

## FLETTON HOUSE WORKING PARTY

Minutes of meeting held at the Courthouse on 8/09/2014

Present: Ann Fitzgerald; Paul King; Roy Sparkes; Brian Pearson; Terry Stagg.

### 1) Apologies – David Chapple

### 2 ) Minutes of previous meeting & actions

Courthouse marketing plan – local agents engaged to test market **PK 13 Oct..**

Marketing of space in QVH – it was felt that a Marketing Plan for space at the QVH and Fletton was desirable. Take to Ops. management for approval. **TS 13 Oct..**

Community funding **TS 10 Nov.**

Day in the life of a building **AF 13 Oct**

Quotes have been obtained for 83 windows at an average cost of £45k. with a variety of warranties. Comparison sheet to be drawn up. **BP 13 Oct**

### 3) Progress report & financials

Quotes for lift in progress **BP 13 Oct**

Jeakins Weir price is over budget. This is being looked at in detail.

In addition, the quotes for windows and roof having come in well below expectation, it was agreed we should try to complete the project in one go. This to be presented to full Council in October **AF 21 Oct**

Financial monitoring of the work in progress to be set up **TS 13 Oct**

### 4) Operational issues

Catering – expression of interest letter approved.

Possibly look at other ways of garnering interest e.g. Advert in local/trade publications, twitter/website and

Prepare tender docs **AF/All 13 Oct**

### 5) AOB

**Correspondence received from Pre-school.**

**Letter to trustees/governors to be sent**

**AF 13 Oct**

**Date of next meeting 13 October 7:30 pm**