

## Chedham's Yard

### Report to Wellesbourne Parish Council for meeting on November 2<sup>nd</sup> 2010

1. Steering Group meeting report is attached along with the report from the Heritage Project Officer. The Chedhams Yard company was formally registered on 15<sup>th</sup> October 2010 and application has now been made for the company to have charitable status. It is anticipated that this will take between four and six weeks to achieve.
2. A draft of the lease agreement between the Parish Council and the Trust has been received and was discussed at a meeting of the lease working group on 13<sup>th</sup> October. Comments were forwarded to the solicitor who has sent a response which will be discussed at a meeting of the lease working party next week.
3. Also attached is a timeline devised by the Heritage Project Officer to indicate the steps that need to be taken and the proposed timescale for action in order to complete the transfer of the project to the Trust.
4. One of the decisions that needs to be taken by the Council and could be taken at this meeting is to appoint two nominees to the Trust from the Council. These two would attend Steering Group meetings and report regularly to the Council.
5. The Heritage Project Officer has now completed her probationary period and the Council is asked to formally approve her permanent appointment to the post. Under the terms of her contract, the Council is obliged to offer her the opportunity to join the staff pension scheme and the Council is asked to approve this. Both her salary and pension will be paid by the Heritage Lottery Fund.
6. Please find attached this month's copy of expenditure against budget. Any changes from last month which are very slight are highlighted in italics.
7. Four tenders have been received for the works to restore the old buildings and the two lowest are being invited to interview later this month.
8. Only one tender was received for the archaeological oversight and the Project Manager is in discussion with the company to agree a scope of works in order to avoid the risk of over-spending on archaeological supervision.
9. The hedge forming the boundary of Chedham's Yard is due for some routine maintenance which should be undertaken this month. This is unlikely to cost more than £350. The original work to lay the hedge was undertaken by Brian Morgan, of Moreton Morrell College and the council is asked to approve his appointment to carry out the necessary works up to this figure. The exact extent of the required works cannot be determined until he has been able to inspect the hedge. This would come within the grounds maintenance budget for Chedham's Yard. Mr Morgan will also be asked to advise on a broken branch hanging over the site from an ash tree in the boundary.

David Close

26<sup>th</sup> October 2010