

BURGHFIELD PARISH COUNCIL

Minutes of the Community Hub Working Party Group

Date: Thursday 23rd July 2020 **Time:** 7.00pm

Place: Virtually via Zoom

Present: Mrs C Jackson-Doerge Mr T Ansell
Mrs L Sharp Mr P Lawrence
Mrs J Ansell Mr C Greaves

In attendance: Cally Morris (Clerk) Mr I Macfarlane
Miss M Cresser Mrs J Kellaway
Emma Shumsky 2 members of the public

Apologies:

Absent: Mr I Morrin

1.07 **To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

Apologies for absence were received and accepted from

2.07 **Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

No further Declarations of either a personal or financial nature were presented by members present.

3.07 **Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

No applications were presented by members present.

4.07 **Minutes of the last Meeting**

The minutes of the last meeting of the Community Hub Working Party Group held on 20th February 2020 having been circulated, were confirmed a correct record, and signed by the Chairman.

5.07 **To co-opt members of the Community Committee wishing to sit upon the committee**

The following members of the parish council were co-opted onto the council following an expression of interest: *Cllr I Macfarlane, Cllr M Cresser*. Proposed by Cllr L Sharp, seconded by Cllr C Greaves and **resolved** unanimously.

6.07 **To receive the revised Terms of Reference to enable the committee to oversee the refurbishment project of the Village Hall**

Members present reviewed the amended Terms of Reference for the operation of the committee. Due to the remit having been expanded to incorporate the refurbishment works required at the Village Hall, the committee is to be referred to as the "Asset Management Committee".

Proposed by Cllr T Ansell, seconded by Cllr P Lawrence and **resolved** unanimously to accept the TOR as presented. The committee is to be referred to as the Asset Management Committee going forward.

7.07 Time plan for the required village hall improvement works

i) To agree the outline time plan for the works

Members discussed the time plan for the works required at the village hall, determining the schedule of works and associated processes. A project plan is to be formulated alongside the proposed Gantt chart for progression.

ii) To formulate a Gantt chart for the project

Members present **resolved** unanimously to add Microsoft Project Management software to the Office 365 plan the Clerk and Assistant clerk currently subscribe to. A further license is to be obtained for an additional member to assist in the production of the Gantt chart. Cllr C Jackson-Doerge and the Parish Clerk are to develop accordingly. Time penalties are to be incorporated to establish the true cost if decisions are delayed for any reason.

iii) To determine the action plan for the next 3-month period and allocate specific roles

The following action points were agreed by members for actioning, and allocated accordingly:

- Tender Opening – Cllr C Greaves, Cllr I Macfarlane, Cllr P Lawrence, Cllr L Sharp, and Cllr T Ansell were nominated for the opening of the tender documents received.
- Tender interviews – Cllr C Greaves, Cllr P Lawrence, Cllr C Jackson-Doerge were nominated to undertake any tender interviews necessary at the appropriate time.

Delegated authority was granted to the Chairman, the Chairman of the Parish Council and Cllr C Greaves, in conjunction with the Parish Clerk, to make decisions during the summer recess for the progression of the project. Proposed by Cllr I Macfarlane, seconded by Cllr L Sharp and **resolved** unanimously.

8.07 Financial planning

i) To agree the grant application process

Members discussed the approved process for submitting grant applications on behalf of the parish council. Mrs E Shumsky provided members with a verbal overview of the process. A list of potential funders is to be forwarded by Mrs E Shumsky for review.

Cllr L Sharp, Cllr C Greaves, Cllr T Ansell and Mrs E Shumsky are to formulate a sub-group to progress the submission of applications, in conjunction with the parish clerk, for external grant funding. A meeting is to be scheduled w/c 10th August 2020.

ii) To identify sources of funding and allocate submissions accordingly

The following sources were identified for grant funding:

- The Good Exchange are a Not-for-Profit, Charity-Funded, On-Line grant matching platform
- The National Lottery Small Communities Fund
- West Berks Council
- Englefield Estates
- Berkshire Community Foundation

9.07 To determine a revised timeline for the provision of a Community Hub following the outbreak of Covid-19 and associated restrictions

i) To agree the outline time plan for the works

Members discussed a revised timeline for the Community Hub, determining that upon the completion of the village hall works, the demand for the Hub is to be re-established.

ii) To formulate a Gantt chart for the project

A Gantt chart is to be developed to ensure the project continues to be both measurable and deliverable. Time penalties are to be incorporated to establish the true cost if decisions are delayed for any reason.

iii) To determine the action plan for the next 3-month period and allocate specific roles

The following actions were determined by members:

- To progress fund raising
- To include an article within the next newsletter
- To display the plans on the parish noticeboard

10.07

Financial planning

i) To agree the grant application process

Members present resolved unanimously to progress grant funding for the provision of the hub in conjunction with the applications submitted for the village hall works.

ii) To identify sources of funding and allocate submissions accordingly

A list is to be compiled during the application process being undertaken for the village hall.

11.07

Matters for Future Discussion

12.07

Items for information Only - No further items were identified.

13.07

To determine the date of the next scheduled meeting – Thursday 17th September 2020

Close of meeting – The chairman closed the meeting at 8.05pm