

Church Fenton Community Hub Ltd

COMMITTEE MEETING MINUTES

Tuesday 29th May 2018 – 6.30 pm

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

Apologies: Helen McHugh (HMCh)

1 Minutes of Previous Meeting

Minutes of meeting held on 15th May agreed. SB to add to website.

Action for: SB

2 Action Log

It was agreed to address actions at the end of the meeting, to avoid duplication with items on agenda.

3 Finances

Bank still not confirmed account has been opened. NT to telephone bank and stress urgency. MT and SB to e mail/write to everyone who has pledged, as the launch date for shares is Friday 1st June. The mail will incorporate prospectus and also information regarding how to purchase shares for minors. LW to check with Dave Hollings if a slight amendment can be made to prospectus before it can be sent out. Expression of Interest forms to be securely stored by Treasurer in locked safe.

Action for: NT/MT/SB/LW/HMCh

LW has sent list of bodies who could potentially help with grant funding. HMCh to forward the list to a volunteer who has offered help with applying for grants.

Action for: HMCh

Following recent research, MT to appoint chosen Accountant. RH to check with company to ensure best possible fees are obtained, and then inform MT.

Actions for: RH/MT

4 Legals

NT has received Heads of Terms documents from Parish Council to CBS for approval, which can now be forwarded to solicitor, following slight amendments. Heads of Terms

documents to potential tenants to be drawn up once final decision on choice of tenant has been reached.

Action for: NT

5 **Tenants**

Following discussion around the best possible fit for the village, the group unanimously chose a tenant that would be most suitable. The Legal Team now need to formalise the Heads of Terms document from CBS to tenant, and forward for acceptance.

Action for: Legal Team

6 **Any Other Business**

LW to obtain signatures, and forward Code of Conduct document to SB to add to website.

Action for: LW/SB

Next Meeting – Tuesday 5th June – venue TBC

Agenda items:- Sponsorship; Logo

Meeting closed at 9.15 pm