

# Husthwaite Village Hall

## Minutes of meeting held 13 March 2012

**Present;** Stephen Barker, Andrew Coulthard, Lawrie Hill, Will Mowatt, Geoff Jones, Steve Cariss.

**Apologies;**

Apologies received from RW.

**Project Plan**

WM outlined the intention to run the Stage 3 application along project disciplines using an overall project timeline with the Village Hall committee acting as the project steering group.

**Project timeline**

WM and AC went through the key dates for the Business Plan and the Capital Project plan (the building). AC has subsequently produced a consolidated timeline which will be distributed at the meeting on 27<sup>th</sup> March.

**Issues Log**

WM shared an initial Issues Log which will be used going forwards to capture issues and actions.

**Risk Register**

The key risks to the project were discussed using a High/Medium/Low scale for the level of risk. Actions to mitigate the risks were captured. The Risk register should be maintained and reviewed going forwards.