

ROTHERFIELD PEPPARD PARISH COUNCIL: MEETING AGENDA

Council members are hereby summoned to attend The Annual meeting and the Full Meeting of the Sports Pavilion and Field Trustee which will be held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Monday 10th September 2018, 7.00 pm when the following business will be considered and transacted.

Time	Item
7:00	1. Apologies: To receive apologies for absence.
7:02	2. Declarations: To receive any declarations of pecuniary interest from Members.
7:05	3. Minutes of 9th July 2018 – To discuss, and amend, if necessary, the Minutes of the SPF held on 09/07/18 and thereafter approve as a true and correct record of the meeting. (Appendix1)
7:10	<p>4. Update on the Refurbishment and Expansion of the Peppard Pavilion: Proposal to approve:</p> <ul style="list-style-type: none"> 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. ii. Approval requested retrospectively for the Charity's Equal Opportunities Policy (Appendix2) which was requested and sent to Chiltern Leader 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. iv. To approve that the Clerk can prepare a constitution for the SPF Charity 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 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. 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 viii. Proposal to accept retrospective payment of £3167 invoice for the Bat Licence. Payment will be shown in September RPPC expenditure ix. Proposal to accept The Charity Survey by Adkin, Circulated by SC from both SPF and RPPC. 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 5th September 18).
7:15	<p>5. Update of grant donors:</p> <ul style="list-style-type: none"> i. HMRC agreed in a letter dated 14th 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. ii. Proposal to accept letter from SPF Charity for private donators to sign enabling the charity to reclaim Gift Aid (Appendix 3) 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 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.
7:20	<p>6. Confirmation of the Lease agreement: 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. There have been some amendments (Appendix 4) since this was reviewed at the SPF Meeting 9/7/18. Proposal to accept the updated circulated lease.</p>

Meeting scheduled to finish at 7:30pm. Meeting timings are approximate. Please note that paper copies of the agenda will be available at the meeting – all other papers will only be available on the website.

Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.