

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Project Working Group held on Tuesday 14th November 2017 at 7.00pm At the Parish Office, Killick Way, Williton

Attendees:

Councillors: Perrett, Peeks, Doherty (left at 7.20pm), Vaughan and Denton (arrived at 7.10pm)
Clerk: Mrs M Francis
Other: Cllr Hooper
Press: None

Apologies:

Councillors: None
Public: None

17/01B After a proposal from Cllr Doherty, seconded by Cllr Perrett, Cllr Vaughan was duly elected Chairman of the Project Working Group.

17/02B **Apologies**
As noted above.

17/03B **Decision Process**

It was unanimously resolved all decisions would be made through the Trustees and not the Project Working Group.

Before the rest of the meeting it was necessary to go through new plans that had been received.

The plans had to be altered due to building regulations, therefore the layout had been reconfigured in the Foyer to allow for fire doors from the kitchen, the stairs have been widened to 1200mm which meant the stairwell had been enlarged. The lift had been reconfigured as well as the upstairs disabled toilet, which is now big enough. Internal lobbies in changing rooms had been taken out and screens would be requested around the back of the lockers

Other Changes

Fire doors – electronic catches if alarm goes off they would automatically close. Included
Walls thicker and plant room floor area increased to reflect original drawing
Disabled changing room smaller, officials larger made larger
The first floor was 36sqm, now 28.2sqm

Cllr Vaughan made notes on alterations and would contact Justin to confirm (this would be forwarded to Cllrs)

Cllr Vaughan advised documents (starting grant, change of signatories and change of contact) had been scanned and sent to Amanda Vaughan. The lottery would be asked if we can proceed at risk. Still awaiting Risdon Hosegood re land registry and charge.



Payment plan V3 – agreed at last Trustees. Based on 20th November start date. Subsequently updated to Version 4 to reflect 5% advance payment. The first invoice was expected the following week, front end funding will be by WSC out of 106 grant and residue from the lottery 5%.

A discussion took place regarding payment of invoices, Cllr Doherty asked what the risk was. Cllr Vaughan replied minimal as section 1 was widening the road access from Robert Street and the main Pavilion was section 2. The WSC S106 funding would be used first.

Payments to be made by BACS – needs Trustee agreement.

Justin had checked with HBC re VAT exemption; HBC were in agreement..

- 17/04B Cllr Hooper and Cllr Peeks would investigate other halls hiring charges and cleaning regulations, including West Somerset College, Crowcombe Village Hall, The Lysaght and Carhampton.
Prices would obtained and reported back.
- 17/05B Hire Agreement, Cllr Vaughan will forward around for everyone's thoughts and also check Wootton Courtenay.
Cllr Peeks would investigate Performing Society license.
Broadband – was a TV license needed – to check with BT.
- 17/06B Cllr Hooper would ask how many hours are spent cleaning.
Maintenance list – floor cleaning equipment for the main hall would need to be added to the list.
Ask CCS when next workshop is to network with other halls and see what they do.
Take advice first, then produce a plan.
- 17/07B Marketing deferred
- 17/08B Cllr Perrett will ask other halls regarding H&S regulations – CCS might have a document. A booklet had been produced in the past of all the halls in Somerset – Keely Rudd would be contacted to enquire if this was still the case.

Slade Parry need to tell Cllr Perrett and the project group what they are doing and our duties. Slade Parry/HBC would keep their own record and produce the CDM plan for the construction and deliver it to the Trustees at the end of the project. Trustees need to keep a general check on the project during the construction.

When the project is near the end, Safety Synergy would be asked to visit and check all documents, signage etc were in place. Section 11 out of Project Plan (page 46 & 47) would be forwarded to Safety Synergy.

Due to time constraints, the outstanding items would be included in a future meeting.

