

**Draft minutes of the Meeting of Caldecote Parish Council
Pavilion Committee on Wednesday 11th January 2012 at 8.00pm at
Caldecote Village Hall**

Present : Cllr Tom Footman, Cllr Jack Lang, Cllr Mike Phillips, Paul Drayton, Frank Wolton, Andrew McKeown, Brian Drayton and Simon Gautrey.

In attendance : No members of the public were in attendance

200 Apologies for absence and declaration of interests from members

No apologies for absence were received.

201 To approve the minutes of the previous meeting on 7th December 2011

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

202 Regulatory and compliance matters

None

203 Pavilion specification / build

203.1 Site management

203.1.1 Site security

No incidents to report

203.1.2 Health & Safety

There are no accidents to report.

203.2 External specification (superstructure)

Steps, railings and ramp to be designed.

Soffits to be fixed underneath the front porch.

Roller shutters for the veranda can be placed.

Hedge cutting will be done shortly so the fencing can be ordered.

203.2.1 Services

Three phase electricity meter to be connected at an expected cost of £195.

The gas connection should happen next week.

Telephone point and connection now completed.

Gas meter trench was re-dug due to ducting provided by GTC being too small.

203.3 Internal specification

Lighting specification to be designed.

Hot water boiler unit to be fitted in the roof area. Spread the weight load over three trusses and block walling.

204 Project Plan

204.1 Project Plan update

Still on track to open for 7th May 2012.

204.2 Opening ceremony

Carry forward to next meeting.

205 Budget and subcontractor list

205.1 To receive latest budget

No updated budget.

206 Funding

This item is the subject of confidential minutes held by the Clerk.

The Donarbon grant for the pavilion heating must be claimed by 31st March 2012. With the short period of time available, the upstairs plastering will be done to allow for the plumbing.

207 Financial matters

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

Ridgeons invoices of £612.24.
AFP Construction Consultants invoice of £360.00
Jewsons invoice of £314.40
Uniplumb invoice of £8,160.00
Pace Associates invoice of £3,617.42
Dullingham Developments Ltd invoice of £300.00

Approval for the six cheques. Proposed Cllr Footman and seconded by Cllr Levett.

Paul Drayton expressed concern at the time constrictions for transferring money held on deposit and the delay in paying contractors.

On resolution by Cllr Lang and seconded by Cllr Footman a separate bank account will be opened with Barclays Bank PLC to hold all pavilion funds, present and future.

Clerk to calculate the funds currently held by the Parish Council.

207.2 Placement of Orders

No orders to place.

208 To agree the date of the next meetings

Wednesday 25th January 2012 at 8pm in the Village Hall.

209 Closure of meeting

There being no further business the meeting was closed at 9.20pm.

Signed _____ Chairman _____ Date _____