

**Draft minutes of the Meeting of Caldecote Parish Council
Pavilion Committee on Wednesday 25th 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 and Brian Drayton.

In attendance : Saskia Dart (Clerk). No members of the public were in attendance

210 Apologies for absence and declaration of interests from members

Apologies for absence were received from Simon Gautrey.

211 To approve the minutes of the previous meeting on 11th January 2012

On a resolution by Cllr Footman and seconded by Cllr Phillips the minutes were approved with the following amendment. Item 207.1 should read "seconded by Cllr Phillips".

212 Regulatory and compliance matters

None

213 Pavilion specification / build

213.1 Site management

213.1.1 Site security

No incidents to report

213.1.2 Health & Safety

There are no accidents to report.

213.2 External specification (superstructure)

Base for ramp and steps are in. The bricklayers will be on site Monday to build the brick work on both sides then the centre can be filled and slabs laid. The design has been done to ensure it is visually non intrusive as this will be a main entrance and used by players exiting the pavilion into the field. The railing are being galvanised and should be back on Monday

500 metres of tongue and groove boarding will be on site shortly and require priming, undercoating and two coats of paint. To be done by committee members. Re-grade the car park to drain away from the pavilion.

Hedge has now been cut back and ready for the fencing.

213.2.1 Services

All services now connected. Telephone, water, electricity and lights.

Electricity meter installation due 3th February.

On resolution by Cllr Footman and seconded by Cllr Phillips, Paul Drayton was authorised to sign the 12 months gas contract with British Gas.

213.3 Internal specification

Upstairs has been insulated and is being plastered.
Door linings have been fitted, noggins in place , RSJ in visitors changing room has been boxed in and window boards fitted.
Steel work is in place for the hot water tank.
Monday 6th the plumbers will commence and install hot water tank.
Electricians in next week.
Paul Drayton presented the electrical installation plan and was unanimously accepted. Three quotes were presented. No declarations of interest were declared for the three companies asked to quote.
Lighting in the car park to be added to the Parish Council agenda.
Floor installation will cost approx £4,600.00.

214 Project Plan

214.1 Project Plan update

Still on track to open for 7th May 2012.

214.2 Opening ceremony

Hog roast and bar to be added to the Parish Council agenda.

215 Budget and subcontractor list

215.1 To receive latest budget

No updated budget.

216 Funding

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

The Donarbon grant will be claimed once plumbing invoices are in and independent consulting engineers have confirmed work.

217 Financial matters

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

The financial report was received. On resolution by Cllr Lang and seconded by Cllr Footman the following invoices were approved for payment.

Ridgeon's December invoice of £184.63.

Paul Drayton for photocopying invoices of £12.60

A separate bank account has now been opened with Barclays Bank PLC to hold all pavilion funds, present and future.

Clerk to calculate the funds currently held by the Parish Council for the pavilion build.

217.2 Placement of Orders

No orders to place.

218 To agree the date of the next meetings

Thursday 9th February 2012 at 8pm in the Primary School.

209 Closure of meeting

There being no further business the meeting was closed at 9.35pm.

Signed _____ Chairman _____ Date _____

Confidential minutes held by the clerk