
Minutes of the Committee “New Hall Steering Group”

held on Tuesday 23rd May 2017 at 7.30pm in the Ashburnham Sports Pavilion

Parish Councillors present: Cllrs Nicky Bishop, Richard Hann and Richard White (Chairman)

Sub-group and co-opted members: Keith Finch, Storm Hann, Anna Heasman, Nick Heasman, Jemma Joyce, Fay Merrick, and Clive O’Sullivan

In attendance: Brian Holdstock, Clerk to the Council

1. Apologies for absence

- 1.1 Apologies for absence have been received from Carol Lovett, Robin Ratcliffe and Chloe Wilson.

2. Adoption of Minutes

The draft minutes of the Committee Meeting held on 17th March 2017 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.

3. Governance

- 3.1 In the knowledge that a new charitable organisation will be needed to manage the new village hall, members discussed the composition of the board of trustees. Members resolved to recommend to the parish council that -
- 3.1.1 the board should comprise 7 trustees,
 - 3.1.2 the board should contain a mixture of parish councillors and parish residents (whether or not registered electors),
 - 3.1.3 that three places only be allocated to parish councillors so that residents are in the majority,
 - 3.1.4 elected trustees be elected annually by show of hands at the AGM.
- 3.2 Members wished to explore if it would be possible for the existing Village Hall Management Committee to morph into the new charitable organisation.

4. Design and Planning

- 4.1 The most urgent business is to obtain quotes for the changes to the entrance and for working up the approved design into a specification for the purposes of construction quotes and building control. This is so that bids for grants to fund the work can be written. A meeting of the Design and Planning sub group is to be convened shortly.

5. Grant applications

- 5.1 Richard Hann has had meetings with Sherlyn Barrow, the professional bid writer who is currently working part time for Ashburnham Place. Sherlyn is willing to write bids for a fee calculated on a price per bid basis. Her estimates of the number of days is proportionate to the size of the bid and based on a daily rate of £200 which she suggests generally averages out at 4% of the bid value. However, she separately suggested that a bid for £50k may take only 4 days to write. In order to start work she needs to know how much money is needed and for what purpose.
- 5.2 Support from Action in Rural Sussex (AiRS) and the Community Buildings Advisory Service (CBAS) is on offer at their prevailing rates of £400 per day. They suggest setting up two consultancy projects, one for establishing a CIO (Charitable Incorporated Organisation) and the other for more general advice. In both cases AiRS proposed that they invoice an initial sum against which draw down of consultancy time would be logged. Members noted the offer but deferred a decision until a suitable date for a Skype call can be arranged with sub members.

6. Communications

- 6.1 The sub group proposed that the village web site carry up to date news and members discussed if the task could be shared on a monthly basis. Members agreed on a rota starting with Richard White (June), Nicky Bishop (July) and Fay Merrick (August)

7. Fund raising (events)

- 7.1 The following fund raising events are in planning –
 - 7.1.1 A picnic by the lake at Ashburnham Place
 - 7.1.2 Walk and Ride, planned for 2018 by Gillian Van Der Meer
 - 7.1.3 Auction of Promises planned for summer of 2018

8. The business plan

- 8.1 Deferred to a future meeting.

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Signed (Chair)

Date