

LISS PARISH COUNCIL
Minutes of the Liss Pavilion Development Committee
22nd October 2018, 7pm

*Cllr R. Hargreaves (Chairman), Cllr K. Budden, *Cllr B. Mayo, *Cllr L. McDonald, Cllr A. Smith, *Cllr D. Dodds.

*Present, in addition to Cllr A. Wright, Chairman of Finance

Clerk: S. Smith

89/P18 Apologies

Apologies were accepted from Cllrs Budden and Smith.

90/P18 Declarations of interests

Cllr McDonald declared a possible conflict of interests arising from the proximity of her private residence to the development site.

91/P18 Minutes of the meeting of 3rd September 2018

Resolved: That the minutes of the meeting of 3rd September 2018, proposed by Cllr Mayo & seconded by Cllr Dodds with all in favour, be accepted as an accurate record of the meeting.

92/P18 Matters arising

Alongside the issue of charges, the Chairman noted the need for an assessment of income to be made for the new Pavilion to inform the 2019/20 budget. This would be circulated to the Committee for input prior to being considered by the Finance Committee on 5th November.

93/P18 Current status of the project & update from site meeting

The Chairman advised that construction was around a week or so behind the timetable but that this was not a concern. The site meeting on had given rise to a few areas for Committee input; these would be considered under the next item.

94/P18 Issues arising from site meeting for Committee input

Velux rooflights: Members agreed that the two centre windows should benefit from electric opening, at a cost of £300 per window.

Boot scraper: Members agreed to purchase the 1.2m Oxford Boot Scraper at £210 for installation by the contractor.

Kitchen units: Members selected the Cippendale Solo Painted kitchen units in Oyster with the Quadra Worktop in Natural Messina in a 40mm profile.

95/P18 Proposals for fit out

Cllr McDonald presented a set of proposals for internal fit out. Members agreed with the proposals, subject to a couple of small additions in the list of items, and noted the indicative nature of the specification. This would allow for some flexibility of choice at the time based on availability and price etc. Members noted that a figure of around £12,000 would be required to fund this.

Members noted the need to identify items which required installation during the construction period as these would need to be secured at an earlier stage, as well as an assessment as to any additional installation costs associated.

96/P18 Budget monitoring

A revised budget monitoring report had been circulated to the Committee. Cllr Mayo noted that no figure had been provided for the improved highways splay; the Chairman clarified that it was hoped that s106 funds could be secured for this.

Members noted that the £12,000 funds required for fit out were not yet identified, aside from £988 received in CIL. Members agreed that specific underspends in the 18/19 budget should be identified so that these funds could be vired for Pavilion fit out costs.

The Chairman would seek an indication of any savings which had been achieved once the construction phase had been completed to offset any shortfalls elsewhere.

97/P18 VAT monitoring

The Clerk referred to advice received on procedures to enable reclaim of VAT on the construction costs.

Members noted the need to secure a Council resolution in due course for the gifting of the Pavilion from Liss Parish Council to the West Liss Recreation Ground Charity for operation once construction had been completed.

98/P18 Agreement with the Scouts

The Clerk advised that a few issues remained to be resolved in order for the full set of legal documents to be ready. It was hoped that the documents could be presented to November Council for approval for the Chairman and Clerk to sign on behalf of LPC.

99/P18 Communication and marketing

The Chairman noted that there would be an article in the Petersfield Post on 24th October and an article in the forthcoming edition of the Village Voice. Both would seek expressions of interest for booking the new Pavilion. Members agreed that bookings should be invited from early January 2019, when charges would be agreed, for use of the Pavilion with effect from April 2019.

The Chairman and Clerk would identify a list of organisations to whom LPC should write about the new facility to establish further potential users.

100/P18 Any other business

Members agreed that reasonable waste disposal should be provided for users with the Terms & Conditions of Hire.

Members agreed to enquire about the availability of Damian Hinds MP for a formal opening ceremony. The Clerk would pursue.

Members noted the need to recognise those who had contributed to the Buy A Brick scheme; a wall plaque was considered appropriate.

Next Meeting: 3rd December 2018

The meeting closed at 9pm.