

**Minutes of a Judson's Pavilion Committee meeting  
held on Friday 17<sup>th</sup> August 2018 at 9.30am  
at the Windmill, Meopham Green**

**Committee Members:** Cllrs. M Bramer, Buchanan, Gofton, Hasler, Ogden  
(Chairman), Wade

**In attendance:** S Eggesden (Clerk), B Heming (Meopham Colts)

**Item 1**      **Apologies for Absence**

**J1**            No councillor apologies received. It was noted that K. Walters  
(Meopham Colts) was unable to attend.

**Item 2**      **Declarations of Interest**

**J2**            There were no declarations of interest.

**Item 3**      **Approve the Minutes of the previous meeting (12.04.18)**

**J3**            The minutes of the meeting held on 12.04.18 were approved as a  
correct record on a proposal by Cllr Buchanan and seconded by  
Cllr Wade. There were 5 votes in favour and 1 abstention.

**Item 4**      **To note the offer letter from the Football Foundation and to review  
the conditions**

**J.4**            The grant offer was noted. Cllr Ogden went through each point in the  
offer letter as follows:-

**Immediate Actions**

- Pre-construction conditions – there is an amount of up to £2000 included in the grant for legal fees. The applicant is responsible for any legal fees above this figure. A restriction is required to be put in place and MPC are responsible for the Football Foundations legal costs on this, estimated to be £1000 plus disbursements (as per the guidance lease note)
- A signed copy of the lease agreement between MPC and M. Colts is required before the build can commence.
- Two councillors are required to sign the acceptance of the grant. It was agreed this would usually be the Chairman and Vice Chairman of the council plus the clerk to witness (as per standing orders)

- Evidence of the bank account which the grant will be paid into must be forwarded to the FF. Currently £75,000 is in a Natwest reserve account for FSCS cover. Cllr Hasler proposed a recommendation to Full Council to open a current account with Natwest to link to the reserve account as it would be better to keep all finances separate for the project. This was seconded by Cllr M Bramer and all voted in favour.

**Agreed:** recommend the above to Full Council

### **Future Actions**

- Cashflow forecast – this would be dealt with by the Project Manager in conjunction with MPC.
- Pre-opening conditions – **Agreed:** that the clerk would contact the Football Foundation to find out before Tuesday about the Service Level Agreements – between whom and what is this.
- Development Plan – action for M. Colts
- Ongoing conditions – action for MPC and M.Colts.
- Final 5% conditions – noted. Project Manager will need to draw up a programme. Builder will need to be given a time constraint.
- Acceptance – noted that this by the end of September. Members were not sure if the signed lease was also required by this date. **Agreed:** Clerk to check with FF and obtain a timeline.
- Payment of the grant – noted.
- Signage and Publicity – noted. Cllr Ogden has drafted an initial press release, to be discussed later in the meeting.
- Project Monitoring – This would be the Project Manager with MPC managing the PM.
- Increased Costs and VAT – It was noted that an amount had been included in the grant to cover the VAT for M. Colts donation. The Clerk had also chased HMRC on the VAT query again as they had not given a final response on this.
- It was noted that Craig Low, Technical Project Manager is the contact for queries. Members assumed Craig would be monitoring the project and signing off the payments through out the project. **Agreed:** Clerk to check.

Other points were raised separate to the letter:-

- Community Bus will need to find alternative accommodation whilst the build is in progress. **Agreed:** Clerk to write to P. King now to advise him of the successful grant and to pre-warn him about the build.
- Press Release – Members reviewed Cllr Ogden's press release and suggested amendments. **Agreed:** Cllr Ogden to re-draft the press release ready for circulation at Full Council on 21.08.18

Cllr Gofton left the meeting at 10.40am.

- Lease requirements:- The clerk requires information to pass on to MPC's solicitor regarding content of the lease. The FF stipulate certain requirements in the lease which Cllr Ogden read out. The following recommendations were agreed for the Full Council meeting on 21.08.18
  - Lease for 22 years (Agreed: Clerk to find out what the difference is in having a lease for 22 years or 25 years from MPC's solicitor)
  - Rent for the building and pitches – to be set at £200 P.A.
  - The rent will be subject to review every 5 years with any rent increase capped at 5%
  - MPC to insure the building
  - M.Colts to provide insurance for contents, including public liability insurance
  - Grass cutting – currently carried out by Gravesham Borough Council
  - M. Colts – responsible for the maintenance of the interior and exterior of the building, the extended parking area and the football pitches
  - MPC responsible for the public parking area
  - The Community Bus requires access to the garage area
  - Drains – internal drains would be the responsibility of M. Colts. It was thought that the external drains up to the property boundary were the responsibility of the water company but this needs checking (**Action:** Clerk)
  - Ownership of the building - MPC
  - Access drive – owned by the scouts but MPC have permission to cross this. MPC's solicitor needs to be made aware of this for the lease
  - Clerk asked for it to be noted that MPC's solicitor will require a land registry compliant lease plan

It was noted that the Project Manager is currently on holiday. Cllr Ogden and B Heming are meeting with him in the next week, in the clerk's absence to obtain the final professional fee quotations, for the clerk to check against the budget and authorise upon her return from holiday. (Clerk's delegated authority – FC 24.07.18)

**Agreed:** To prepare a spreadsheet timeline; M.Colts prepare this for the football aspect regarding development of football at the venue, the Project Manager for the build and MPC (the Clerk) for the administration requirements.

**Agreed:** to circulate the grant terms of conditions, FF lease terms and guidance note to all members.

**Agreed:** Cllr M Bramer and B Hemings agreed to read through the FF General Terms and Conditions, referred to in the offer letter.

Cllr Ogden asked for it to be recorded that he thanked the Clerk and B. Heming for their work on submitting a successful grant application.

The meeting closed at 11.20am.

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