

Note of Meeting

Date: Tuesday 17th June 2003
Site: Merton Priory Trust Meeting
Location: London Borough of Merton, 12th Floor Civic Centre

Present:		
Dominic Tweddle	MD Continuum Group	(DTw)
Dennis Turner	Surrey Archaeological Society and Merton CADAP	(DTu)
John Clark	Museum of London	(JC)
John Hawkes	Merton Abbey Mills Tenants	(JH)
Marcus Beale	Wimbledon Civic Forum	(MB)
Ellen Eames	Wandle Industrial Museum	(EE)
Stephen Llewellyn	Wandle Heritage Ltd	(SL)
Vicki Carroll	RENUUE/Wandle Heritage Ltd	(VC)
Dave Saxby	MoLAS	
Lone Le Vay	London Borough of Merton	(LL)
Present for Part of the Meeting		
Steve Clark	London Borough of Merton	(DS)
Ian Munn	Merton Historic Buildings Trust	(IM)
Michael Harrison	Merton Historic Buildings Trust	(MH)
John Merivale	Groundwork Merton	(JM)
Apologies		
Cllr Su Assinen	Cabinet Member for Regeneration	(SA)
Cllr Geraldine Stanford	Cabinet Member for Education and Lifelong Learning	(GS)
Phil Sutton	Countryside Properties	
Distribution:		
All present, Cllr Su Assinen, Cllr Geraldine Stanford, Phil Sutton - Countryside do not wish to nominate a Trustee to the Board but have asked to be kept informed.		

Meeting Notes - Steve Clark in the Chair

Item	Discussion	Action By
1.	Presentation by Dominic Tweddle	
1.1	Outlined the background to the study and the process and consultation arrangement	
1.2	The result of the consultation undertaken is that there is overwhelming support for a new building to present the Priory remains.	
1.3	The Continuum Group's advice is that an independent Trust should be set up to take the project forward. Some questions raised: a) Issue of Capital Costs: Extent of S.106 funding available outlined. Confirmed that this would be used as match funding towards an Heritage Lottery Fund bid. A copy of a	

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	<p>note of an informal meeting with an HLF officer is attached.</p> <p>b) Feasibility study suggests the building could be self sustaining within a small margin of error either way from break-even.</p> <p>c) Recommended that the story should be focused on the Priory, this could other aspects of the site but should avoid telling a wider story in relation to Merton as a whole.</p> <p>d) Success of the project would be dependent on the community taking ownership of the project and driving it forward. Anticipated that there would be a good deal of reliance on volunteer support.</p> <p>e) Confirmed that the Coventry (St Mary's) Cathedral was a comparable project. Suggested that consideration could be given to some or all trustees making a fact-finding visit to the Coventry, or other appropriate, project to meet the organisers if it was considered that this would help inform an approach for Merton Priory.</p> <p>f) Linking project to education would reinforce its value.</p>	
2.	Nomination of the Chair for the Meeting	
2.1	Agreed that Marcus Beale would chair the remainder of the meeting on the understanding that he would not be able to chair the Trust.	
3.	Formation Of Trust	
3.1	Offer made on behalf of the Merton Historic Buildings Trust for the Merton Priory Trustees to take this trust over, rename it and amend its objects, Memorandum and Articles and the trust board for the purposes of the Merton Priory Project.	
	Some discussion on the relative pros and cons, and the ease with which it would be possible to effect the changes. Agreed that this should be explored with the Charity Commissioners and the outcome reported back to the next meeting.	MH/IM
a)	Name of Trust	
	Agreed that if the Merton Historic Buildings Trust is to be taken over the possibility of changing its name to the "Merton Priory Trust" should be explored. If a new trust is to be set up it was agreed that it should be called the "Merton Priory Trust"	MH/IM
b)	Board of Trustees	
	Attention drawn to Trustees statutory duty of care. Agreed that everyone should fill in their skills form and hand it to LL who would prepare a skills matrix to be considered at the next meeting. Forms to be sent to Cllrs Su Assinen and Geraldine Stanford.	LL

Item	Discussion	Action By
c)	Appointment of Trust Treasurer, President and Auditors	
	SC confirmed that the Council would not be able to provide Honorary legal advice and Honorary Treasurer. Environmental Services would be able to provide advice in respect to its remit such as Planning and Building Control.	
	Trust to appoint separate auditor. If the Merton Historic Building's Trust is taken over it should be possible to use their auditors. To be discussed at the next meeting.	
	Agreed that Michael Harrison should be the Trust's Treasurer.	MH
	Agreed that Dame Jessica Rawson DBE, the Warden of Merton College, Oxford should be approached to become the Trust's President	MB and DTu to liaise
d)	Arrangements for incorporation	
	To be deferred to the next meeting following feedback on the Merton Historic Building's Trust issue.	All
e)	Arrangements for Charity Registration	
	To be deferred to the next meeting following feedback on the Merton Historic Building's Trust issue.	All
f)	Appointment of Officers	
	To be deferred to the next meeting	All
g)	Company Seal and Headed Notepaper	
	To follow Charity Registration	
h)	Launch event	
	Possibly a bit premature, but DS advised of an exhibition about to take place at the Merton Heritage Centre. Professionally prepared display boards could be made available for a launch event. Need to liaise with Sarah Gould.	
	Possibility of undertaking some remedial works in the short term to signal that things are about to happen to be explored. Some discussion of the Countryside Proposals, copies of the Countryside application drawings to be circulated for comments.	LL
4.	Draft memorandum and Articles of Association. Agreed to await feedback on the Merton Historic Buildings Trust.	
4.1	Copies of the existing Memorandum and Articles of Association of the Merton Historic Buildings Trust to be circulated all prospective Trustees in advance of the next meeting.	MH
5.	Program for the Priory Project	
5.1	Meeting requested the Merton Historic Buildings to commission the Continuum Group to prepare a draft program for the project outlining key stages in relation to a potential bid for Heritage Lottery Funding and present it to the next meeting of the Trustees.	MH/DTw

Item	Discussion	Action By
6.	Arrangements for appointment of Consultants and other professionals.	
6.1	To be discussed at the next meeting in conjunction with the project program.	All
7.	Arrangements for seeking wider membership to the Charity.	
7.1	A suggestion was made to set up a "Friends of Merton Priory". There is an existing group and there was some discussion as to the extent to which they should be approached.	
8.	Budget Financial Matters	
8.1	Funding available from the S.106 Agreement is £300,000 less £30,000 identified for the subway improvements, which could or could not be incorporated into the Interpretation Centre proposals.	
8.2	There is about £15,000 remaining from the Feasibility Study funding pot.	
8.3	The Merton Historic Buildings Trust has about £2,500 in its bank account.	
8.4	This funding and any funding already spent and the value of any work carried out by the Trustees could be considered as match funding for a Heritage Lottery Fund bid along with the value of any land transferred to the Trust.	
9.	Publicity and Promotional Materials	
9.1	To be discussed at a future meeting	
10.	Trading Arrangements	
10.1	Not relevant at this stage	
11.	Reporting arrangements	
11.1	To be discussed at next meeting	
12.	Any Other Business	
12.1	Merton Historic Buildings trust could provide a bank account in addition to access to their auditors.	
13.	Date of Next Meeting	
13.1	Agreed next meeting to be held on Wednesday 9th July at 3.00pm at Merton Civic Centre in the 12th Floor Conference Room.	

Lone Le Vay
20th June 2003