

## Parish Room Working Party (PRWP)

### Meeting Notes

**Date/Time of meeting:** 28/2/2024 - 7pm  
**Location:** Hundleby Parish Rooms

**Attendees:**

Cllr Lynette Corten-Miller - CHAIR (LCM)  
 Cllr Christine Parker (CP)  
 Cllr Philip Maddison (PM)  
 Cllr Ruth Birkin (RB) - Note taker  
 David Stonehouse (DS)  
 Sarah Boulton (SB1)  
 Sheridan Bell (SB)

	Agenda item	Owner
1	Chair opened the meeting and thanked all attendees for their time	LCM
2	Chair advised of any apologies received from those that could not attend this meeting.	LCM
3	<b>Report on recommendations taken to the Parish Council</b> Lynette updated that the Parish Council had been consulted in regards to contacting Lincs Design Consultancy (LDC) and David Biggadike for their views on our proposals. Further that the condition survey quote from Delaney Marling Partnership (DMP) had been accepted and will be carried out.	LCM
4	<b>Report on LDC/David Biggadike and Architectural Services</b> Sheridan reported on the LDC site meeting. LDC have suggested that they could provide a concept study which can then be used for discussion with any grant/fund managers so as to move forward. The cost for 'Stage 1 - Concept' would be £1680 + VAT. Following stages would comprise of Planning / Building Regs / Tender and would form part of a future quotation/s.  SB further updated that LDC have completed this type of work for ABY village Hall recently.	SB

	Agenda item	Owner
4a	Lynette updated that David Biggadike has confirmed that he is happy to provide a view on possible alterations and will ask him to liaise with Sheridan	LCM
4b	Lynette provided a list of pre-approved architects to Sarah and asked if she could check the list as it may be quite old. This will then provide us with correct details for 2nd quote etc.,	SB1
5	<b>Building Survey - Delaney Marling Partnership (DMP)</b> Ruth updated that Simon Delaney of DMP will be attending the Parish rooms to carry out a Building survey on Thursday 21st March between 9-9.30am. Philip and Sheridan will also attend. Philip will check to see if Malcolm is free on that date/time also.	RB
6	<b>Newsletter</b> Lynette provided an update on the Newsletter in that it will be discussed at the next Parish Council Meeting	LCM
7	<b>Information on Charitable Incorporated Organisation (CIO) compliance and structures</b>  David updated that the CIO can be a very simple structure and that a minimum of 1 trustee is all that is required. He further updated that there can be Corporate Trustees and Individual Trustees but that they should not be mixed. Sarah asked what the benefits of the Parish Rooms becoming an CIO are? In summary it is being able to utilise charitable status so as to access grants and other advantages. Philip asked what powers the Parish Council may have if the Parish Rooms were operated by an CIO. Lynette suggested that a meeting with Kirk may be of benefit and Sarah indicated that a zoom meeting may be the best format for the meeting.	DS
7a	Lynette to contact Kirk Thomson so as to set up a meeting	LCM

All actions unless stated otherwise are due by the next meeting on the 3rd April - 7pm at the Hundleby Parish Rooms.