

LISS PARISH COUNCIL
Minutes of the Liss Pavilion Development Committee
30th July 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

67/P18 Apologies

Apologies were accepted from Cllr Smith.

68/P18 Declarations of interests

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

69/P7 Minutes of the meeting of 13th June 2018

Resolved: That the minutes of the meeting of 13th June 2018, proposed by Cllr Mayo & seconded by Cllr Dodds with all in favour, be accepted as an accurate record of the meeting.

The Chairman noted that the funding application to the Football Foundation had been unsuccessful. LPC would maintain contact with the Football Foundation as regards advice on pitch improvements and with regards to any possibility of additional pitches.

70/P18 Current status of the project

Cllr Mayo advised that he was maintaining close contact with Michael Weakley (MW) which included regular site visits. The construction programme had slipped a little, by around two weeks, and was now at the stage of excavation and laying of the concrete foundations. However, it was noted that the project had got off to a good start overall.

Cllr McDonald noted the need to protect the roots to the large Oak. Cllr Mayo noted that MW had advised that the fencing and trenches had been positioned as far away as possible from the tree. The Chairman added that the Arboricultural Officer had been consulted during the planning stage and the contractors would be adhering to any guidance provided in this respect.

71/P18 Financial arrangements and budget monitoring

The Clerk advised that the first drawdown of the PWLB loan had been applied for to cover the first two payments to the contractor required at week four and eight of the construction programme. Further sums would be drawn down at regular intervals to meet the cash flow forecast. Members agreed that a good reserve should be maintained in the Pavilion account and that no investment of any monies relating to the Pavilion should be made due to the need to be able to access funds as and when required. The Clerk advised that it was hoped that the s106 funds allocated would be forthcoming following the submission of receipts in the next week or so.

Resolved: That the Clerk prepare a financial report prior to each Pavilion Committee.

The format of the report would be agreed with the Chairman of Finance and approval sought from the auditor. The reports would be copied to Finance Committee and be attached to the RFO's reports to Council.

72/P18 Agreement with the Scouts

The Clerk advised that progress had been made on a number of areas following input from the Scout's lawyer but that the agreements were not yet finalised.

Resolved: That the Clerk seek a completion date from the lawyer.

73/P18 Identification of key areas for Committee input

The Chairman had circulated some initial thoughts on areas for consideration by the Committee:

a) Agreeing outstanding items within the specification:

Cllr Mayo advised that a draft electrical specification was underway. It was noted that a meter would be placed in the Scouts store.

The Chairman noted that MW had issued an instruction to the contractor with regards to the colours of the roof tiles, windows, doors and shutters. Members requested sight of colour swatches.

Resolved: A meeting would be requested with MW in order to establish outstanding areas within the specification which would require LPC input, with a corresponding timetable.

b) Fitting and equipping the Pavilion:

Resolved: That Cllr McDonald continue to work on the proposals for fitting out and equipping the Pavilion. It was agreed that procurement of the items in question would commence once the project had reached a point at which a secure area within the building could be used for storage. It was thought that this would be likely by the beginning of February 2019. It was hoped that further CIL funds would be forthcoming to assist in financing this; the Committee would consider further in the autumn.

c) Terms and Conditions for use of the Pavilion:

Resolved: That Committee Members submit comments on the draft set of Terms and Conditions which had been circulated by the Clerk. These would then be revised for consideration by the next Pavilion Committee on 3rd September before going to the Buildings Committee on 10th September for approval.

Members noted the importance of consistency with Village Hall terms and Conditions of Hire and insurance provisions. The Chairman of Buildings advised that it was likely that a revised set of Terms and Conditions would also be considered for the Village Hall at the same time.

d) Charges:

Members felt it important to work towards full cost recovery of running costs, although it was noted that this may not be achievable in the early stages of operation. In order to inform members agreed that further work would be required on predicted running costs.

It was agreed that separate charges should be established for the pitch, changing rooms, kitchen and other facilities which could be hired according to the requirements of the user.

The Chairman proposed that a sub group drawn from both the Buildings and Finance Committees be set up to finalise charging proposals.

Resolved: That the Clerk gather relevant financial information, drawing on earlier work by Cllr Mayo, for further consideration by a sub group.

e) Arrangements for caretaking and maintenance:

Members agreed that an online booking system and remote locking system should be considered in order to reduce administrative and caretaking requirements.

f) Marketing:

Members agreed that communications, including the Village Voice, should encourage expressions of interest for using the new Pavilion.

74/P18 Communicating with the public

The Clerk advised that the website, Facebook page and Twitter feed were being updated regularly with photos and information. The Assistant Clerk was looking into a noticeboard for West Liss for display of the plans etc. As noted above, members felt it important to start encouraging expressions of interest for future users.

75/P18 Timeline

Members had already noted a little slippage in the construction programme but there were no real concerns as regards the timeline at this stage.

76/P18 Risk Register

The Chairman had provided an updated Risk Register for consideration. Members noted that risks had fallen sharply as a result of the approval of the PWLB loan, the commitment of the Scouts to vacate the premises and the contractor's commitment to stand by the tender and take possession of the site on 9th July.

The Chairman acknowledged that resources in the office were stretched and the continued need to prioritise work relating to the project. Other risks identified would need to be monitored and managed accordingly.

77/P18 Any other business

No issues were raised,

Next Meeting: 3rd September 2018

The meeting closed at 9pm.