

# Church Fenton Community Hub Ltd

## COMMITTEE MEETING MINUTES

Ulleskelf Village Hall; Wednesday 13<sup>th</sup> June 2018 – 6.45 pm

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

### 1 MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 5<sup>th</sup> June need slight amendment, then approved. Secretary to add to website.

**Action for: SB**

### 2 UPDATE FROM CHAIR

NT has spoken to The Clerk to the Parish Council, who explained the purchase was on schedule. The Management Committee need now to be planning other CFCH Ltd projects, and where to invest surplus into the community, and also seek feedback as to what would be achievable.

### 3 FINANCES

MT to speak with Accountant to check what the threshold is with regard to paying Corporation Tax.

**Current balance** - is £25,200. MT/HMCh/SB to send out follow up e mail/letter to all who have completed Expression of Interest forms, but not next stage, and therefore have not become a shareholder yet. MT/HMCh/SB to arrange meeting.

**Actions for: MT/HMCh/SB**

**Grant Applications** - LW has been researching which grants are available. LW has pulled together application for Prince's Trust, the deadline for which this is to be submitted is midnight 13<sup>th</sup> June 2018. LW currently working on other grant applications, the most immediate of which is Drax Landfill, as it was suggested the money from this could go towards rewiring. HMCh to request a quotation from an electrician who lives in Church Fenton. Copy of bank statement is also required. LW will continue to research available grants.

**Actions for: LW/HMCh**

#### 4 **LEGALS**

**Heads of Terms documents from Parish Council to CBS, and CBS to Tenants** – no further updates. The Chair to contact Solicitor and the Clerk to the Parish Council to ensure everything is still on schedule to meet exchange/completion date. The cost of insurance is a separate item, which is not included in the rent payments.

**Action for: NT**

#### 5 **COMMUNICATIONS**

**Facebook** – RH/McH to post information regarding share offer on FB page.

**Actions for: RH/HMcH**

**Website** – HMCh to update website with:- Code of Practice; Privacy Data Policy; Public Information Note; Standard Mark User Guidance; CS Award Logo.

**Actions for: LW/HMcH**

**Business Plan/Membership Strategy** - NT/LW to form a sub-committee, inviting any necessary and relevant members of the Management Committee

**Actions for: NT/LW**

**Share Certificate** – Due to GDPR, a calligrapher cannot be engaged. Once logo has been agreed, and standard mark has also been added, MW to e mail the example around MC for final approval before sending to print. Possible sponsorship for envelopes. Completed Share Certificates will be hand delivered.

**Action for: MW**

#### 6 **TENANTS**

No further update. Everything on schedule.

#### 7 **REFURBISHMENT/FIT OUT**

**Security** – the current owners have been using VPS Security. NT to contact the company and request quotation for same cover as is currently in operation.

**Action for: NT**

The refurbishment will be done in three stages. In consultation with the tenants, NT will advise what their plans are and timescales. NT will provide specification.

**Action for: NT**

#### 8 **LOGO**

The design has almost been agreed. LW to suggest if the logo can bear a more “technical” copy of a propeller, and then ask for examples in colour. The wording should only state “Church Fenton Community Hub”. Once the changes have been made, LW to circulate

around the team in order to reach agreement, then MW to add logo to Share Certificate, which can then be sent around Committee for approval.

**Actions for: LW/MW**

9 **CORPORATE SPONSORSHIP**

In order to acknowledge sponsors, HMCh to add page on website for corporate sponsorship, ideally with a link into sponsor's business page.

MW to look at a simplified letter to ask for financial donations ideally, with the possibility of materials later.

**Actions for: HMCh/MW**

10 **GDPR**

LW to provide wording for GDPR compliance in order that this can then be added to "signature" on e mail. HMCh to add to e mail. LW to also provide Privacy Data Policy for HMCh to add to website.

**Actions for: LW/HMCh**

11 **ANY OTHER BUSINESS**

Rev Biddlestone has requested if a representative from the Committee will speak for approximately 2 minutes about CFCH Ltd at St Marys Church community service on 24<sup>th</sup> June. The Chair will talk on behalf of the MC. SB to respond to Rev Biddlestone.

**Actions for: SB/NT**

Expenses – please can everyone send any claims to Treasurer. HMCh to send out copy of expenses claim form

Agenda item for next meeting – discuss new press release and new flyer

Can anyone attend Community Pubs event with LW in Sheffield on 26<sup>th</sup> June??

Next Meeting – Tuesday 19<sup>th</sup> June at 6.45 pm – Church Fenton Village Hall

**Meeting closed at 9.10 pm**