

**Minutes of an additional Meeting of Fringford Parish Council, held on Monday 2 March 2015,  
in the Chinnery Room of Fringford Village Hall at 7.00pm**

**Present:** Mick Cowland, John Fargin (Chairman), Les Harris, Jan Macijewski,  
David McCullagh, John Reader,  
**In attendance:** Eight members of the public, Jane Olds (Parish Clerk)  
**Apologies:** Adrian Thwaites

**1. Apologies**

The Councillors **RESOLVED** to accept Adrian Thwaites' apologies.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Public Participation**

Eight members of the public attended the meeting.

**4. To receive an update on the funding, architecture and project planning of the Village Hall Extension**

Mr Fargin welcomed everyone to the meeting and gave an outline of the purpose of the meeting which was to consolidate all the thinking and planning on the project in to one meeting and to be available to answer questions from members of the public if they arose during the meeting.

The project started in 2013 with the Village Hall Committee (VHC) driving the project and the Parish Council agreeing to support it as the owners of the hall. The VHC had surveyed users and villagers about the current village hall, taken these comments into account and asked a number of architects for their proposals particularly in relation to how the problems with the subsidence of the Chinnery Room could be rectified.

Following this process, Banks Architects had been selected by the VHC. The plans which the architects produced were given to the village for consultation and a planning application made, which was approved.

An 80 page specification was drawn up and Banks Architects was commissioned to act on behalf of the VHC to undertake a tender process for the building work.

The next stage was to seek funding to pay for the project. Whilst the VHC had been saving up their fundraising from events over the last few years, which amounted to approximately £20,000, it was evident that a great deal more funding was required. Applications were made to Viridor Credits (at Ardley), WREN (at Calvert) and Opes (at Finmere quarry) together with the Trust for Oxfordshire's Environment (TOE2), the Doris Field Charitable Trust and Oxfordshire County Council's Big Society Fund. The Parish Council also agreed to support the project financially.

The project will take between five and six months and is likely to start at the beginning of June.

In order to minimise disruption, the plan was to keep the main hall available during term time, but to close it in the summer holidays. Part of the car park will be unavailable to give the builders a safe environment in which to work, but the pub had agreed to let parents use their car park for the school run.

## 5. To consider the proposed project plan

### a. The Construction Schedule

Mr Fargin outlined the proposed construction schedule and presented a timeline to the meeting.

In June the demolition of the current Chinnery Room, store and toilet block would take place and the new timber frame be erected. Temporary 'porta-loo' toilets are to be provided.

During the summer holidays, the main hall would be out of commission in order that the insulation and works on the kitchen and toilets could be undertaken.

In September, the main hall would be re-commissioned and further works would take place on the new section with the intention of work being completed by the end of October.

The Councillors **RESOLVED** to accept this schedule of works

### b. The impact on users and the community

The VHC wished to minimise the impact on the regular, generally term time, users of the hall, but realised that there is likely to be some disruption. It will be unlikely that villagers will be able to book the hall over the six week summer holidays. However, working in the way that is planned, it is hoped that as few users as possible are inconvenienced.

## 6. Funding

### a. To receive confirmation of earlier decisions to accept grants from:

#### i. Viridor Credits (to note – agreement with the Village Hall Committee)

Awarded £110,000 plus £22,000 in VAT (total £132,000) to pay for external works.

#### ii. WREN

Awarded £61,350 to the Parish Council to pay for some of the internal works and the heating. The Councillors **RESOLVED** to agree to accept the funding.

#### iii. Opes (Grantscape)

Awarded £18,000 to the Parish Council to pay towards internal works heating and finishing. The Councillors **RESOLVED** to agree to accept the funding.

#### iv. Parish Council

Set aside £10,600 over the last two years to pay for the planning application and other fees.

**v. Doris Field Charitable Trust**

Awarded £1,000 for the purchase of a new front door. The Councillors **RESOLVED** to agree to accept the funding.

**vi. Oxfordshire County Council**

Cllr Catherine Fulljames was able to allocate £800 from her portion of the county's Big Society Fund which will be for the three-phase electricity

**vii. TOE2**

Awarded £5,000 to assist with paying part of the third party agreement.

**b. To consider the legal documentation**

**i. To agree to sign the funding agreements for Opes and WREN**

The Councillors considered Mr Fargin's request to sign the funding agreements with Opes and WREN and **RESOLVED** to agree to Mr Fargin and Mr McCullagh signing the agreements with the Clerk as witness.

**ii. To agree the Viridor Credits Legal Charge**

The Councillors **RESOLVED** to agree to accept the Viridor Credits Legal Charge, but requested confirmation of the time period.

**c. To consider the financial implications**

**i. To consider the funding logistics**

Mr Fargin outlined the way the different funders will operate.

Viridor Credits will pay a number of stage payment invoices together with the VAT element directly to the contractor direct on production of a completion statement from the Architect and photographs.

WREN will pay the Parish Council in either five or six, fairly equal instalments on production of the invoice from the builder, a completion statement from the architect together with evidence photographs. The WREN funding is exclusive of VAT. The Parish Council will then pay the invoice inclusive of VAT (which will be reclaimed).

Opes will pay the Parish Council in three instalments, one of £5,000, one of £3,000 and one of £11,000, on receipt of the invoice. The Parish Council will pay the invoice inclusive of VAT.

The Parish Council is able to make monthly VAT reclaims provided the amount reclaimable is over £100.

The Clerk reminded the meeting that the Parish Council would have to place the order, receive the goods / work and make payment from its own funds (the WREN and Opes funding counts as own funds) for all parts of the work which the Parish Council will be responsible for.

**ii. To consider the cash flow**

The Councillors **RESOLVED** to agree to maintaining £5,000 in the current account to cover the costs of the VAT element of the work.

**iii. To consider the contractor payments**

The Clerk confirmed that it would be possible to pay invoices using internet banking according to the adopted Financial Regulations and would investigate how the process could be undertaken.

**d. To consider the building contract**

**i. To confirm support to the Village Hall Committee's decision to award the contract to Links Development and Groundworks Bicester, following the formal competitive tender process undertaken for them by Banks Architects**

The Councillors **RESOLVED** to agree to support the VHC's decision to award the contract to Links Development and Groundworks Bicester following the assurance that the formal competitive tender process undertaken for them by Banks Architects had been run in an acceptable manner.

**ii. To confirm authority to the Village Hall Committee to sign their part of the Contract**

The Councillors **RESOLVED** to agree that the Village Hall Committee should sign the contract with Links Groundworks Bicester.

**iii. To agree for the Parish Council to enter into a contract with Links Groundworks for the Parish Council funded aspects of the project**

The Councillors **RESOLVED** to agree to the Parish Council entering into a contract with Links Groundworks Bicester for the Parish Council funded aspects of the project.

**iv. To confirm the Village Hall Committee's project management approach and the use of Banks Architects**

The Councillors **RESOLVED** to agree to the VHC's project management approach and to the use of Banks Architects to manage the project.

**v. To confirm the management, process and stage payments**

The Councillors **RESOLVED** to agree to the proposed management and stage payments for the project.

**vi. To confirm the building works schedule (Builders' programme)**

The Councillors **RESOLVED** to agree to the proposed building works schedule.

**7. Items for information or next Agenda only**

- a. Agenda Items** – the Clerk requested that all items for the next agenda should be submitted by Thursday 5 March

- b. Vote of thanks** - A number of villagers wished to express their thanks to the Village Hall Committee and all the volunteers who had worked so hard to get to this point.
  
- c. War Memorial** – Mr Fargin informed the meeting that the Parish Council had just heard that the funding application to the National Heritage Lottery Fund to secure additional funding of £6,400 for the straightening of the War Memorial and for the village hall first world war education project had been successful.

**16. Date of next meeting**

The Councillors noted that the date of Monday 16 March 2015 at 7.45pm had been previously agreed.

The meeting closed at 7.45pm

Signed ..... Dated .....