

Committee	FULL COUNCIL
Date	14 July 2025
Agenda Item	10a

Community Arts Centre Timeline

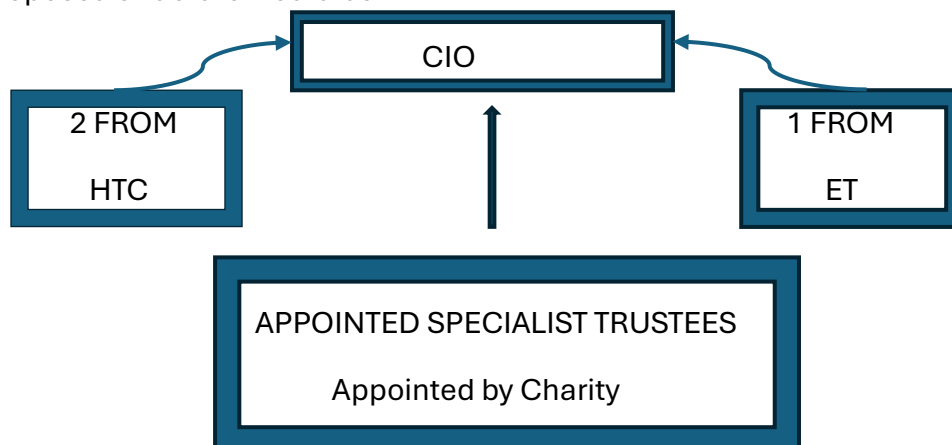
It is time to make some decisions about the future management of this project.

Following a meeting with the Empire Trust (ET), and the start of the public survey which, to date, has received ... responses; decisions are required on the following:

1 The governance structure needed to ensure that the vision and objectives of the Centre are achieved.

Following research using the Charity Commission guidance it is recommended that a Charitable Incorporated Organisation is established (see item 10c -14th July HTC papers). This body - would appoint Trustees with relevant skills needed to ensure the Charity has the expertise to function efficiently and effectively.

The proposed structure would be:



Timeline (as at 7/7/25 DRAFT 1)

1. July/August 2025
 - a. Public survey
 - b. Identify 2 Trustees from HTC and 1 from ET
 - c. Agree final draft of CIO constitution and seek legal advice as required before submission to Charity Commission
 - d. Drafting business case for presentation to the Charity
 - e. HTC finalise the vision statement
 - f. HTC and ET to nominate Trustees

2. September 2025
 - a. Collate responses to survey
 - b. Apply for charity registration assuming public support for project
 - c. Establish a protocol for consultation with HTC/ET and other bodies to take effect post creation of Charity.
 - d. HTC to confirm the preferred funding route i.e.
 - i. Precept/S106 and/or PWLB
 - ii. S106 monies and Charitable funders National/Regional and local
3. October 2025
 - a. First meeting of Charity Trustees
 - i. Agree vision, business plan, expressions of interest to funders
 - ii. Consult with BDC planning department- work towards Member Planning forum
 - iii. Appoint quantity surveyor
 - iv. Consult with BDC re S106 funding options
 - v. Appoint surveyors to determine levels of contamination
 - b. HTC to consider budget funding to support the project and, in consultation with the Charity staffing support for the project
4. November 2025
 - a. Charity to develop final plan for the site
5. December 2025
 - a. Planning members forum?
 - b. Submit expressions of interest to potential funders
6. January 2026
7. February 2026
 - a. Planning application
 - b. Full funding bids
8. March 2026
9. April 2026
10. May 2026
 - a. Finalise design, determine specification, seek tenders
11. June 2026
 - a. Funding
12. July 2026
13. August 2026
14. September 2026
15. October 2026
16. November 2026
 - a. Tenders submitted
17. December 2026
 - a. Contract awarded

18. Project start August 2027?

Recommendation : that HTC notes the proposed timeline for the management of the Community Arts Centre project.

A handwritten signature in black ink, appearing to read 'Sarah Greatorex'.

S Greatorex Town Clerk