

Ashburnham and Penhurst Parish Council

New Hall Steering Group

Clerk: Brian Holdstock

Little Midge, Ashburnham, Battle, TN33 9PB
Tel: 01323 832082 Email:clerk@ashburnham-penhurst.net

You are invited to an ordinary meeting of the New Hall Steering Group to be held on Friday 17th March 2017 at 7.00 pm in the Ashburnham Sports Pavilion

Signed *Brian Holdstock*

Date: 9th March 2017

Brian Holdstock, Clerk

A G E N D A

- 1) **Apologies**
To receive apologies for absence.
- 2) **Minutes of last meeting**
 - a) To review the minutes of the last meeting which was the inaugural meeting held on 26th June 2015.
- 3) **Governance**
 - a) To confirm membership of working groups and leadership (list attached).
 - b) To review funding arrangements for the work to date and the continued work of this committee.
 - c) To receive a report on legal issues from the working group.
 - d) To discuss a name for a new Charitable Incorporated Organisation.
 - e) To make recommendations to the Parish Council.
- 4) **Design and Planning**
 - a) To identify issues needing decisions prior to development of specification for building control.
 - b) To determine who is to be appointed to develop the design into, a) building control drawings and b) drawings suitable for obtaining quotations and how this is to be funded.
 - c) To consider the work to be undertaken in the environs of the new hall.
 - d) To make recommendations to the Parish Council.
- 5) **Grant applications**
 - a) To receive a report from the working group.
 - b) To make recommendations to the Parish Council.
- 6) **Communications**
 - a) To receive a report from the working group.
 - b) To consider ways in which to communicate the progress of fund raising.
 - c) To make recommendations to the Parish Council.
- 7) **Fund raising (events)**
 - a) To receive a report from the working group.
- 8) **The business plan**
 - a) To receive a report from the working group.