

MINUTES OF BRATTON CLOVELLY SCHOOL ROOM COMMITTEE MEETING  
HELD ON 22 SEPTEMBER 2009

PRESENT: M Jordan, D Beck, R Phillips, E Peters, G Barrett, A Martin, S Ogborne, P Worth, J Dowell

APOLOGIES FOR ABSENCE: B Pond

The minutes of meeting held on 18 August 2009 were agreed and signed with an amendment to the grant applications to Biffa and E.On which David confirmed are now both for £20K. The minutes will be circulated and put on the website.

**Matters arising:** David advised that Devon LEAF have accepted our preliminary enquiry and confirm that our project fits their criteria - a grant application for £20K will be sent to them shortly. Formal offer of £25K has now been received from CCD and will be signed and returned. Official agreement to starting safety works on the School Room has been received from HLF and confirmation that £23,250 has been transferred to our bank.

**Project Manager's Report:** Richard advised that although Microgeneration had been instructed and the required deposit paid their promised start within two weeks had not happened. Following repeated telephone calls they have agreed that a firm start date will be confirmed to Richard tomorrow (23rd Sep). A C Worth, the Main Contractor, wishes to start work at the beginning of October but the borehole needs to completed by that time. Richard will advise Mary as soon as the start date is confirmed so that she can inform all neighbouring parties. Listed Building consent for the PV's has been received. Building Regulations approval required engineering drawings and these have been provided. The invoice from the structural engineer, John Grimes, to be passed to Mary for payment once the VAT certificate has been agreed. VAT certificate also to be agreed with CDM consultant. A C Worth's insurance details are awaited. A C Worth have completed CDM requirements, confirmation that Microgeneration have provided their information has not been advised. Contract programme is awaiting confirmation subject to cashflow being organised. David, Mary and Judi will work on cashflow. Richard, contract administrator, briefly went through the contract details in order for the committee to be aware of the content before signing by David. Anticipated completion of the works is 31 March 2010. It will be necessary to complete the flooring prior to 1 Feb 2010 to safeguard the grants for the gshp. The committee unanimously agreed for the contract to be signed (David Beck signed, Eileen Peters witnessed). Richard to arrange for A C Worth to sign the contract then it will be returned, together with a copy of their insurance, for safe-keeping by SR committee.

David has received a letter from Ecclesiastical Insurance requiring a Building Works questionnaire to be completed. David has completed this as far as possible, Eileen will discuss this with the insurers and provide any further information they require.

Geoff was asked if he would prepare a video of the School Room before work commences and then at intervals as the work progresses in order to have a record for HLF, etc. and for our future use. Geoff agreed.

Action by:

DB

RP  
MJ

DB/MJ

DB/MJ/  
JD  
DB

RP

EP

GB

David produced a schedule of funding promised to date and the necessity of organising either a temporary overdraft facility or a loan to cover anticipated cashflow requirements particularly at the beginning of next year, was discussed. David and Mary agreed to discuss this primarily with our bank. Geoff advised that the Parish Hall despite earlier advice that an overdraft facility would be a possibility had recently been informed that this would not be available but a loan was offered at 4.25% interest plus an arrangement fee. Also the Charities Bank had advised that loans they were currently able to offer would not be sufficient to meet the Parish Hall's requirements.

DB/MJ

Committees roles were discussed - David agreed to continue with the grant funding and will prepare cashflow with Mary and Judi. Also he will assist Mary in preparing an Excel spreadsheet for keeping accurate accounts. Richard will continue as project manager and will be checking the progress of the works alleviating the necessity of engaging an architect for this role. Other committee members agreed to assist as required.

**Parish Hall:** Geoff reported that the Parish Hall had also received £25K from CCD bringing the total they have raised to over £120,000. As reported earlier the Parish Hall also require funding to assist cashflow. Work to the roof will be starting on Monday 28 September, comprising stripping the top layer, increasing the insulation and adding new outer layer, which will improve both the waterproofing and the insulation. The PH committee have now agreed on the supplier for the new stage.

**Future fund raising events:** It was agreed, due to lack of a suitable venue and available dates, to postpone the proposed wine-tasting and antiques valuation events until the Spring. David has received an offer of Paintball tickets which could be used for fund-raising. Alison agreed to look into the possibilities.

AM

Date of next meeting Wednesday 21 October, 7.30 pm at Mary's.

There being no further business the meeting closed at 9.40 pm