

STP Court Building Project

Notes of Team Meeting 26th August 2015:

Attendance DF, JR

Conservation –

The Heritage Place's revised quote was examined; There is no need for work on survey, GB work should be sufficient; Need to enquire about local help and support; Felt that little point in approaching Heritage Society; Do they charge VAT?; Therefore could quotation be lowered a bit?

DF to phone Debbie Mays

Survey -

GB has written report and it should be ready in the next few days. Need to commission drawings

JR to check quotation to get full amount

Does he charge VAT?

JR to commission

Financial Modelling

CS has started, and required data has been identified and now being sourced. Initial layout will be monthly for 1 year + a further 9 years. Document will be spreadsheet plus significant narrative to explain assumptions.

DF and CS communicating

Tenants

EH said she had started and would progress by e-mail/phone whilst she is away

Consultation

Quote for workshops = £1896 inc VAT - accepted

Quote for course – on hold pending soundings of other organisations

Heating System

Quote from FLN (Donald Aiken) for £1,250 + VAT = £1,500 accepted

DF to order

Diary

On examination of diary and people's other commitments, we need to arrange the first workshop (covering Stakeholder Analysis; Social network usage; Risk review of project) during w/b 7th September.

All to look out for e-mail with final date

DF to issue invitations to all parties, and make arrangements

Second workshop would be in sometime between 22nd and 30th October, covering Tenants; Non-tenants, Building design; future Organisation

Budget

Now stands at

		VAT	Notes
Conservation –	4,382	??	Or less
Survey -	2760	inc	
Financial Modelling	500	??	
Tenants	Nil		
Consultation	1,896	inc	
Heating System	1,500		
Expenses	214		So far
TOTAL so far	11,192		Funds £12,600

cc. STP Trustees; Charlie Sands (CS), Deborah Mays (DM), Gary Black (GB), Davy Jones (DJ), Susan O'Connor (SO)