
**Minutes of the Special Meeting of Ashburnham and Penhurst Parish Council
held on Wednesday 8th April 2015 at 7.30pm in the Ashburnham Sports Pavilion**

Parish Councillors present: Cllrs Nicky Bishop, Roger Burfoot (Chair), Richard Hann, Pat Winfield, Andy Proudfoot, Gill Ratcliffe, Richard White (Vice Chair)

District / County Councillors present: None

In attendance: Clerk to the Council
3 members of the public

1) Apologies for absence
None – all present

2) Disclosures of interest

- a) Declarations of interest:
Cllrs Bishop, Hann and White – Agenda item 3 (Minute 3) – Personal interest in so far as they are members of the Village Hall Management Committee.
- b) On the motion of the Chairman seconded by Cllr Proudfoot and approved by those councillors not being members of the Village Hall Management Committee, Councillors who are members of that committee were granted a dispensation to speak and vote on matters relating to the village hall in Agenda item 3.

3) Village Hall Renewal Project

- a) Councillors reviewed the plan, known as option 4, which is drawing number BA1433.19P dated March 2015. Councillors approved the plan subject of the following alterations - delete the two roof lights nearest the stage while leaving the other six in their current positions, fit serving hatch between the kitchen and the small meeting room. It was noted that the design is modular and the building could be shortened by deleting one whole bay. Similarly it could be made narrower. The council resolved to adopt the plan.
- b) Review of build costs and fund raising:
i) After discussion the following project costs were determined –
Cost per sq m @ £1250 includes kitchen and toilets but not car park
Approved plan is 404 sq m

| | |
|------------------------------------|-----------------|
| Build cost total | <u>£505,000</u> |
| Contract admin / project mgt | £22,300 |
| Engineer and Q.S. | £10,800 |
| Legal work (tenancy) | £5,000 |
| Car park | <u>£11,900</u> |
| Project cost total | <u>£555,000</u> |
| Fund raising by village | £30,000 |
| Donations and gifts | £100,000 |
| Benefit of donated labour | £25,000 |
| PWLB borrowings | £150,000 |
| Balance from grant awarding bodies | £250,000 |
| | <u>£555,000</u> |

- ii) Councillors discussed environmentally friendly aspects of the project and are interested in incorporating solar panels. Advice to the next parish council is that invitations to tender should be very open and widely advertised with a minimum of three quotations as stipulated in financial regulations.
- iii) Fund raising by the village was felt to be a conservative estimate over, say, five years. The way that the benefit of donated labour would be monitored would be by the project manager negotiating with the main contractor for some element of the work quoted for being actually carried out at a lesser or zero cost by local contractors. The balance of grants is thought to be achievable based on the professional advice received to date.

The Chairman asked how far into the fundraising it might be before the council committed to commencing building work. After discussion, members advised the next Parish Council to secure the first four items in the table above plus about 50% of the balance from grant awarding bodies.

- c) Review of business plan (annual running costs): the council adopted the following figures as the basis of the annual running costs. The figure for insurance might be high as it could be consolidated with the existing insurance for the Pavilion.

INCOME

| | |
|------------------------------|---------------|
| Letting to existing users | £1,700 |
| Letting to new organisations | £1,000 |
| Letting for events | £0 |
| Letting for weddings | £2,000 |
| Yoga and Art club et al | £1,350 |
| | <u>£6,050</u> |

EXPENDITURE

| | |
|-------------------|---------------|
| Cleaning | £1,500 |
| Caretaking | £850 |
| Insurance | £800 |
| Refuse collection | £500 |
| Maintenance costs | £750 |
| Energy costs | £600 |
| Business Rates | £120 |
| Water rates | £250 |
| | <u>£5,370</u> |

Surplus £680

