

**Draft minutes of the Meeting of Caldecote Parish Council
Pavilion Committee on Tuesday 11th October 2011 at 7.30pm at Caldecote Village
School**

Present : Jack Lang, Mike Phillips, Brian Drayton, Paul Drayton, Frank Wolton, Tom Footman.

In attendance : No members of the public were in attendance

170 Apologies for absence and declaration of interests from members

Apologies for absence were received from Andrew McKeown.

171 To approve the minutes of the previous meeting on 21st September 2011

On a resolution by Cllr Footman and seconded by Cllr Phillips the minutes were approved without amendment.

172 Regulatory and compliance matters

None

173 Pavilion specification / build

173.1 Site management

173.1.1 Site security

No evidence of ingress.

173.1.2 Health & Safety

There are no accidents to report.

173.2 External specification (superstructure)

Guttering to be installed next week. They will be continuous drawn aluminium in black stock colour

Windows and doors made. Windows to be installed next week after the scaffolding is down, doors when the floor levels finished – temporary ones until then for security

Time capsule to be installed, Wednesday 19th (to be confirmed). School and Press to be invited.

173.2.1 Services

Delay in getting wayleave from TW for phone connection

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173.3 Internal specification

Plastering quotes received

Decision: Plaster wall where electricity meter is to go early, to allow electrical installation to proceed

174 Project Plan

174.1 Project Plan update

About 2 week slippage due to delays in roofing

174.2 Opening ceremony

No news. Catering to be arranged with bar 12-2

175 Budget and subcontractor list

175.1 To receive latest budget

176 Funding

Applications submitted to WREN and Sports England

177 Financial matters

177.1 To receive the financial report and approve the payment of bills

There were no bills for payment.

Some sub contractors have complained about delays in payment

177.2 Placement of Orders

Orders can be placed for Roller shutters (Cambridge Door Services) and Electrical services, once Paul has done the electrical layout.

178 To agree the date of the next meetings

Thursday 10th November at 8pm – Pavilion Committee Meeting

179 Closure of meeting

There being no further business the meeting was closed at 8.45 pm.

Signed _____ Chairman _____ Date _____