

MEMORANDUM OF UNDERSTANDING

Between

The Trust of Meare and Westhay Village Hall Trustees

(hereinafter referred to as the "Trustees")

And

Meare Parish Council

(hereinafter referred to as the "Parish Council")

WHEREAS:

1. The Parish Council has agreed to provide a grant for the construction of a village hall to serve the parishioners of Meare Parish.
2. The release of the grant shall be subject to the achievement of specific milestones within the construction programme.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings contained herein, the parties agree as follows:

1. GRANT AND FUND RELEASE

1.1 The Parish Council agrees to grant funds totalling **£200,000** (the Funds) for the construction of the Meare and Westhay Village Hall.

1.2 The Funds shall be released to the Trustees upon receipt by the Parish Council of:

- A comprehensive cost estimate for achieving Stage 4 of the Construction Stages as described in para 3.1 below.
- Written confirmation from the Trustees of sufficient additional monies to complete this phase, including details of all secured grants, donations, and in-kind contributions (e.g., building materials).

1.3 Upon completion of the requirements of 1.2 above, the Parish Council will release the Funds into the nominated bank account of the Trustees whereby the Trustees warrant to maintain robust and auditable records of all transactions related to the Funds.

2. USAGE OF THE FUNDS

2.1 The Funds shall be used **exclusively** for the **construction** of the village hall.

2.2 The Funds shall **not** be used for administrative fees, professional fees, or any expenses **unrelated** to the physical construction of the building.

3. CONSTRUCTION STAGES

3.1 The construction of the community hall shall be carried out in the following **seven (7)** stages, with Stages 2, 3, and 4 occurring concurrently:

- **Stage 1: Planning and Approval**

- Granting of planning permission by the relevant authorities.
- **Stage 2: Site Preparation**
 - Clearing and preparing the site for construction.
- **Stage 3: Ground Work**
 - Laying of foundations for the new hall, connecting to services and utilities, and initial plumbing and electrical installations.
- **Stage 4: Structural Construction to Watertight Standard**
 - Erection of the building's structure, including walls, roof, windows, and doors. The building must be secure and watertight; exterior construction must be complete.
- **Stage 5: Internal Works**
 - Installation of internal systems such as second fix electrical wiring and plumbing, fixtures, and fittings.
- **Stage 6: Exterior Finishing**
 - Completion of external finishes including painting and aesthetic elements.
- **Stage 7: Final Inspection and Handover**
 - Final inspection of the building and formal handover to the Trustees to be operated as a community-managed facility.

4. INVESTMENT AND INTEREST

4.1 The Parish Council may invest the granted Funds until they are required and shall retain any interest accrued to offset applicable costs.

5. GRANT REVIEW

5.1 The Parish Council shall review the status and viability of the project every **two (2) years** from the date of signing this agreement.

6. COMMENCEMENT AND COMPLETION

6.1 Construction shall commence upon release of the Funds, subject to compliance with the conditions outlined in Section 1.

6.2 The Trustees shall be responsible for timely and efficient completion of the project in accordance with the agreed construction schedule.

6.3 Upon completion, ownership of the Village Hall shall transfer to the Parish Council, and it shall become a formal asset of the Parish.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the date first written below.

Signed for and on behalf of:

The Trust of Meare and Westhay Village Hall Trustees

Name: Kevin Davys

Signature: Kevin Davys

Date: 15/9/2025

Signed for and on behalf of:

Meare Parish Council

Name: TRISTAN FOSTER

Signature: T Foster

Date: 15/09/2025