

Meopham Parish Council

The Windmill, Meopham Green

All correspondence to:

The Windmill, Meopham Green, Meopham, Kent DA13 0QA

Telephone: 01474 813779

Clerk: Mrs S Egglesden

www.meopham.org

E-Mail: clerk@meopham.org



14th September 2016

Dear Sir/Madam,

AGENDA FOR JUDSON'S PAVILION COMMITTEE

There will be a meeting of the Judson's Pavilion Committee on Wednesday 21st September 2016 at 11:00 am in the Windmill, Meopham Green, Wrotham Road, Meopham.

Yours faithfully,

Clerk.

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Approve the Minutes of the previous Meeting (26/04/16) (*)
- 4 Matters Arising
- 5 To note the revised Terms of Reference as agreed by Full Council on 10/5/2016 (*)
- 6 To co-opt two representatives from Meopham Colts on the Judson's Pavilion Committee
- 7 Update on the current situation
 - 7.1 GBC Planning Application
 - 7.2 Funding for All meeting
 - 7.3 Update on funding – Meopham Colts
- 8 To agree the next steps
- 9 Financial Matters
 - 9.1 To note expenditure for the Judson's Pavilion Committee Expenditure from 1st April 2016 to 14th September 2016 (*)
 - 9.2 To note the Judson's Pavilion Committee Income and Expenditure to date for the 2016/17 financial year (*)

Distribution:

Council Members: Cllrs. M Bramer, Buchanan, Gofton, Hasler, Howard (Vice Chairman), Ogden (Chairman) and Wade

Meopham Colts x 2

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014.

**Minutes of a Judson's Pavilion Sub Committee meeting
held on Tuesday 26th April 2016 at 7.00 pm
at the Windmill, Meopham Green**

Present: Cllrs. Buchanan, Goffon, Hasler, Ogden, Powell (Chairman) and Wade
Meopham Colts – Neal Henderson, Gordon Lorkin and Keith Walters

In attendance: Clerk – Sarah Egglesden, Cllrs M Bramer, Leyshon, J McTavish

1 Apologies for Absence

There were no apologies for absence.

2 Approve the Minutes of the previous meeting (04.02.16)

Cllr Wade requested that item 4, second to last paragraph is changed to read the land is now registered with the Land Registry. Cllr Hasler then proposed the minutes to be approved. This was seconded by Cllr Wade and all voted in favour. The minutes of the meeting held on 04.02.16 were approved as a true record of the meeting.

3. To co-opt Cllr Goffon to the Sub Committee

Cllr Powell proposed to co-opt Cllr Goffon to the Sub Committee. This was seconded by Cllr Hasler and all voted in favour.

4. To consider the options for fundraising/grant applications for the revised plans for Judson's Pavilion

Cllr Buchanan reported that contact had been made via the Clerk by Chris Metherall from KCC in respect of the £8000 grant paid to the Parish Council last year for the project. KCC thought the project had been started due to an email it had received in June 2015 from Cllr Powell. Cllr Buchanan questioned Cllr Powell regarding the contents of the email, which had not been shared with the council prior to this, as the email stated that the project cost was down to £90000 and with the KCC grant of £8000 we will have all the funding needed to start the project. Cllr Powell advised at the time, the Committee were considering a number of options and his email was sent to KCC as an enquiry as part of the working group. He apologised if this email had seemed misleading. Cllr Goffon shared her concern that there seems to have been a lack of shared communication between councillors

regarding this project and this email request for the funding should not have been sent by any 1 person on the council.

Neal Henderson arrived at 7.15pm.

4.1 To consider attendance at the Kent and Medway Funding Fair and if agreed, recommend to Full Council for approval.

It was agreed that Cllr Ogden and the Clerk would attend the Funding Fair on 1.06.16.

4.2 To consider allocating to Sub-Committee members potential funding/grant options to investigate further

The Colts asked what would be happening to the £70000 which has now been returned to the council. Members confirmed this money has been earmarked in the council's reserves for the Judson's Pavilion.

Various discussions took place regarding the Football Foundation grant and other grants that had previously been applied for. Cllr Powell suggested that Cllr Gofton might like to drive the funding aspect in respect of engaging national builders, the community and family members of the Colts. Cllr Gofton agreed to take on this role.

5. To consider engaging the services of a 'funding buddy' and/or a professional fundraiser

It was agreed that the Clerk would contact the Community Services at Gravesham Borough Council and that Cllr Powell would pass on details for Nigel Tunley to the Clerk. The Clerk would also contact Abi Jessop at KCC regarding the Community Forum grant. Cllr Buchanan suggested that Colts members could write to professional footballers. A number of other funding sources were discussed.

It was agreed to recommend to the E&A Committee, if required, that funds are approved for a professional fundraiser.

The meeting closed at 8.10pm

Signed.....Date.....

Meopham Parish Council Judson's Pavilion Committee Terms of Reference

Approved by Full Council 10.05.2016

1. Objective

- 1.1. The Judson's Pavilion Committee looks after the on-going maintenance of the Pavilion and any associated work in the surrounding area and the development and funding in connection with the planned redevelopment of the Pavilion and any associated work in the surrounding area.

2. Membership

- 2.1. The Committee shall consist of up to **SEVEN** councillors which will include the Parish Council Chairman, and where possible, 2 members from each Ward, appointed at the Annual Council Meeting each year in May.
- 2.2. The Committee may, at its discretion, invite non-councillors onto the Committee whose knowledge and expertise will be beneficial to the Committee
- 2.3. The Quorum for a meeting will be a minimum of three Councillors

3. Meetings

- 3.1. The Committee will meet at least 4 times per annum.

4. Voting

- 4.1. The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- 4.3. Decisions will be taken by a majority vote

5. Rights and Powers

- 5.1. The Committee will have limited delegated powers to:
 - 5.1.1. to spend up to the limit of its designated budget heading or make a virement amongst them.
 - 5.1.2. Make recommendations to the Council for consideration and approval
 - 5.1.3. Take action on behalf of the Council on the matters specified in 6.3
- 5.2. The Committee may appoint appropriate a working group and their members to facilitate the work of the committee unless previously appointed by the council.

- 5.3. The Committee may delegate actions to employees, as per appendix 1, to be carried out in consultation with the Chairman and Vice Chairman of the Committee

6. Responsibilities

- 6.1. The Committee is responsible for the production of written estimates of the proposed expenditure by the Committee for the next financial year, broken down under a number of budget headings, for submission to the Full Council for approval.
- 6.2. The Committee is responsible for drawing up funding applications for approval by Full Council, prior to submission by the Parish Clerk
- 6.3. The Committee is to take action on behalf of the council on the following:-
- On-going maintenance at Judson's Pavilion and the surrounding site area to ensure the provision of safe and well maintained facilities for the community use
 - To ensure that regular risk assessments and health and safety checks are carried out in line with current legislation
 - To oversee the lease agreement for the Pavilion for approval by Full Council
 - To take the lead on the Pavilion rebuild/refurbishment project.
- 6.4. When recommending undertaking a new activity/event/service provision to MPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking

7. Training

- 7.1. Members of the Committee are encouraged to attend training as appropriate for the Judson's Pavilion Committee

JUDSON'S PAVILION COMMITTEE

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET	BUDGET	CTTEE	PAYMENT	APPROVAL	PRIOR APPROVAL/CONTRACT IN PLACE
1616	09/05/2016	BWP	Structural Engineers Survey	£1,110.00	£185.00	£925.00	JPC	Judson's Pav - improvements	Judson's Pav - improvements	Approved 10.5.16	FC - 8.3.2016
1624	10/05/2016	KCC	Judson's Pav grant - returned	£8,000.00		£8,000.00	JPC	Judson's Pav - improvements	Judson's Pav - improvements	Approved 10.5.16	ACM 10.5.16
D/D	04/07/2016	EDF	Judson's Pavilion - electricity bill	£35.74	£1.70	£34.04	JPC	Judson's Pav & Grounds	Judson's Pav & Grounds	APPROVED	contract
D/D	07/07/2016	EDF	Judson's Pavilion - electric - Monti	£8.00	£0.38	£7.62	JPC	Judson's Pav & Grounds	Judson's Pav & Grounds	APPROVED	contract

£ 9,153.74 £ 187.08 £ 8,966.66

4. Judson's Pavilion Committee

	O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Balance (£)	Virement	Earmarked	Balance (£)
5212 Judson's Pavilion & Ground	500.00			34.04	7.62									41.66	938.34		480.00	
5213 Judson's Pavilion - improve	1,500.00	8,925.00												8,925.00	70,575.00		78,000.00	
Totals	2,000.00	0.00	8,925.00	34.04	7.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,966.66	71,513.34	-	78,480.00	

