

**Draft minutes of the Meeting of Caldecote Parish Council  
Pavilion Committee on Wednesday 21<sup>st</sup> September 2011 at 7.30pm at Caldecote  
Village Hall**

**Present :** Cllr Jack Lang, Cllr Mike Phillips, Cllr Steve Breeze, Brian Drayton, Paul Drayton, Andrew McKeown, Simon Gautrey and Frank Wolton.

**In attendance :** Virginia Carroll (Clerk). No members of the public were in attendance

**160     Apologies for absence and declaration of interests from members**

Apologies for absence were received from Cllr Tom Footman.

**161     To approve the minutes of the previous meeting on 10<sup>th</sup> August and 31<sup>st</sup> August 2011**

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

**162     Regulatory and compliance matters**

CDM inspection report has not been received yet. P Drayton to chase up.

**163     Pavilion specification / build**

**163.1    Site management**

**163.1.1 Site security**

No evidence of ingress.

**163.1.2 Health & Safety**

There are no accidents to report.

**163.2    External specification (superstructure)**

Roof tiling will start on Friday 23<sup>rd</sup> September (F Wolton to meet contractors and be responsible for entry onto site whilst B Drayton unavailable). Velux windows have arrived and are stored in cabin.

Time capsule contents to be given to B Drayton on his return.

When the guttering, veluxes and roofing are complete, the external works to the shell are complete. The project plan set the week commencing 3<sup>rd</sup> October as having the building weathertight and we are on target for this.

**163.2.1 Services**

A meter box will be needed.

**163.3    Internal specification**

Quotes are coming in for the plastering.

**164     Project Plan**

**164.1    Project Plan update**

No change.

**164.2    Opening ceremony**

Suggested date now 7<sup>th</sup> May 2012 (bank holiday Monday). After initial talks with the football and cricket clubs a tentative programme would be : 10.00am – 1.00pm football tournaments (under 8s, 9s, 10s, and 11s). 1.00pm – 2.00pm lunch, 2.00pm + cricket. A photographer has been organised. Need to organise catering (amount to be included in Parish Council budget for 2012/13) and marquees have been offered from Simon Gautrey and Cllr Jack Lang. Advertising needs to be organised and celebrity opener.

**165 Budget and subcontractor list**

**165.1 To receive latest budget**

The budget now stands at £254,873.08 (previously £244,061.34). Changes are due to increase in decoration costs (optional), additional scaffolding and steelwork and the bi-fold door. Fencing contractors need chasing up.

**166 Funding**

Sport England – application to be submitted by 5pm Wednesday 28<sup>th</sup> September.

**167 Financial matters**

**167.1 To receive the financial report and approve the payment of bills**

The financial report was received. There were no bills for payment.

**167.2 Placement of Orders**

None.

**168 To agree the date of the next meetings**

Tuesday 11<sup>th</sup> October 2011 7.30pm in the Village Hall Meeting Room.

**169 Closure of meeting**

There being no further business the meeting was closed at 8.43pm.

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Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date \_\_\_\_\_