



Wingrave Community Association

Minutes of the council meeting held on Tuesday 13th March 2018 at 8pm in the Community Centre

Present: Neil Laming (Chairman); Andy Targell (Treasurer); Louise Wyles (Secretary); Richard Shurlock; Suzanne Cuthbert; Tony Lambourne; Lydia Giggie; John Hawkes; Lynne Roxbee Cox; Siv Tunnicliffe

Apologies: Tony Horne; Norman Rickard; Alan Frost; Janet Frost

1. The minutes of the council meeting held on Tuesday 16 January 2018 were approved
2. **Chairman's report**
 - a. Rugby has been well supported. WCA pleased to have a number of good caterers we'd be happy to recommend to hirers.
 - b. Thanks expressed to everyone involved in the bar project committee who will present plans later in the meeting
3. **Treasurers report**
 - a. Approaching end of financial year. Treasurer requested any outstanding payments/expenses are submitted as soon as possible to facilitate the accounts being signed off by end of May 2018
 - b. Treasurer ran the meeting through the accounts. Particular attention drawn to the £15075 in donations (from the S106 funding and the Christmas ball fundraising). Council approved the donations plus £10,000 being accrued into the major repairs reserve.
 - c. Current levels in the major repairs fund plus the £10,000 expected to be accrued annually over next 2 to 3 years will cover the 20:20 vision activity
 - d. Treasurer requested wherever possible payments are electronic
 - e. 200 club back on track and thanks expressed to Suzi
 - f. Communique revenue is a little behind expectations and Andy will get in touch with Rachel for a summary of accounts.
 - g. Thanks expressed to Rachel for taking over from Ruth in relation to Communique advertising

4. Vision 20:20

- a. The bar project committee updated on the bar redevelopment activity
- b. Council are happy with current plans and are now ready to move to architect drawings which are required to be submitted to building control for approval.
- c. Council approved moving forward with Furlong and Higgs as the architect on understanding they are not required to project management and with a target of less than £2,000 for the work.
- d. Timelines currently being worked to are
 - i. 4th May 2018 - Architect drawings, building control sign off completed and tender documents ready to be submitted to all interested parties
 - ii. 1st June 2018 – submissions from interested builders must have been received by the secretary
 - iii. 12th June 2018 – Bar project committee will present their decision for approval of council
 - iv. 30th July – 22nd August – Work to be carried out
- e. Council want to ensure the tender and selection process is fair and transparent and therefore the attached Invitation To Tender document will be published on the website detailing the process to be used for builder selection
- f. Additional storage has been discussed as part of the bar work and Lou will bring to the committee for sign off in the June meeting a final price for additional storage in the form of a 30ft container with two additional doors. Storage to be used by playgroup/ BBQ committee and other interested parties such as heritage/ panto
- g. Thanks expressed to everyone for their hard work

5. Community Centre facilities

- a. Council agreed new terms for use of additional facilities and deposit amounts (see attached) pending approval by the bar committee

23/3/18 NB Bar Committee approved the additional equipment hire form subject to training on the items so they are confident with set up. This particularly applies to the cooker.

- b. Local, regular groups will not be charged for use of the additional facilities providing 7 days notice is given
- c. Council agreed a 2% increase in hire charge fees and a 2% increase in the hourly rate for cleaning

6. Community Centre report

- a. Bar report
 - i. No bar report
- b. Maintenance
 - i. Fire doors now have additional security
 - ii. Work in kitchen has been concluded

7. Housekeeping

- a. Alan Frost and Richard Keighley have confirmed they are happy to continue to stand as property trustees
- b. Tony Lambourne happy to be a trustee.
- c. Tony to check with Philip Bruce whether he wishes to continue to be a trustees
- d. Secretary to approach a solicitor to get documentation drawn up to reflect the property trustees

8. Group reports

- a. Siv
 - i. Three coffee and cake afternoons have been held for the widows friendship group
 - ii. There will be a write up in the Communique
- b. Heritage Association
 - i. A busy agenda with 2 talks in March/April and a trip
 - ii. They're working on the WW1 centenary in November and are looking to include the community

9. AOB

- a. Royal wedding
 - i. Lynne working with caterer
 - ii. Day will include a street party (Lou to organise) the FA Cup Final (Neil to organise) and an evening party (Lynne to organise)
 - iii. Lou to put together an advert for the Communique front cover
 - iv. Suzi to approach Mr Thomson about any involvement that children of the school would like to make for the street party
- b. GDPR
 - i. Major new legislation which will impact how and what information the WCA holds
 - ii. Patrick has been approached by Menna Pitts happy to offer advise therefore Lynne to see if she'd be happy to meet representatives from the WCA and heritage to understand our obligations

Date of next meeting: 12th June 2018 (also the AGM)

Louise Wyles

Secretary

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