrange two bound copies.*

8. REVISED ARCHITECT’S PLANS Revisions to the proposed planned internal layout were discussed. The Plans were duly marked for amendment. *Actions:*

- *Cllr Mrs Janette Potter to research kitchen layout and report.*
- *Architect to amend plans for submission.*
- *Committee to check with Architect if windows can be blocked.*

9. THE GALLEYWOOD HERITAGE CENTRE CHARITABLE TRUST The following issues were discussed.

9.1 Area of Benefit As a prerequisite of the trust document the specific area was clarified as the Parish of Galleywood. Cllr Mrs Janette Potter proposed, Cllr Neville Paul seconded, all agreed. *Action: Mr Hugh Arnold – Adviser to amend.*

9.2 Trustees The Committee agreed that the capacity to co-opt should be an option.

9.3 Structure of the Trustee Committee The composition of the Committee was discussed and agreed as 5 Appointed (by user group) including at least one parish Cllr. 3 Elected at AGM and 2 co-opted members (by the Trustees). All members to have full voting rights. *Action: Mr Hugh Arnold to enquire as to the time taken for applications of dispensation should amendment to the Trust Deed be required.*

10. ANY OTHER BUSINESS

10.1 The Lease CBC have submitted the lease to the Charity Commission for approval.

10.2 Survey Reports It was reported that the Structural survey on the roof had been received and the invoice paid. The preliminary Contamination Report has shown minor hydrocarbon contamination. The full report is yet to be issued.

10.3 Friends of the Heritage Centre Cllr Mrs Janette Potter circulated the Minutes of the inaugural “Friends” of the Galleywood Heritage Centre Meeting – 9 April 2008. The Committee were informed that the General Meeting of the “Friends” would be held 7.30pm on Wednesday, 30 April 2008 at the Keene Hall where the “Friends” Committee would be appointed. The meeting would also invite ideas as to a suitable logo for

the group and letter heading. (Charitable registration number to be advised and placed on the bottom of all letters etc).

The following items were discussed and clarified:

- Cllr Mrs Janette Potter stated that future attendance at the Heritage Project Committee would be on a once a month basis to report progress on the “Friends” activities and any other required business. *Action: Cllr Mrs Janette Potter to advise Assistant Clerk of attendance.*
- It was proposed by Cllr John Turkentine, Cllr Bob Harman seconded and all agreed that £500 (or a proportion thereof) be released to the “Friends” to cover incurred expenditure which included the hiring of Keene Hall facilities for meetings. *Action: Cllr Mrs Janette Potter to liaise with the Keene Hall Administrator.*
- The Committee agreed that all monies raised by the “Friends” should be held in the “Friends” banking account (when opened) until such time the Trustees required monies to be made over.
- All monies raised by the “Friends” from sponsorship or fundraising to be held in a single account. GHC number 2 account.
- Restrictive funding must be designated accordingly and legally abided by.
- The Committee agreed that the “Friends” be managed lightly. Communication on necessary business could be made outside set meetings and that a monthly report would be welcomed.
- Cllr John Turkentine proposed that the “Friends” constitution be approved by the Committee. Cllr Neville Paul seconded, all agreed.

11.52am Cllr Neville Paul left the meeting.

10.4 The Shop It was reported that the CHP required the premises be vacated in May 2008. *Action: Mr Hugh Arnold – Adviser to investigate the means of removal of larger items to an off site storage facility.*

11.56am Cllr Neville Paul rejoined the meeting.

10.4 Finance The accounts to date were circulated.

11. CONFIRM DATES FOR FUTURE MEETINGS

Date of next meeting 10.00am – Thursday, 8 May 2008.

*There being no further business to be transacted,
The Chairman closed the meeting at 12.01am
Minutes taken by Mrs Nicola Caton, Assistant Clerk to
Galleywood Parish Council*

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(Signed, Chairman on 8 May 2008)