

6. PROPOSED PUBLIC CONSULTATION

Deferred due to absence of Cllr Middlemiss.

Action: Cllr Middlemiss to report at next meeting. Cllr Gage draft statement/question for the consultation and the postcard “flyer”

7. PROJECT MANAGER ROLE

The revised role profile had been circulated prior to the meeting. Two further minor amendments were requested:

- a) Bullet point 2 in the Role Profile section: Delete "in the client organisation".
- b) Final bullet point: replace "engineers" with "surveyors".

Proposed: Cllr Jon Gage

Seconded: Cllr Paul Walter

Resolved: That the Role Profile (as amended) for the project manager be approved.

DG stated it was not possible to post the vacancy on the gov.uk website unless GPC had a Dunn & Bradstreet number. JG stated he had had little joy in progressing this advertising option.

Action: JG to ask GPC about the Council having a Dunn & Bradstreet number

Action: DG to review possibility of advertising the role on the GPC website, trade magazines and online portals (including costs).

Action: JG and GP DG to put together a tender pack to be sent to interested

parties. MIT suggested that an interview and selection process should be devised to

ensure the

applicants were ‘scored’ on the correct skills and the decision process was consistent and transparent.

Action: DG to review processes used by other public sector organisations.

Action: JG to present the proposed interview and selection process to GPC for approval, including a panel of three committee members (JG, GP and DG have offered to take part).

8. CAFÉ TENDER

A draft market engagement document was distributed with the agenda. The following amendments were Resolved:

Proposed: Cllr Walter

Seconded: Mitch Thomas

Resolved: The annual rent figure is not to feature in the market engagement document

Proposed: Cllr Gage

Seconded: Cllr Walter

Resolved: The contract length options are to be removed from the document.

Proposed: Cllr Gage

Seconded: Cllr Walter

- Resolved:**
1. The document should state that ‘some’ white goods are provided.
 2. The proposed opening date should read ‘intended 2017’.
 3. It should be made clear that a management Trust would run the building not GPC.
 4. The document was too similar to the Newbury Town Council document and needed to be re-worded.

5. An amended version is to be resubmitted to council with identified changes made.

Action: Cllr Gage to redraft document and send out for next meeting.

9. INTERPRETATION WORKING GROUP

Cllr Meg Thomas introduced Jonathan Sayers who has vast knowledge and material on Greenham Common and its history. He was happy to help with advice and material.

Cllr Thomas has met with Ruth Howard of Newbury Museum who has provided advice and suggestions.

A discussion took place about the amount of space available for display material and it was felt a couple of good audio visual displays may be more appropriate than simple photographs.

Action: Working Group to explore costs of audio visual option in light of budgets.

Jonathan Sayers stated he was interested in being co-opted onto the Working Group.

Action: Cllr Thomas to e-mail Jonathan Sayers a copy of the current Working Group Terms of Reference.

It was felt the Terms of Reference were out of date and needed updating to reflect amongst other things the need to work with a project manager.

Action: Working Group to review Terms of Reference for next meeting.

Cllr Meg Thomas stated that McDonalds were very keen to get involved. She will keep in touch with them for possible involvement at a later stage once the building has been completed.

It was noted that the Working Group needed a third councillor to work with Cllrs Middlemiss and Thomas.

Action: Cllr Gage to highlight this in his report to GPC and ask for a volunteer.

10. BUSINESS PLAN

The draft business plan distributed with the Agenda was discussed in detail. The following observations were noted:

- a) Various pieces of information need to be added as the project progresses.
- b) The cash flow took a very pessimistic view and does not allow for any donations and extra revenue that should be raised over the period being discussed.

Action: Cllr Walter to review the document for various spelling errors and send to MIT/JG.

Action: Cllr Gage to take the draft document to Council for discussion.

No major redraft will be undertaken until the project has moved on and significant additional information can be added into the plan to prevent a series of 'mini' redrafts being undertaken.

11. USE OF CONTROL TOWER FOR WORKSHOP EVENTS

A request has been received from Rosa Productions to use the Control Tower for a banner making event on March 27th to April 3rd. It was noted this request had been made before. Their Health and Safety people advised that the building would be suitable with precautions taken, however the committee was not happy for the building to be used given its current stage in construction.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

Resolved: 1) That the request be declined
2) That Cllr Gage to contact Rosa productions to advise them of the committee's decision.

12. DEDICATED BANK ACCOUNT

Deferred due to absence of Cllr Swift Hook.

Project costs only will be paid from this account. Running costs should come from the GPC current account.

13. UTILITY MAINTAINANCE

DG reported that 800 litres of Kerosene was supplied by Pinnock Bros. The heating will be turned down as the weather improves.

DG is struggling to get BT to help and may request a site meeting.

It was requested that the boilers are given their service to maintain their warranty. Quote price £190+VAT for service plus £15+ VAT per oil nozzle if they need changing.

Despite ongoing efforts it has not been possible to access the store room opposite the main entrance to the building. The lock could be broken or keys lost. A quote of £60+ VAT to change the lock has been received.

Proposed: Cllr Jon Gage

Seconded: Mr Mitch Thomas

Resolved: 1) Proceed with changing the lock to gain access to the store room
2) undertake a boiler service to maintain warranty.

14. ITEMS FOR INFORMATION

It was noted that it might be possible for the website domain for the Control Tower to be transferred. Cllr Swift Hook to provide further details.

The agenda items requiring Cllr Middlemiss to report will be given priority at the next meeting.

Update on SIB to be on the next agenda.

Cllr Puffett again raised his concerns about Cllr Swift Hook continuing as a member of the Control Tower Committee. He was informed by Cllr Walter that the composition of the Control Tower Committee is not a matter for the committee, it is a matter for full council. Cllr Gage said that all that could be done was to acknowledge Cllr Puffett's concerns but that he wanted it recorded that he did not agree with Cllr Puffett regarding Cllr Swift-Hook's position on the committee.

Date of next meeting: Monday 20th March 2017.

There being no other business the Chairman declared the meeting closed at 21:30 hrs

Chairman

Date