

**Minutes of a Judson's Pavilion Committee meeting
held on Thursday 12th April 2018 at 9.30pm
at the Windmill, Meopham Green**

Committee Members: Cllrs. M Bramer, Buchanan, Hasler, Ogden (Chairman),
Wade
B Heming and K Walters (Meopham Colts)

In attendance: S Egglesden (Clerk)

Item 1 **Apologies for Absence**

J31 Apologies received from Cllr Howard

Item 2 **Declarations of Interest**

J32 There were no declarations of interest.

Item 3 **Approve the Minutes of the previous meeting (09.03.18)**

J33 The minutes of the meeting held on 9.3.18 were approved as a correct record on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. All voted in favour.

Item 4 **Review of responsibilities**

J34 B Heming had raised this for going forward with the project as decisions may have to be made urgently once at the build stage. The Project Manager had been appointed to deal with the building side of the project on behalf of the council but there may be additional unforeseen work that comes up. Cllr M Bramer pointed out that it is not legal for one person on the committee to have authority to make decisions, although delegated authority can be given to the Clerk to work in conjunction with the Chairman and B Heming on for example dealing with a list of potential risks for the project. Any additional expenditure above £5000 would have to be referred to Full Council for approval. The Clerk would check with KALC on how the council can legally 'fast track' urgent decisions that may have to be made.

Agreed: Clerk to work on a recommendation on the above for approval by Full Council (provisionally for the 24.04.18)

Item 5 **Report from Bob Heming on meeting with Project Manager**

J35 B. Heming reported on his meeting with the PM. It has been agreed that if unsuccessful with the grant, the PM will only charge for the time spent on the project and not the full fixed fee. The PM and BH have worked on the contracts to provide an analysis and report for the Football Foundation Grant application. This will be finalised at the

beginning of next week with the final figures ready for presentation to Full Council on 17.4.18. They had also worked on a 'risk register' for extra costs which included drains, anti graffiti paint, CCTV and party wall issues, Cllr Wade and Hasler advised that the drains are not in a good condition and would definitely need to be addressed so should be potentially added as costs in the grant application.

B Hemings advised if the FF grant is successful (decision date - 26th July), structural drawings and building regulations would need to be carried out in August, with the build then taking 12 weeks we would be looking at a completion around January /February 2019, factoring in Christmas.

Item 6 **To review the Football Foundation Grant Application**

J36 Final figures would be ready for the Full Council meeting next week. The Clerk had circulated the Project Overview questions and answers. This had also been sent to Sophie Ward, who would come back with comments on Friday. Members were invited to email any comments to the Clerk. The Clerk would work on finalising this.

B Heming agreed to work on the project costs, project building and project management form.

B Heming and the clerk would work on the additional documents required to be uploaded including:-

- Partnership funding – mitigation (to query our response with the FF) (Clerk)
- Tender information (BH)
- Additional photographs (Clerk)
- National Football Facilities Strategy (BH)
- Programme of works (BH)
- Site Development plan (BH)

The Clerk reported that she had not heard back from her enquiry with HMRC regarding the VAT on Meopham Colts donation apart from several confirmation emails that they were dealing with her enquiry,

Agreed: To include £6000 VAT in the figures.

Agreed: Clerk and BH to meet on 18.4.18 with a view to completing the FF application declaration for submission, subject to FC approval on 17.4.18. (deadline for submission – 19.4.18).

Members expressed their thanks to B Heming and the Clerk for their work to date.

Discussion took place as whether to start work on the structural engineering drawings and building regulations now so if successful with

the grant, building work can place in August. It was agreed to leave making a decision until after the application has been submitted.

The meeting closed at 10.55am

Signed.....Date.....

DRAFT