

PDMS - Trustees Meeting Minutes

10:30 am Thursday 25th November 2021

Venue: Brooke Café

Present: HG, JM, PS, SD, LB, TR, PW

New Shed

ACTION

PS explained the details of the proposed planning application for the new shed. He explained the rationale for changing the building contractor to Oz UK Steel Buildings and the detailed costings for the key elements including groundworks, the shed, heating, drainage and electrical fit out. He confirmed that all the major expenditure would be invoiced free of VAT by the supplier due to our Registered Charity status. PS shared the expected total cost which is a figure we cannot exceed. Any likely overspend would need trustees full agreement before proceeding. It was agreed that the planning application should be submitted once our lease is in place. HG to speak to Poringland Parish Council

SD raised the issue of insurance cover for the new build. PS agreed to check that Oz UK is responsible for insurance prior to handover.

PS

It was agreed that PS would be Project Manager and be the sole contact with the various contractors.

PS

HG asked JM to examine the contents of the barn and decide what items were redundant and arrange disposal prior to our relocation.

JM

Financial Controls Review

PS circulated our latest financial position. All were in agreement to the planned expenditure on planning permission fees and other associated costs.

Debit Cards

SD explained the current position with debit cards linked to our new Registered Charity bank account. It was agreed that in addition to PS both SD and JM should be card holders

Grant Award

HG announced we have been awarded a £300 grant. It was agreed we would purchase an industrial hoover

Meeting concluded at 12:00 pm