

Church Fenton Community Hub Ltd

COMMITTEE MEETING MINUTES

Sunday 29th April 2018 – 4.00 pm

Attendees: Nigel Thirkill (NT) – **Chair**; Helen McHugh (HMcH); Lesley Wright (LW); Mandy Thirkill (MT); Mike Wright (MW); Sue Babington (SB)

Apologies: Ross Higham (RH) - **advisory**

Documents circulated prior to meeting:-

Draft Prospectus for CBS (LW)

1 **Minutes of Previous Meeting**

Minutes of meeting held on 17th April agreed. SB to add to website.

Action for: SB

2 **Action Log**

Expression of Interest Form on website now updated; offer of help received on Facebook to assist with marketing following request; Website now updated.

3 **Legals**

Solicitor appointed and CFCH Ltd Legal Team currently working on Heads of Terms documents for both CF to CBS and CBS to Tenant. When complete, the documents to be sent to solicitor for completion.

Actions for: CFCH Legal Team

4 **Finances**

- a) HMcH to review figures following offer accepted by Enterprise Inns, and to look at implications after adding VAT. The VAT can be claimed back by PC. NT to ask for a meeting with Chair and Clerk of Parish Council to discuss. LW to check with Plunketts if CBS can register for VAT. If so, what type of scheme would it be?

Actions for: HMcH/NT/LW

- b) Prospectus status private share offer – still being finalised. NT to arrange meeting with LW to address outstanding issues. Once completed, SB to add Prospectus document to website.

Actions for: NT/LW/SB

- c) Bank Account – original account is not suitable for Community Benefit Society. HMCh to approach other banks to ensure correct account can be set up to meet requirements, then make the necessary application.

Action for: HMCh

- d) Expressions of Interest – to date, over £15,000 pledged. This figure should hopefully increase once the awareness of the CBS can be shared. A flyer to be created, making reference to website and Expression of Interest form, and once Prospectus is completed, then do a letterbox-drop. All pledges to date have been acknowledged via email.

5 **Refurbishment Project Team**

NT to discuss at a meeting with Chair and Clerk of PC to clarify how refurbishment should be managed.

Action for: NT

6 **CBS Tenants**

Tenants are being kept informed of progress with PC purchase. Currently, the CFCH Ltd Legal Team are working on Heads of Terms document.

7 **Press Release**

In order to promote awareness, a press release is now needed to communicate the message of what CFCH Ltd is about. LW to ask for assistance with the wording of the press release from the volunteer who offered help following the Facebook request.

Action for: LW

8 **Purchase Process CFPC Support**

NT to check with Chair and Clerk to Parish Council what support will be given, and what support is required for purchase to be secured, and completed.

9 **Any Other Business**

A possible sponsorship offer has been received for CFCH Ltd logo.

Date of next meeting: TBA

Meeting closed at 6.20 pm