

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.00pm 15<sup>th</sup> January 2007**  
**The Memorial Hall**  
**Minutes**  
**New Build Agenda only**

**1. Present**

Janet Bainbridge, Brian Beasley, Stuart Chambers, Betty Fentem, John Fuller-Sessions, Mike Gerard-Pearse, Val Kirkham, Jane Harris, Amanda Johnson, Pauline Laycock, Denis Laycock, Nia Linnell, Paula Lynam, Bill Whitfield

**2. Apologies**

Peter Trehwitt

**3. Building the Future**

***a. Purpose of the bid process.***

The reason for the meeting having been called was explained. The funding sub group have drawn up a list of information needed to fill out the first stage of the bid for the Big Lottery Fund which could be upto £500 000. However the process is complex. Information needs to be brought to, and gathered from the committee to give the bid the best chance of success.

***b. Update re process and Parish Council Meeting***

Brian Beasley as Chair of the Funding Group shared the knowledge he had gained regarding the bid through attending a workshop and discussion with other Funding Group members. He also shared that he had attended the last Parish Council Meeting to inform them that they needed to apply on the Management Committee's behalf as they are the Trustees. This was agreed and minuted at the meeting.

- The bid is dependant on there being a 20 year lease or ownership of the land. This was confirmed by the Parish Council.
- The bid is due to be submitted to Derbyshire County Council by the end of March 2007. There are no advantages to submitting it early as no decisions will be made until August 2007.
- DCC give approval for the bid to be submitted to the Big Lottery Fund
- It would help the bid if there was a Village Plan and it was confirmed by committee members that there is one which can be passed onto Brian from Val Kirkham.
- There is a need for evidence in the bid 'boxes' e.g. outcomes of surveys, data and plans
- We need to assert that there is no other local community venue which would fulfil our needs
- We need to show the need to replace the original Hall
- There is an emphasis on outcomes and impact on the users
- We need to consider other services who may be able to use the New Hall
- Targets in the bid need to be SMART (**specific, measurable,**

**achievable, realistic,time bound)**

- We need to have carried out a risk assessment of doing nothing
- Any local community plan must support this application
- Applications are judged on a points matrix

***c. Draft details of the project***

The Chairman then presented a paper of approx 300 words to outline the project history to date. This was agreed as an accurate response. (see attached paper)

***d. The Secretary then presented a paper to outline***

- identification and agreement of the beneficiaries of the project
- identification of the number of individuals who will benefit
- identification of the number of organisations who will benefit.

The committee then explored the potential value that a new Hall may add in terms of these groups and individuals. (see paper attached)

**8. AOB**

**Date of next full meeting  
Monday 19<sup>th</sup> March 2007 8.00 – 9.30pm  
The Memorial Hall**