

Church Fenton Community Hub

COMMITTEE MEETING MINUTES

Tuesday 27th March 2018

Attendees: Helen McHugh (HMCh)
Lesley Wright (LW)
Mandy Thirkill (MT) – **note taker**
Mike Wright (MW)
Nigel Thirkill (NT)
Ross Higham (RH) – **advisory**
Sue Babington (SB) – **note taker**

Dave Hollings (DH) Cooperative and Mutual Solutions
– **by invitation**

1 **Documents circulated prior to meeting:-**

Heads of Terms (e mail from Clerk to PC)

CBS and Prospectus docs (LW)

List of potential sponsors (MW)

2 **Update**

Still awaiting notification from PWLB. Original deadline of 23rd March to make offer to purchase now passed. DH suggested to put in offer any way, but NT explained that the offer will come from CF PC and they will not do so without proof of funding.

NB – CFCH Ltd is a Society with limited liability under the Co-operative and Community Benefits Societies Act 2014 and is registered with FCA not on Companies House

3 **Heads of Terms**

Document sent by PC Clerk. Uncertainty regarding using Liz Banks as solicitor for CFCH. Following telecon with Liz, MT and RH to make enquiries with contacts they have of solicitors. MT and HMCh to go through HofT doc, and seek some professional advice. MT to speak to Golden Ball in York to enquire possibility of a copy of Heads of Terms, Lease etc.

Actions for: RH/MT/HMCh

4 **CBS Application and Prospectus**

LW to send all completed paperwork for above to Plunketts, who will check it over prior to sending on to FCA for approval. DH has already checked documents. He will contact Plunketts beforehand to enable as little delay as possible in the process.

ALL to send personal profile to LW to be included in Prospectus. Personal profile also sent to HMCh for website.

MT to make enquiries of assistance to copy Prospectus onto "Publisher"

Actions for: LW/DH/MT/All

5 **Share Offer Launch**

In order to fulfil payment of first year's rent, launch share offer to public. DH advised an "Expression of Interest" can be launched ahead of CBS set up, however should not be advertised. Only informal discussions at this stage. MW to prepare documents following examples to be received from DH. ALL to canvass interest. MW to maintain list of pledges. GDPR required.

Actions for: MW/All

6 **Website and Facebook**

HMCh happy to continue updating website and FB. All copies of minutes of meetings held since the Group first formed to be displayed on website. SB to check all content prior to publishing.

Actions for HMCh/SB

7 **Sponsorship**

MW to make contact with suggested sponsors on list.

Action for: MW

8 **Next Steps**

If no indication of PWL approval immediately following Easter break, meeting to be held on 3rd April to hastily launch "Plan B". However, if it is felt an offer is imminent, then meeting at this time no longer required. If official approval is received no later than 5th April, NT to request offer, in writing, to submit to Fleurets/Enterprise from CF PC.

NT to then advise Committee of actions required from each member to move the process forward.

Action for: NT

