

**ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING MINUTES**

Council members attended the Meeting of the Sports Pavilion and Field Trustee held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Monday 10<sup>th</sup> September 2018, 7.00 pm.

Attendees	Cllr Wood, Cllr Hall, Cllr Freeman, Cllr Berger, Cllr Rowland, Cllr Treacher, and Clerk
1.	<b>Apologies:</b> Cllr Crouch
2.	<b>Declarations:</b> None.
3.	<b>Minutes of 9<sup>th</sup> July 2018 –</b> The Minutes of the SPF held on 09/07/18 were approved as a true and correct record of the meeting.
4.	<p><b>Update on the Refurbishment and Expansion of the Peppard Pavilion:</b> Cllr Berger asked if trustees were happy to go through all of the agenda points 4, and to agree on block. The proposals were read out and discussed.</p> <ul style="list-style-type: none"> <li>i. Approval requested for SC and SR to sign necessary acceptance letters for Grants to the Charity, expected by October 2018, from Chiltern Leader, Bernard Sunley and Garfield Weston.</li> <li>ii. Approval requested retrospectively for the Charity's Equal Opportunities Policy which was requested and sent to Chiltern Leader</li> <li>iii. To approve returning the SODC offer letter acceptance form (received 2/8/18 and circulated by email by SC) and to be signed by SC, JB and JW. SODC have offered to grant RPPC 50% of the build costs. Proposal to accept Hewetts Solicitors quote of £700+VAT to complete the acceptance letter.</li> </ul> <p>Cllr Rowland wanted it to be minuted that Hewetts Solicitors would be approving the loan agreement not solely the acceptance letter as indicated on the agenda. Cllr Rowland also confirmed the Hewett Solicitors were the best value of the 3 quotes received and the solicitor firm are local.</p> <ul style="list-style-type: none"> <li>iv. To approve that the Clerk can prepare a constitution for the SPF Charity</li> <li>v. Proposal to accept Structural engineer invoice £1360+VAT to be paid as soon as possible upon receipt. Payment will be shown retrospectively in Oct RPPC meeting expenditure</li> <li>vi. Proposal to accept Stage 5 invoices from Paul Devine (totalling c.£6000) to be paid upon receipt. Invoices and payments will be made in stages through the building program on a monthly basis.</li> <li>vii. Proposal to accept Building reg fees c.£900 to be paid upon receipt of invoice. Payment will be shown retrospectively in Oct RPPC meeting expenditure</li> </ul> <p>Cllr Freeman asked about whether there was a QS appointed. It was believed this has been dealt with via the architect but Cllr Crouch on his return would confirm.</p> <ul style="list-style-type: none"> <li>viii. Proposal to accept retrospective payment of £3167 invoice for the Bat Licence. Payment will be shown in September RPPC expenditure</li> <li>ix. Proposal to accept The Charity Survey by Adkin, Circulated by SC from both SPF and RPPC.</li> <li>x. Acceptance of the Charities Commission compliancy report produced by Adkin. Approval to settle invoice for £783.22+VAT (Report to be circulated by SJC 5<sup>th</sup> September 18).</li> </ul> <p>Cllr Wood discussed the amount of value and asked if the Council would be paying the nett figure. Cllr Berger advised RPPC would need to pay the VAT but it would be reclaimable.</p> <p>All agenda points proposed and agreed. <i>Proposal Cllr Berger, Seconded Cllr Freeman, in favour unanimous</i></p>
5.	<p><b>Update of grant donors:</b> Cllr Berger chaired agenda point 5.</p> <ul style="list-style-type: none"> <li>i. HMRC agreed in a letter dated 14<sup>th</sup> August 2018 that the SPF Charity is recognised as a charity for tax purposes and specifically as a charitable Trust. This enables the Charity to reclaim Gift Aid (25%) on donations from private individuals.</li> <li>ii. Proposal to accept letter from SPF Charity for private donators to sign enabling the charity to reclaim Gift Aid (Appendix 3)</li> <li>iii. PSRCC had pledged that its members, employers of members and charities connected to members would together contribute £20,500 to the Charity for the Refurbishment and Expansion of the Peppard Pavilion. To date £10,500 has been received by the Charity of which £10,000 are from</li> </ul>

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	<p>private donors thus enabling £2,500 of gift aid to be reclaimed after the Charity's year end. The balance of £10,000 should be received by the end of September on which more gift aid will be reclaimable.</p> <p>Proposal to accept the gift-aid form to send out to donors. <i>Proposal Cllr Wood, Secoded Cllr Hall, In favour unanimous</i></p>
6.	<p><b><u>Confirmation of the Lease agreement:</u></b></p> <p>Cllr Rowland advised that the only amendments in the final lease were minor typing amendments and the liability clause.</p> <p>The lease agreement between RPCC and Peppard Stoke Row Cricket Club ('PSRCC') has been agreed by both parties and would be executed soon after PSRCC approve it at its Management Meeting on September 20 2018.</p> <p>There have been some amendments since this was reviewed at the SPF Meeting 9/7/18. Proposal to accept the updated circulated lease <i>Proposal Cllr Rowland, Secoded Cllr Berger, in favour Unanimous.</i></p> <p>Cllr Rowland advised Execution copies are due.</p>

Meeting finish at 7:25pm.

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