

Church Fenton Community Hub Ltd

COMMITTEE MEETING MINUTES

Church Fenton Village Hall; Tuesday 5th 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 29th May agreed. Secretary to add to website.

Action for: SB

2 Parish Council Update

Purchase still going ahead as planned. No further update.

3 Finances

Bank account is now open and money is being paid in by shareholders.

The Treasurer has signed the “letter of engagement”, and the Accountant has been appointed.

Software Package – SAGE, Xero and Quick Books were all discussed, but it was decided that, at the moment, Excel is sufficient for accounting purposes, and therefore there is no need to purchase a new software package for the time being.

4 Legals

Heads of Terms document from Parish Council to CBS - following a few minor changes, has now been agreed, and to be sent to CBS solicitor to finalise.

Heads of Terms from CBS to Tenants – after a discussion regarding period of time for first payments from tenants, this was agreed, and the Heads of Terms document can now be forwarded to solicitor for finalisation.

The Chair to forward both Heads of Terms documents to CBS solicitor

Action for: NT

5 **Communications**

E mail (churchfentoncommunityhub@gmail.com) - whilst everyone has access and able to log on to the account, the Secretary is responsible for receiving and responding to all e mail correspondence.

Facebook – To promote more awareness on social media, RH to also be administrator for FB page alongside HMcH. RH/HMcH to post comment regarding the share offer being available.

Action for: RH

Website – LW to forward to HMcH:- Business Plan; Code of Practice; Code of Conduct, Prospectus and Share Application for Children aged under 18; Standard Mark User Guidance; CS Award Logo. HMcH to update the website with these attachments.

Actions for: LW/HMcH

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

Actions for: NT/LW

Share Certificate – All shareholders will receive a share certificate. MW brought an example of what the certificate could look like to the meeting. It was suggested that the individual details be written by a calligrapher. HMcH to engage calligrapher. Agenda item for next meeting to discuss in more detail.

Action for: HMcH

6 **Tenants**

Whilst the original plan was to open in time for Christmas, given the amount of refurbishment required, this no longer looks possible, and the planned opening will most likely be in the new year.

7 **Refurbishment/Fit Out**

The recommended way forward was agreed that this will be carried out by the tenants, with a maximum rent-free period of six months for refurbishment and fit out in order to keep to a schedule. Refurbishment is planned to be completed in three stages.

8 **Logo**

LW brought to the meeting a sample of three designs that had been created. It was agreed that the logo should be a representation of the whole village, and also encompass a part of its history. LW to collate ideas from the meeting, and go back to the designer with the feedback. Further discussion on logo after new design has been created.

Action for: LW

9 **Corporate Sponsorship and Grant Funding**

LW to liaise with volunteer who has offered to help with grants. LW to then apply for any that may be achieved, and that need urgent attention.

Action for: LW

10 **GDPR**

LW to research compliancy.

Action for: LW

11 **Any Other Business**

Invitation from St Marys Church to attend annual community service on 24th June. RH already attending. SB to respond and will attend to represent the committee.

Next Meeting – Wednesday 13th June at 6.45 pm – Ulleskelf Village Hall

Meeting closed at 9.15 pm