

MINUTES OF GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETING

**HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 7 AUGUST 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 Bob Villa, and Mr Ken Edwards - Adviser

2. APOLOGIES AND REASONS FOR ABSENCE

Cllr Neville Paul – Vacation
Cllr Mrs Janette Potter – Prior commitment
Cllr Roy Van Tromp – Prior commitment
Mr Hugh Arnold – Adviser - Vacation

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

Cllr Bob Villa declared a personal interest as Chairman of the Galleywood Common Association.

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 19 JUNE 2008, MATTERS ARISING AND NOTES OF WORKING PARTIES HELD

Minute 9.5 – Action 3. The Committee agree to delete the action. The Minutes were proposed as a true record of the meeting by Cllr Bob Villa, seconded by Cllr Roy Van Tromp, and agreed. The Chairman signed the minute book.

5.1 Matters Arising

The Committee agreed that all matters arising would be dealt with at the appropriate Agenda Item.

6. CORRESPONDENCE

The Committee were informed that items of correspondence would be discussed under agenda items 9.5, 10.6 and 11.

7. ECC SUPPORT

The Chairman reported to the Committee that a meeting with Ms Ashley Jeyes – ECC Museum Development Officer had taken place on Monday 4 August 2008. Assistance with the display of artifacts and a file of grant application opportunities were acknowledged. *Action: Cllr John Turkentine to forward the grant details to The Friends and contact a similar project in West Mersea with a view to obtaining project information.*

8. INSURANCE

8.1 Trustee Indemnity It was formally agreed that the payment of premium toward Trustee Indemnity was within the interest of the Charity. The Committee was informed of the details of the Charity Commission for England and Wales Report - February 2007 p19-21. Items 56 - 61. Cllr John Turkentine proposed that a meeting with AON was required to further clarify the insurance cover required, seconded Cllr Bob Villa. The

Committee agreed. *Action: Assistant Clerk to request a meeting with AON to discuss the policy cover.*

The Committee agreed that Friends insurance cover would be provided by that taken by the Charity

8.2 Buildings/Contents/Liability Action covered in Agenda item 7.1

10.25am *The meeting closed*

10.28am *The meeting reconvened*

9. ESSEX COUNTY COUNCIL TREE PLANTING SCHEME

The Chairman informed the Committee that a grant application had been submitted on 5 August 2008 for a native mixture of 500 plants to be delivered to the Heritage site in early October 2008. It was noted that there would be a possible opportunity to increase this number if local demand did not exceed supply. *Action: Cllr John Turkentine to revise prior to deadline.*

10. REVIEW OF PROGRAMME PLAN

10.1 Surveys

It was reported that CBC had agreed to the removal of containers found at the Heritage Site. Further discussions on the clearance of contamination are ongoing. *Actions:*

- *Cllr John Turkentine to arrange a meeting with Mr John Whitelock – Corporate Property Assistant CBC to discuss. Cllr Bob Villa and Dr Gary Lewis to attend.*
- *Clerk to request a quote from Tamdown Regeneration for clearance or coverage of the area specified.*

10.2 Detailed Building Design details

Mr Ken Edwards advised the Committee that information on energy saving could be obtained from the Royal Community Council. *Action: Cllr John Turkentine to request further details.*

10.3 Charitable Trust

Held over for report - Mr Hugh Arnold. *Action: Clerk to seek advice from CBC Legal Department with regard to dispensation for double and triple-hatted Cllr status and EALC with regard to Cllr 'conflict of interest'.*

10.3.1 Bank Account The Committee agreed that formal application would be made to CAF once the Charity is formed.

Cllr Neville Paul currently holds the forms for application.

10.4 Lease

The Committee agreed that the address on the lease should be amended to Galleywood Common Depot, Margaretting Road, Galleywood, Chelmsford, Essex CM2 8TS. Cllr John Turkentine reported that the square meter measurement of 'the premises' had been calculated for insertion on page 7. *Action: Mr Hugh Arnold to advise as to the 'tenant address' to be inserted on page 16.*

The Committee debated the proposal to be made to the Full Council Meeting to be held on 1 September 2008. A recommendation was proposed by Cllr John Turkentine that GPC sign the lease which incorporates the minor amendments as agreed. Regarding the soil contamination survey, whilst final action to remedy the hydrocarbon contamination is still to be investigated and agreed, in signing the lease the Council could assume that any work and cost involved in remedying the contamination would be the responsibility of the Heritage Trust and

not involve GPC in any expenditure, seconded Cllr Bob Villa and agreed by the Committee unanimously.

10.5 Building Project

The official appointment by the Committee of architects 'The Barnard Partnership' was noted. *Action: Cllr John Turkentine to forward the agreed layout of rooms and Access Drawing (No GHC 001 Rev 1B 24/07/08).* The appointment of a Contractor and Building Controller to be advised.

Actions:

- *Cllr John Turkentine to meet with Mr Alan Bowling and Mr Kevin Nason.*
- *A Newsletter to be sent to all DIY Volunteers.*
- *Committee to commence collation of costings for floor leveling.*

10.6 Scouts

The Chairman confirmed that correspondence had been received from Mr Bill Hamblin – Chairman of the Chelmsford District Scout Council Gang Show and Fellowship that the 3 bay garage would be suitable for the group as a storage unit. Negotiation on rental terms to be agreed. *Action: Cllr John Turkentine and Assistant Clerk to write to Mr Hamblin.* The Committee agreed that further storage space available would be advertised once the lease had been signed.

10.7 Finance

10.7.1 Business Plan contingency Review Annex seven of the Business Plan was reviewed. The Committee agreed that the appropriate financial contingencies were appropriate to meet the cost of utility cost inflation, however this matter should be monitored closely.

Action: Cllr Janette Potter to advise as to the current rateable value of the centre.

It was agreed that any alterations to the current Business Plan be inserted on an addendum page.

10.7.2 VAT The Committee thanked Mr Ken Edwards and Mr Hugh Arnold for their work in securing the reclamation of VAT incurred as a non business activity (HM Revenue and Customs Letter dated 30.07.08)

10.7.3 Financial Payments It was reported that a personal donation of £50 had been transferred from the GHC account to The Friends CAF account.

10.8 Publicity

Action: Cllr John Turkentine to update all events and publicity material regularly on the webpage and co-ordinate activities with the Friends.

11. FRIENDS OF THE HERITAGE CENTRE

Mr Ken Edwards gave a verbal report to the Committee of The Friends meeting held on 6 August 2008. The following points were noted.

- The CAF bank account is open and currently holds £1,916
- A Lotteries licence is to be applied for.

- Scheduled events
 - 8 August 2008 – The Pampered Chef
 - 18 October 2008 – Quiz Evening
 - 2 December 2008 – Magic and Sparkle
- Two banners at a cost of £60 had been purchased for advertising and promotional work.
- A publicity folder is being compiled.
- All Funds and Grants application forms to be forwarded to Cllr Mrs Janette Potter.
- A newsletter to be drafted giving details of membership

Actions:

- *GHC to advise Friends when the lease is to be signed.*
- *GHC and Friends to coordinate the current Friends and DIY volunteer's lists and clearly define the roles of each.*
- *Tearoom Business Plan to be submitted by the Friends to the Trustees.*

12. OPENING DATE

Ongoing.

13. ANY OTHER BUSINESS

None.

14. CONFIRM DATE OF NEXT MEETING

Thursday, 21 August 2008, at 9.30am. The Ron White Room, Keene Hall.

*There being no further business to be transacted,
The Chairman closed the meeting at 12.17pm
Minutes taken by the Assistant Clerk to Galleywood Parish Council*

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(Signed, Chairman on 21 August 2008)