**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the MUGA Sub Committee Meeting held at 8pm on Tuesday 27th February at Peterston super Ely Church & Community Hall**

**Present:** Cllr H Thomas, Cllr K Hurley, Mr D Lewis, Mrs G Jones, Cllr D Field and Mr R Bailey

**Also Present:** Joanna Howell (Clerk to the Council)

**Apologies** Mrs G Jones and Mrs V Adams

1. **Review and approval of minutes of subcommittee meeting held on 8th November 2017**

The minutes were reviewed and Cllr K Hurley proposed their acceptance, this was seconded by Mr D Lewis and agreed by all.

There was a discussion regarding the draft lease. The sub committee agreed that Cllr Thomas would arrange for this to be drafted and reviewed by the Community Council.

1. **Update on the Welsh Government Grant and Sports Wales Grant including review of Welsh Government Grant requirements**

The Clerk confirmed that the Welsh Government Grant had been approved and accepted by the Community Council.

Mr Bailey confirmed that after discussions with Sports Wales, a decision on this grant is expected within the next week. Sports Wales have asked for more information about the status of the Tennis Club and how it is expected that this will be built back up. Mrs V Adams had the required information and had previously confirmed she would deal with this information request.

The requirements of the Welsh Government Grant had been previously circulated for review. There were no items of concern over these requirements.

1. **Update on TaSC Set up**

Mr Lewis confirmed that in order to more accurately reflect the nature of what the Peterston super Ely Tennis and Sports Club will be doing, the group will be formally established as the Peterston super Ely Tennis and Sports Committee (TaSC).

There was a discussion regarding how the Tennis Club, and indeed the other sports club and TaSC would operate separately of each other. It was made clear that TaSC would be managing the MUGA facility and not operating sports clubs.

Mr D Lewis provided an update on the proposed structure of TaSC, it was confirmed that TaSC would be a Charitable Incorporated Organisation (CIO)Structure. The only members of the CIO would be the trustees (likely to be three), rather than the TaSC having the public as members. Mr D Lewis was happy that the application could be completed within a week, and then once submitted would take approx..40 days to process.

A group of officers would then work under the trustees in the key roles e.g. treasurer, booking secretary etc.

The key points that needed to be agreed for the TaSC were provided by Mr Lewis and the model constitution provided by the Charity Commission was circulated.

It was agreed that Mr Lewis would produce the draft TaSC Constitution and supply for review.

Cllr Thomas suggested that the TaSC provide an example to the Community Council of how this structure worked in a similar entity. Mr Lewis agreed that he was happy to do this.

It was suggested that a number of those who have worked on the project set up so far would be the trustees.

Mr Lewis also suggested that there should be a stakeholder event before building occurs and it was agreed that this should be organised.

*AP Clerk to agenda stakeholder event for the next meeting*

1. **Discussion on Procurement procedures**

Cllr Phillips reported that she had updated Notts Sports regarding the Welsh Government Grant.

It was agreed that a TaSC meeting was required in order to agree the very final specification especially in terms of the number and height of floodlights and the line of the footpath.

In terms of the layout of the footpath it was agreed that the path should be the most direct route possible.

Cllr Thomas also wished the water supply to be considered as part of the final tender.

The Community Council will need to register with Sell to Wales and if the Sports Wales grant was obtained then the expression of interest would need to be uploaded.

The role of Notts Sports in the tender process was discussed. Notts Sports are expected to take the lead role in preparing the tender documents, selecting competent tenderers from the submitted expressions of interest and analysing submitted tenders.

*AP Clerk to register with Sell to Wales and clarify what is needed for the expression of interest.*

1. **Discussion on cashflow requirements of project**

The first claim for the grant must be made by 12th August under the grant conditions. The terms for the claiming the grant were discussed. A payment and reclaim schedule had been supplied to the Welsh Government as part of the grant application. It was agreed that it was important to ensure that the selected contractor will need to be signed up to the payment schedule.

The importance of getting the tennis club monies into the Community Council accounts was agreed.

*AP Clerk to approach Mr D Chapman in regards to transferring the monies to the Community Council.*

It was discussed that there may be volunteers available looking to help on the project. It was felt that they volunteer time could be used in refreshing the clubhouse and landscaping at a later date.

1. **Update re data protection regulations**

The Clerk had previously supplied the subcommittee members with information on the new GDPR. It was agreed that the TaSC would need to ensure that they were applying with the new legislation.

1. **Agreement on next steps**

These had been agreed as part of the meeting.

Next meeting was agreed at 8pm on Wednesday 28th March, due to the hall being fully booked it was agreed to request use of the Chapel Hall.

The meeting was closed at 9.15 pm

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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