

Minutes of Bratton Clovelly Parish Hall Committee held on 27th July 2009

Present: G England (Chairman), H Down (Booking Secretary), L Eydon (Treasurer), G Cooke (Secretary), G Barrett, A Barrow, P Down, S Hendy, K Hunkin, E Perkins and P Worth.

In attendance: B Hendy

1. Apologies: J Codling, R Hopkins, R Jordan and P Penning.

2. Minutes An amendment was proposed and adopted to the minutes of the meeting held on 29th June 2009. The revised minutes were then approved.

The Chairman welcomed Mr Hendy to the meeting, thanking him for agreeing to provide advice on issues related to the plumbing for the proposed heating system.

3. Matters Arising:

Action

Hot Water System: The Treasurer was still awaiting receipt of an invoice. Sarah Hendy undertook to provide this.

S.H

Accounts: Lin Eydon undertook to send flowers to Elisabeth Tunmore as a thank you for auditing the Hall's accounts.

L.E

School Room Update: Geoff Barrett reported that there had been no significant developments since the Committee's June meeting.

Reports on Renewable Energy Projects: Philip Worth reported that he had passed the note on the misreporting of information on renewable energy projects to the Parish Clerk.

External Appearance: Liz Perkins and Peter Down were thanked warmly for the superb job they had done in strimming the banks and cutting back the hedges. The Committee also commented favourably on the Play Ground and congratulated Paul Bellamy on his efforts, particularly in view of the adverse conditions under which much of the work had been undertaken.

4. Grants Received: The Chairman reprised the details of the grant offers received from WDBC, Bio-energy and RE4D. In the case of the first of these, permission had been received to devote the monies to the replacement of the roof, although the total of the grant would be limited to £15,500 or 10.15% of the total sum spent on the over all project, to a maximum of £152,000. The Chairman reported that WDBC regarded this as a flagship project, being the first village hall in the West Devon area introducing renewable energy. It was also confirmed that that grant could be paid directly to the Parish Council's account.

Philip Worth's suggestion that attention be devoted to getting effective publicity for the grants and the projects was endorsed.

Acceptance of the WDBC grant was proposed by Sarah Hendy, seconded by Peter Down and carried unanimously.

Acceptance of the Bio-energy grant of £12,395 was proposed Philip Worth, seconded by Keith Hunkin and passed unanimously. Sarah Hendy agreed to study the conditions attached to this grant.

S.H

Acceptance of the RE4D grant of £30,000 was proposed by Sarah Hendy, seconded by Hester Down and passed unanimously.

The Chairman reminded the meeting that the grant offer from LCBP for £37,775 had already been accepted.

5. Project Finances: The Chairman circulated a spread sheet setting out the current position and the outstanding issues. Funds of £101,000 were already available, leaving £51,000 to be obtained from additional grants or a mixture of grants and loans. He emphasised that the final grant decision from EDF would not be available until mid October, but that, provided a positive decision was received from CCD and bank finance could be arranged to fund cash flow pending receipt of grant funds, work could be got under way before that time. (In the context of the EDF grant application, Blake Hendy agreed to provide an itemised quote. It was also agreed that this should only provide for one radiator for the bar, but that attention would be paid to improving draft proofing.)

B.H

Keith Hunkin expressed some concern at the requirements for pre-payments from the boiler contractors, in view of the difficulty of the current economic climate and the fact that grants were not payable in advance. It was recognised that this led to a degree of vulnerability. The Chairman undertook to explore possible means of mitigating this.

G.E

6. Letter from Parish Council: A letter from the Clerk to the Parish Council, dated 7th July, concerning the reclaiming of VAT, was read out by the Secretary. It was noted that there should only be a need for five orders to be placed by the Council and that Peter Penning had kindly agreed to oversee the necessary paperwork. Hester Down proposed that conditions set out in the PC's letter be accepted. This proposal was seconded by Liz Perkins and accepted unanimously. .

7. Meeting with Nat West: The Chairman reported that he, the Secretary and Peter Penning had had a helpful meeting with Nat West in Okehampton to discuss the PHMC's requirements for loan facilities to fund cash flow, pending receipt of grant funds and possibly also to fund any shortfall in grants. The content of a letter received from Nat West, setting out requirements before a facility could be considered was reviewed and accepted.

Following discussion of the possible terms of the proposed facilities, the following resolutions were proposed by Peter Down and seconded by Keith Hunkin:

1 It is hereby agreed that the Renewable Energy Project to install Photovoltaic Panels, replace the roof of the Hall and to install a new heating system (“The Project”) is authorised to go ahead and that the Parish Hall Management Committee (“The Committee”) takes full responsibility for the repayment of all monies advanced (“The Loan”) by National Westminster Bank plc (“The Bank”) both to assist in the funding of the Project and to provide bridging finance pending receipt of grant monies.

2 The Committee hereby agrees that Graham England, John Codling, Lin Eydon and Hester Down be authorised to sign the agreement for the above Loan with the Bank on behalf of the Bratton Clovelly Parish Hall Management Committee.

Both resolutions were adopted unanimously.

Nat West also required the following documentation:

A copy of an extract from the Parish Council minutes, acknowledging the loan and repayment terms of any grant monies routed via the PC. Peter Penning is to advise the PC.

P.P

The Chairman reported that he had spoken to Elisabeth Tunmore about a requested letter in respect of VAT, and this would be forthcoming. It was noted, and much appreciated, that Elisabeth had not charged for auditing the annual accounts, but it was felt that payment should be made to her for the extra work which this project would entail.

G.E. /L.E

The Chairman undertook to detail the proposed monitoring arrangements and to confirm that the deadlines are met to satisfy the grant giving bodies.

G.E

The Chairman undertook to ensure that the required insurance cover would be provided, either by the contractors, or by the Hall’s own insurance.

G.E

It was noted that there would be a need to notify the insurers of the change in the value of the Hall.

L.E

8. Stage: Philip Worth described the system that had been demonstrated to members of the Committee by Stage Systems on 27th July. The response of those present had been favourable, although some concern was felt about the proposed reduction in the height of the stage. Although the initial estimate provided had been for £5,012, this had subsequently been increased to £6,362, when the various improvements proposed by members of the Committee had been incorporated into the specification. However, following intervention by the Chairman, this had been reduced to £5,700.

Two additional demonstrations of the systems offered by Maltbury and Go-pak were arranged for 31st July and 3rd August respectively.

9. Roof: The Chairman reported that two estimates had been received from Bowline, which, at approximately £16,000 and £19,000, were considerably cheaper than those previously obtained from Mark Ogborne and Mathew Crocker. They also addressed satisfactorily concerns about condensation. It was agreed that Bowline would be the preferred contractors and that, once funding was in place, authorisation could be given for the commencement of work on the roof. Hester Down drew attention to the need to take into account existing bookings in the Hall, when agreeing the schedule and arrangements for the work.

10. DACB AGM: The Chairman drew attention to the AGM of the Devon Association of Community Buildings, to be held on August 5th. It was proposed by Philip Worth and seconded by Geoff Cooke, that the Chairman be authorised to attend on the Committee's behalf and that his attendance should be paid for from Hall funds. The resolution was adopted unanimously.

11. Any Other Business:

Hester Down proposed that the fees charged for Hall usage be reviewed. However, at the suggestion of Sarah Hendy, it was agreed to defer consideration of any changes until the proposed work on the Hall was complete.

Angela Barrow drew attention to the need to cordon off part of the car park on August 8th, to allow access by the garden refuse lorry at 1.00pm.

There being no further business, the meeting was closed at 10.00pm.

12. Next Meeting: No date was set for the next meeting. Notice will be given once information about the grant applications and bank facilities is forthcoming.

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