

# Church Fenton Community Hub

## COMMITTEE MEETING MINUTES

Tuesday 3rd April 2018

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

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

Updated Schedule of Timing Deadlines (HMCh)

Updated Financial Document (HMCh)

### 1 **Chair's Briefing on CBS Status**

The Group is making a transition into a Community Benefit Society and as such it is even more important that all the Groups' actions are traceable to meeting discussions. The informal nature of the meetings will remain as it has been to promote open discussion and clear thought. All documents must be checked and signed off prior to issue to the public domain. Internal documents must be produced to a standard including title, date and author to facilitate effective review by the Group.

### 2 **Minutes of Previous Meeting**

Minutes of meeting held on 27<sup>th</sup> March were agreed, and will be displayed on website. HMCh to maintain action log, which will be updated at every future meeting.

**Action for: HMCh**

### 3 **Heads of Terms**

Following professional advice received, MT to prepare draft of two Heads of Terms documents. One HofT agreement between Parish Council and CFCH CBS, and second document between CFCH CBS and Tenants. Once documents have been completed, forward to RH to present to prospective solicitors, in order to get quotations for work required. MT to also approach solicitors. Ideally, a minimum of three quotes required from solicitors. HMCh to do a post on social media requesting if anyone in the community is qualified to act as solicitor on behalf of CFCH.

**Actions for: MT/RH/HMCh**

### 4 **Website and Facebook**

Positive feedback comments on FB. HMcH to continue to maintain both FB and website. Profile paragraph required from both NT and MT to be included in “About Us” section. Villagers have been asking who are the members of CFCH Group committee. Minutes of all meetings since Group first formed to be displayed on website. Any documentation to be added to the website/social media etc must be in PDF format.

**Actions for: MT/NT/HMcH/SB**

5 **Financials**

Updated document sent prior to meeting. MW/MT to review and feed back comments to HMcH. Points to note- should VAT be added? Has Stamp Duty been accounted for in figures?

**Actions for: MT/MW/HMcH**

6 **CBS update – Prospectus and Application**

Confirmation has been received that the application to become Community Benefits Society is now with Financial Conduct Authority for approval.

The prospectus document is currently with Dave Hollings of CMS for checking and compliance. Once financials have been checked by Group, these figures will need including in the prospectus, and, following acceptance of application, and full process completed, a draft copy of the prospectus document will be displayed on website.

**Actions for: LW/HMcH**

7 **Expression of Interest**

Pledges have been received from 12 people. There have also been promised donations, but, to date, Expression of Interest form not received from these. Once CBS is set up, the Group will be in a position to advertise, which should create more interest. HMcH to show “totaliser” on website of pledges to date. MW maintaining a record of all amounts pledged.

**Actions for: MW/HMcH**

8 **Sponsorship**

Sponsorship already received for printing and binding of prospectus document for CBS shareholders. Further sponsors can be approached if PWL is granted, but not until after such time.

**Action for: MW**

9 **Prospective Tenants**

MT regularly in contact with a tenant. Financial support is in place, and the tenants are just waiting to be given the “go ahead” from the Group.

10 **Security**

The premises need to be completely secure, which has been further highlighted following recent vandalism. Funds are already allocated in business plan, but perhaps a CBS grant can also be applied for. This item will be discussed later if CBS approval is granted.

11 **Bank Account**

HMCH contacted bank. The delay was due to confusion over number of signatories required on account. This has now been resolved, and the account should be set up very soon.

12 **Builders and Project Management**

NT to contact builders and project managers who had originally quoted when business plan was first presented to ensure they are still able to do the work quoted.

**Action for: NT**

13 **Study Visits**

Visit to George and Dragon pub in Hudswell, Richmond is arranged for 12<sup>th</sup> April. LW, MT MW, RH to go on study visit. Following the visit, a short report would be produced for the Group to refer to in the future.

**Actions for: LW/MT/MW/RH**

14 **Any Other Business**

To date, PWL approval letter not received. Deadline of presenting a formal offer to the Board of Enterprise Inns is 11<sup>th</sup> April. If approval still not received by Monday 9<sup>th</sup> April, SB to set up urgent meeting to discuss next steps.

Date of next meeting: TBA

**Meeting closed at 8.40 pm**