

# Wickham Market Parish Council

## Village Hall Modernisation Working Group

### Draft Minutes

**Tuesday 19<sup>th</sup> August 2025 at 6pm Village Hall Committee Room**

#### **Village Hall Modernisation Chair**

**Cllr John Horsnell**

1. Agree minute taker John Horsnell accepted
2. **Those Present**

Cllr Horsnell	(JH)	Parish Councillor
Cllr French	(IF)	Parish Council Chairperson
Cllr Chenery	(DC)	Parish Council Vice Chair
Cllr French	(SF)	Parish Councillor, Village Hall Trustee & Treasurer
Steve Flavell	(SF)	Village Hall Trustee
Stuart Gunn	(SG)	Village Hall Trustee
Clive Edmonds	(CE)	Village Hall Trustee & Treasurer MSG Funds

**Apologies** None

3. **Notes** of last meeting held on Tuesday 17<sup>th</sup> June 2025 were accepted as a true record
4. **Working Group agreed that Chair will submit a proposal at next Modernisation Committee meeting** to share cost of £1750.00 from Castlevieview Charitable Services between Parish Council and Village Hall CIO for services preparing and submitting SZC Grant application on the 18<sup>th</sup> July 2025
5. **Proposal to update OWL Architects concept design drawings to reflect changes to project budgets for public information.** Working group agreed that updating drawings was not necessary and could not justify any additional cost for this element of extra design at this stage of project when a full design would be necessary once full funding is secured
6. **SZC Grant application and feed-back from SZC Community Foundation Project Manager Sarah Mortimer.**

Chair emailed SZC and requested an update on our grant application response received advised that SZC Sarah Mortimer was completing due diligence on applications during August they requested support documentation on modernisation/Parish Councils operating procedures all information requested was provided to SZC project manager by return

SZC advised the Funding Panel will meet in September and applicants will be contacted late September/early October with the outcome.

7. **Progress with future funding applications**

Chair issued an update summary of funding organisations and listed only ONE that could be available to village hall modernisation project and those that are now closed. Chair advised Working Group that should there be a short fall with funding from SZC grant application and furthermore additional funding will be required to achieve our ambition to complete works set aside in phase TWO of the village hall modernisation project

Chair requested that Working Group should have lead on fund raising and processing grant applications. C E kindly offered to take on the lead for future fundraising and S G offered to assist with this task

8. **Key professional services review quotations and technical submissions received in 2024**

Chair advised Working Group that in preparation of receiving a decision from SZC grant funding award panel and forward planning we have commenced a review of quotations and technical submissions received in 2024 for professional services required to support the project- Architect, Designers, Quantity Surveyors also selecting and compiling a list of Main Contractors who may be suitable to Tender for hall modernisation various scopes of works

Chair will consult with the Parish Clerk for advice regarding evaluation of quotations and tender documentation process

9. **Any Other Business**

C E advised meeting that the Modernisation Steering Group Barclays Bank account mandate issue is now resolved

C E will issue current bank account statements for Barclays Bank and Co-Operative Banks to support SZC grant application due diligence process

10. **Date of next meeting**

Monday 22<sup>nd</sup> September 2025 at 5pm in village hall committee room