

CFDB Meeting:
06/02/18
White Horse
19:30

Minutes

Present: David Hayes (DH), Paul Lulham (PL), Ben Glancy (BG), Peter Higgs (PH), Stephen Dehnel (SD), Nick Lester-Davis (NL), Doug Marriott (DM), Alistair Ralph (AR)

Apologies: Andy Maclean, Alison Ranns

Item 1 Agreement of agenda *All agreed*

Item 2 Notes from the previous meeting (21st December) *No comments*

Item 3 Matters arising (not covered elsewhere)

- (NL) reported that Alison Ranns has urged everyone to check the new website and make comment if needed. Alison also requested that for those who have not already done so, everyone needs to provide an updated biog and photo within the next couple of weeks for the website before the relaunch.

Item 4 Outline estimates for the Project

- (PL) gave an update on estimates. No further estimates have been received but the group agreed that this was expected due to the level of detail available on the project scope. It was agreed that efforts to acquire further estimates should be slowed until a project manager could be engaged to progress this.

Item 5 Fundraising and grant applications

- (SD) suggested we look at capitol grants. (SD) to send application form to (NL).
- (SD) to talk to Claire
- Group agreed that all avenues of funding needed to be explored and that a clear cost and delivery path would need to be established if fund applications are to be successful.

Item 6 Project Manager

- Group discussed how to structure and engage a project manager to deliver the project and how this process/task may be split into stages. Group agreed more detail was required and possible seed funds to begin.
- (PL) suggested he talk to a contact at The University of Kent to discuss administrative, design and consultative support.
- Group discussed talking to ABC (and possibly highways) about any existing subcontractor frameworks for project management or any set criteria they would need to see in place in order to provide future financial and/or administrative support.
- (NL) & (PL) agreed to put together a rough first draft project management role and set out deliverables

Item 7 Liaison with Ashford Borough Council

- Covered in *item(s) 5&6*. (NL) and (SD) to discuss how to liaise with ABC on Project management, funding and how to progress the project in a manner that aligns with ABC processes.

Item 8

Accounts and auditing

- (DH) confirmed audit documentation sent/received.
- (DH) conveyed to the group that the accounting firm that have provided filed and handled all CFDB's accounts since 2008 at no cost, have regrettably given notice that they will no longer be able to provide this service free of charge. (DH) also explained that the firm have to date, provided over £4,000.00 worth of services which include end of year account filing, HMRC declarations due to third party investigations and general administration.
- Group suggested a letter be sent to thank the firm for their support over the years.
- The firm have also provided an estimate to continue representing CFDB and filing accounts. Their fee would be £500.00 +Vat per annum.
- Group agreed that additional quotes should be obtained to confirm that the fee provided is a reasonable market rate.
- (DM) suggested that an hourly rate be provided in addition to the annual fee.
- Group discussed the possibility of CFDB requesting funding from CPC for future accounting costs in order to continue a level of transparency and compliance. The group agreed to discuss the matter with CALC and Terry Mortimer of ABC to confirm the position and to clarify the position of CFDB directors who are also CPC members in terms of conflict of interest.

Item 9

Any Other Business

- Communication: The new website and an update on progress should be issued in time for the April issue of the Parish magazine. The announcement should also include invitation to new members. (PL) & (NL) to construct announcement.

Next meeting agreed for:

19/03/18

White Horse

19:30