

FRIENDS OF BEALINGS PLAYING FIELD

MINUTES OF THE PROJECT TEAM MEETING MONDAY 12th SEPTEMBER 2006 AT BEALINGS VILLAGE HALL

PRESENT

Eric Barnett (EB) Chairman, Jenny Shaw (JS) (Project Leader), Margaret Wilson (MW), Roger Roseboom (RR), Rick Kerry (RK) Malcolm Watson (MXW), Ferial Evans (FE) (Minutes).

1. APOLOGIES

Julian Haywood Smith (JHS), Keith Beaumont (KB), Sally Johnson (SJ), Jim Newbold (JN), Charles Barrington (CB)

2. MINUTES OF PREVIOUS MEETING 3rd July 2006

These were accepted as a correct record.

3. PROJECT ESTIMATES

JS has received the necessary 3 estimates for each element of the project via Giles Hill. The estimates are based on 3 main contractors and including VAT range from **(figures removed by JHS to allow publication on website)**.

These figures help confirm our assumptions about costs are of the right order at this early stage of applying for grants.

JS explained that the very cheapest cost does not necessarily include our preferred play equipment items and we have yet to select the preferred main contractor – decisions on these will be made once we have investigated further and when we go out to tender.

JS advised the group that the costs exclude the delivery of electricity to sockets on the paved seating area as well as the water to the drinking fountain. These are best included in the construction phase of the annexe when all services will be delivered.

4. REVISED DESIGN

- SCDC gave planning consent on 20th July 2006 subject to details of the precise play equipment to be installed and requesting consultation with the SCDC Landscape Officer re removal of young trees. EB asked for sight of the conditions. **Action: JS.**
- Giles Hill has prepared a revised design to accommodate the preferred play equipment for the main play area and has also incorporated the extended path as requested by the project team. It was agreed that the revised plan should be the basis of discussions with SCDC. **Action JS** to ask Giles Hill to go ahead.

5. VILLAGE HALL MANAGEMENT COMMITTEE

• **Appointment of Project Officer and Treasurer**

RR advised that JS has been formally appointed as Project Officer and Project Treasurer. JS will attend future VHMC meetings to report on progress and seek input from the members of the VHMC on key issues. JS reported that she had requested and received VHMC approval at the meeting on 28th to the preferred play equipment.

• **Relationship of Friends' project team to VHMC**

RR confirmed an easy going relationship with the Friends' and the VHMC. It was stressed that a close relationship between the groups is vital. RR also advised that Jim Ward who is best positioned to understand the project and its implications has been asked to review the Options Appraisal. Using Jim in this way will provide another line of communication with those Trustees not directly involved.

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- **New Bank Account**

A bank account has been opened at HSBC Mayfair entitled “**Bealings Village Hall Trust - John Belstead Playing Field Account**”. RR asked JS to complete the bank mandate as 3rd signature for the account along with RR and MW. The new account is holding the funds transferred from GB and LB PC's. Two signatures are always required for payments.

- **Representative of Little Bealings PC**

MW has been advised that FE will be the formal representative of LBPC. FE will attend the future VHMC meetings.

- **Plans for Hall Repairs**

RR advised that the VHMC felt that there must be a balance between the work to the Playingfield and the repairs to the Village Hall which needs new windows. RR plans to seek grants for hall repairs from Suffolk Acre and the aim is to upgrade the community facility to support the additional interest which will emerge through the pay and sports equipment.

6. FINANCE

- **Funds Transferred from GBPC to new VHMC Bank Account**

JS has reviewed an account from Gt. Bealings Parish Clerk showing income and expenditure on the Playingfield project. The items have been cross-referred to the items recorded in the Friends' project team minutes. JS also confirmed the starting point for the funds held on behalf of the Friends was £2,938. With the addition of funds raised and deductions for fees paid for the Design stage the amount remaining is **£2,351.38** and a cheque for this amount has been banked by RR.

- **Funds Transferred from LBPC**

LBPC has approved the transfer of funds set aside for the project and have released **£2,000** (£1,500 Locality Budget plus a £500 contribution from LBPC). This money had been received in two parts – a cheque for £1,000, one of which was already banked and the other £1,000 in the form of a warrant which was handed to RR at this meeting.

- **Fundraising Profits from June 11th**

The total amount raised is almost £2000 and the team congratulated MXW. Cheques received had already been banked by GBPC and included in the GBPC cheque. RR has subsequently banked cash takings from SJ for Fun on Field of **£1207.71** and another **£310.61** from MXW for *Bike Ride Sponsorship*. JS noted that there are 2 missing cheques (total £59) and replacements are being sought. Also an expected donation is being chased. **Action: MXW**

- **Current Bank balance**

It was noted that the resulting total is approx £6,000 – to be confirmed by JS when she receives the account statements. RR/JS to consider how much should be placed on deposit.

7. MAJOR GRANT FUNDING

- **Meeting with Suffolk Acre**

RR and JS met Sam Jackson and Wendy Jephcote (WJ) of Suffolk Acre with regard to applying for grants:

- Wendy Jephcote is very supportive re the Biffaward. Our initial Biffa application and draft Business plan has received prompt approval at Regional level enabling us to progress with the full application to National level for approval or otherwise of a grant of £40K. RR and MW will attend a Seminar on 20 Sept. to understand what is required for the main application.
- WJ has also suggested that we should apply to the Local Network Funding (LNF) for speedy response and if successful we would have £7K for a standalone part of the project. We anticipate making a quick win on delivering the Aerial Cableway if we get this grant. In addition WJ was interested in RR's suggestion that proposals for a Youth Theatre Group could benefit from similar funding. Such an approach could be made in January.

- **Overview of Approach to Grant Applications**

JS explained that some grant bodies require applications to be very specific about the elements of the project which they are being asked to support. JS tabled a one-pager outlining how we are approaching funders (see attached).

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- **Status of Big Lottery Application**

RR/JS reported that the Big Lottery "gateway" application form is now complete and the form was formally signed at the meeting by RR and MW. **Action RR** to post asap.

- **SCDC Applications**

JS has completed the application to SCDC under their Capital Grant Aid Scheme and explained that this is regarded by SCDC as "seed money" to encourage other grant bodies to support the project. In this respect the timing is not good as all our grant applications are going forward in parallel. SCDC's response will not come until February and if not successful may be useful for the later phase, possibly the annexe.

- **Presentation to Playford Parish Council**

JS and RR had given a presentation to Playford PC. This was well received and we have heard that the Council approved release of the Sports fund. We await the clerk's letter.

- **Options Appraisal**

This document is ready for review by the project team. **Action ALL**

- **Letters of support**

We have received a letter of support from GBPCC and Bealings School but still await the letter from LB PCC. **Action RR**

- **Revenue and Customs Response re VAT**

A letter has been received confirming VAT applies to the project. JS is still in correspondence re the VAT implications re the later annexe phase. **Action JS**.

8. DRAFT BUSINESS PLAN

RR thanked JS for her excellent work in completing the application forms and supporting documents. A copy of the business plan will be circulated for comment. **Action ALL**.

Key points within the financial plan:

- Make charges for adults using multi-sports court (not children).
- maintenance costs must be minimized with commitment from the community to a voluntary rota for care-taking duties
- some revenue support from lottery in early years
- we expect some growth in income for the hall itself – from children's parties etc.
- we require training in understanding risks involved

9. LOCAL FUNDRAISING

- RR will write to every resident in the two villages, addressing them by name, and asking for a contribution. The letter will be postponed until after the appeal for LBPC.
- MXW reported that everything is arranged for the **Curry and Quiz Night on 22nd September** and tickets are selling steadily. Plans are also in place for the **Casino and Auction Night on 18th November**, although he still needs more promises for the Auction. There will also be **car washing on Saturday 14th October**, not the first Saturday on this occasion, as it usually is.

10. ANY OTHER BUSINESS

None.

NEXT MEETINGS:

Monday 30th October

& Monday 18th December

8.00pm at Village Hall

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ATTACHMENT – OVERVIEW OF APPROACH TO GRANT APPLICATIONS

Phase 1 - Approach to Capital Funding

Target Fund	LNF	BIFFAWARD (& SET)	JB Trust	Lottery		
Target Grant	£ 7,000	£40,000 ¹	£15,000	£35,000	£45,000 = £142,000	
SCDC	£ 1,000 ³	£ 5,000 ⁴	£ 2,000 ³		= £ 8,000	
Work Aspect	Zipper (Aerial) Cableway	Site Prep	Toddler Play Area	Main Play Area	Multi-Sports Court	Paths Trim Trail Soft Works
Work Cost ²	£10,000	£60,000			£42,000	£38,000 ² = £150,000 ²
		£11,800	£13,600	£34,600		

Local Funds	Professional Fees (related to Capital spend)	£ 5,000 = £ 5,000
		£ 5,000

Note:

1. Biffaward works on the basis that we pay a fee upfront (£5k) and we get £45k back. Hence £40k.
2. Costs include VAT @ standard rate and excludes Animal sculptures, Water/Electric services.
3. Apply to release funds held by SCDC Playspace (£1k) and Sports Funds (£2k) for our parishes.
4. SCDC Community Grant which is "seed" funding to kick start a project. Max Grant is £10k, have assumed we get £5k.

Phase 1 – Approach to Revenue Funds

Target Fund	LNF	BIFFAWARD (& SET)	JB Trust	Lottery	
Target Grant	N/A	N/A	N/A	£15,000	= £15,000
Local Funds	Grant Admin, Project Insurance & Admin costs			£ 5,000 = £ 5,000	
	5 Years Costs (incl. Material Damage Insurance)			£15,000 ¹ = £15,000	
				£20,000	

Note 1:

We originally decided that these costs would be covered by local fund raising. These have since been included in the BIG Lottery application.