

**MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT
COMMITTEE MEETING
HELD ON THURSDAY 8 NOVEMBER 2007 AT 10.00 AM
AT THE KEENE HALL. WATCHOUSE ROAD, GALLEYWOOD**

PRESENT**Councillor John Turkentine (Chairman)**

Councillor Bob Harman, Councillor Neville Paul

Councillor Janette Potter, Councillor Bob Villa

Advisers Mr Hugh Arnold and Mr Ken Edwards

IN ATTENDANCE Mrs Nicola Caton, Assistant Clerk to the Council

1. **APOLOGIES FOR ABSENCE** Councillor Roy Van Tromp
2. **MINUTES OF THE MEETING HELD ON 26 OCTOBER 2007** The minutes were agreed and signed by the Chairman.

MATTERS ARISING

- 2.1 **Formalising and signature all note of Working Parties** - A summary of the recommendations from the Working Parties, recording all key decisions and policy updates/amendments tracking actions required is currently being drafted. *Action: Draft copy to be available by 22 November 2007 meeting Cllr Bob Harman.*
 - 2.2 **Correspondence** - The noted absence for ground survey costings from Mr Neil Smith is currently under investigation by the Chairman.
 - 2.3 **Building** – It was reported that a local building contractor had shown positive interest in aiding the progression of the site as proposed. *Action: Borough Cllr J Potter to arrange a site visit for GPC Cllrs/Advisors and building contractor*
3. **APPOINTMENT OF BOROUGH CLLR J POTTER TO THE COMMITTEE**
10.06am *The meeting closed*
10.08am *The meeting reconvened*
Borough Councillor J Potter was welcomed as an Adviser to the Committee. Proposed Cllr Neville Paul, Seconded Cllr B Villa. The position was accepted.
3.1 Amended Terms of Reference None required.
 4. **CORRESPONDENCE** A letter dated 1 November 2007 to Mr P Chippendale – Interim Head of Property CBC regarding the proposed lease was reported as not yet received a response. *Action: Advisor Mr Hugh Arnold to forward any response to engaged solicitors for comment.*
 5. **THE LEASE**
5.1 Condition Survey It was reported that a Condition Survey and a Contamination Survey would be required on the site. *Action: On behalf of the Committee, Borough Cllr Janette Potter to explore the requirements for this provision with CBC Chief Executive. Report to Committee prior to 22 November 2007. CBC to formalise all detail to GPC.*

It was proposed that Agenda items 6 and 7 be transposed

7. PROPOSAL TO SET UP THE GALLEYWOOD HERITAGE CENTRE TRUST

The financial advantages of proposing a Charitable Trust were discussed with "Friends" support.

11.06 am The meeting closed

11.08 am The meeting reconvened

It was agreed that GPC should contact local building contractors to submit phased projected build/renovation costings

11.10 Borough Councillor Janette Potter retired from the meeting.

Action: The Committee to submit a document of evidence recommending a Charitable Trust be formed to GPC on 3 December 2007. Draft documentation to be available prior to next Committee meeting 22 November 2007 for review at the Finance Committee dated 29 November 2007.

It was proposed that a proposed Constitution for the Trustees be circulated.

Action: Advisor Mr Hugh Arnolds

6. CONSTITUTION AND PROPOSALS FOR MEMBERS OF SUB-COMMITTEE 'FRIENDS OF GALLEYWOOD HERITAGE & COMMUNITY CENTRE', MEMBERSHIP, CHAIRMAN AN HON PRESIDENT

It was agreed that the proposed Business Plan state that the Chairman would be required to hold a full time post and that the cheque signatory mandate be specified. All other matters were carried forward to the next meeting.

11.59am Advisor Mr Ken Edwards retired from the meeting

8. THE REVISED BUSINESS PLAN

8.1 Re-evaluate revenue costs - *Action: Advisor Mr Hugh Arnold to circulate. Year one estimated income figures to be investigated.*

8.2 Seek sources of alternative funding - Ongoing

8.3 Seek Volunteer and in-kind support and sponsorship for refurbishment work and ongoing support activities - Ongoing

8.4 Rateable value - Letter received dated 31 October 2007 from CBC

8.5 Market Research – *Action: Cllr Bob Harman to draft a letter to key organisations inviting sponsorship.* The Committee agreed that sponsorship should be invited after the Public Meeting

9. PUBLIC MEETING DATE – 16 January 2008

10. PROPOSED MEETING DATES 2008/09 Meeting dates were agreed

11. DATE OF NEXT FULL MEETING – 10.00am Thursday 22 November 2007.

Meeting closed at 12.13pm

Minutes taken by Mrs Nicola Caton – Assistant Clerk to Galleywood Parish Council

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