**Minutes of MUGA Meeting held 6th December 2017 7.30 in the Meeting Room, Community**

Apologies: John Whyman, Andrew Bryce, Richard Bostock, Tym Moore

Present: Cristiana Langton, Margaret Langton, Ben Cox,STUART KELLETT, Simon Hyde, Louise Cain. Stephanie Coupland

AGENDA

1. Introduction and Catch up on past few weeks.

2. Update: Contract/Project Task Group (Simon/Stuart/Andrew) – Simon & Stuart will talk through the significant progress since last meeting.

3. Update: Contract Financial Ledger (Written report from JW)

4. Update: Further Funding Task Group (Cris, Louise & Margaret)

5. Update: Operational Task Group (Danielle/Andrew/Ben/Richard) – Inform group on progress/activity/thoughts/structure - Tym Moore CC Chair may be in attendance and may share his thoughts on this.

6. Agree date for next MUGA Group meeting.

Due to the fact that John Whyman could not take the meeting Stephanie Coupland was in the Chair.

John had send the comments below which Stephanie read out to the meeting, followed by discussions on the items on Agenda.

MUGA Contract Financial

Viridor Grant Initiation – You will recall at our last meeting on the 3rd November the MUGA group faced a tight timeline to initiate the time limited funding from Viridor. Our deadline to initiate funding was 16th December. We learnt the submitted drawdown application, for eligible expenditure, could take as long as 10 days. Time was, therefore, extremely short. At the time of the last meeting we had yet to instruct a contractor.. Our chums in the ‘Contract Group’ (Andrew/Simon/Stuart) lept at the challenge and had matters well in hand within a week. I am sure Simon will explain in greater detail… I am now delighted to confirm a successful ‘expenditure’ claim was submitted, with the help and support of Stephanie, Ian & Samantha, through the PC & monies have already been repaid from Viridor. We have ‘lift off’..?!!

BDC S106 Monies – I remain in dialogue with Nick Elliott at BDC Public Realm following the submission of our application for S106 monies held from developments in the communities by BDC. Matters are progressing satisfactorily – We are required to confirm several ‘public access’ requirement validations which includes demonstrating the legitimate ownership of the land and the ability for continued public access. My hope and expectation is we will have been granted funding access within the next couple of weeks. The only delay may be BDC requesting the lease the CC hold from the PC be extended to provide a longer term than the currently remaining 2+ years to 2020.

We are continuing to consider the ‘financial structure’ the operational side of the MUGA will sit within. More on this follows

Banking – Ian suggested we consider using the same bank as CC (TSB) Ian confirmed they provide free banking to societies/charities. Clearly we need to look more closely at this to draw a conclusion. No visit or further info on this at present.

Contract/Project Task Group.

Simon gave an update on the Contract. (See attached to minutes)

There were a couple of things which we needed to decide on.

Cost from Cambridge Courts Quote for Tarmac surface £75,900.00 + VAT total £91,081.20. Contact signed and sent back to Cambridge Courts

Fund Raising needed for Astro surface £18,500.00. The meeting felt this was achievable through Grants and Sponsorship.

Lighting. - Cambridge Courts agreed to put in LED lighting for same costing as in quote. Good result. The meeting needed to decide on which switches to have which would be extra to above cost. The following was agreed.

Water proofed on/of switch. £350.00

Kilowatt Metre. £295.00

Both the above plus VAT.

This makes a total £20,000.00 needed to have MUGA at high standard. The meeting felt this was achievable.

It was noted from Contract that Cambridge Courts estimate £500.00 + VAT is need annually for Maintanence.

Line Markings, Simon to clarify with Cambridge Courts that we can have markings for Tennis. netball and football on the Astro surface.

Biggest objective at the present time is to get the site marked out and some turf etc moved. This needs to be done as Viridor need to see we have started!!

Simon and Stuart are to discuss this with Richard Bostock.

Funding committee proposals

1. Funding committee have met and discussed the project and funding possibilities.

2. Liaising with district Council (Chris Knock) re astroturf surface (Margaret)

3. Louise and Cris looked into funding possibilities and identified 3 initial proposals national lottery, sports England and the FA/Premier league. Louise and Cris have now received notes from John in relation to the viridor application and are hoping to get an application off to the first funder by end of Dec with subsequent applications submitted early - mid January. (Cris/Louise)

4. Cris to liaise with Parish Council Clerk about other options for smaller grants. (Cris)

5. Advertising option also discussed in relation to agreeing three advertising packages/sponsorship options for big local businesses. Celotex was a suggested company. We would ask local businesses if they would like to buy either advertising space for a banner to be displayed, option 2 advertising space/banner and advert on the website, or option 3 of advertising space/banner, advert on the website and sponsorship of an event held on the muga eg 5 a side tournament. Cris asked if we could offer banner space and if so how many banners we can display. It was discussed and it was decided 2 one at either end of the muga. (Cris/Louise)

Operational Task Group.

Ben Cox reported that he had not done a target board as yet. This was discussed and Stuart, Simon and Ben are hoping to get something sorted ASAP.

It is hoped to get Laminated picture of field showing where everything will be, deadline for this is 13th January 2018.

Also they are in discussion with Richard De-banks regarding the moving of football pitch.

Financial - Banking.

Stephanie is going to go to TSB in Hadleigh, hopefully this week to get details.

Voting on who should be signatories was unanimous that the following names should be appointed.

Stuart Kellet, Andrew Bryce, and Debbie Archer

Meeting close 8.20pm.

Next meeting Tuesday 30th January 2018, 7.30pm at Community Hall.

Stephanie to book.