

BVADC Committee Meeting – 5th April 2017

The Almonry at 6:30 pm

Present

Lesley Samms, Mary Midgley, Carol Harris, Allan Russell, Tina Greene, Peter Greene, Debbie Grant, Caitlin Wheatley

Apologies for Absence

Vincent Matthews

1. Battle Heritage Trails (BHT) proposal was accepted
2. BHT procurement strategy – This has been accepted by the Town Council, and it has been agreed that no one person can receive more than £10,000 over a 12 month period for working on the project. Carol Harris is to oversee the money management/payment of invoices relating to the project with the consultation of the Finance subcommittee (Lesley Samms, Carol Harris, Allan Russell)
3. Monthly meetings to be held in the Almonry from June to be 1st Weds of the month 7pm, Mays meeting will have to be Thursday 4th. Dates of all meetings to be confirmed by Carol Harris
4. Minutes of main committee meetings to be taken by Mary Midgley or in her absence another committee member
5. The allocation of phase 1 tasks and their allotted paid time as set out on the agenda were agreed. Time over and above allotted paid time is to be undertaken on a voluntary basis. Lesley Samms is to devise a time sheet for completion of those providing their professional services which are to be submitted to Carol Harris by the 3rd Tuesday of the month. All allocated tasks that endure over the 12 month period will be paid in monthly instalments and therefore the first time sheet for works undertaken must be submitted by the 3rd Tuesday in April.

The following points relating to professional tasks will be explained/followed up at the next meeting

Lesley – to provide details of the presentation and research packs (**Allan** to review) and remind Sarah and Adrian of what we are offering the museum, assist with press release and organise display for parish assembly

Debbie – provide plans for the marketing strategy

Tina is to provide/compile a list of named school contacts required for the cross curricular activity (presentation pack)

Presentations to schools will be undertaken after SATS in Primary and after GCSE's in Secondary schools.

Mileage expenses are claimable at the council rate for visits undertaken at 45p per mile.

Paper to be provided by Carol Harris, Printing and binding costs to be agreed by Carol Harris with costs of over £1,000 to be agreed after 3 quotes have been submitted.

Other expenses will need to be agreed in advance by the finance subcommittee which will meet as necessary.

Payment terms and dates to be confirmed in advance in writing by Carol Harris

AOB – None

Next Meeting 4th May 7pm The Almonry