

Church Fenton Community Hub Ltd

COMMITTEE MEETING MINUTES

Tuesday 15th May 2018 – 7.00 pm

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

1 Minutes of Previous Meeting

Following slight amendment, minutes of meeting held on 29th April agreed. SB to add to website.

Action for: SB

2 Action Log

SB to update, and remove actions already completed. Reissue with new, and all other details still outstanding; Press Release agreed and published in Yorkshire Post, Wetherby News and Selby Times; Expression of Interest Flyer agreed, printed, and delivered in Church Fenton and surrounding villages; Prospectus updated and submitted for Standard Mark for Community Shares; Grant Application submitted to Parish Council for refurbishment costs; Volunteer contacted (and has accepted) to project manage refurbishment. Discussions have taken place with QS and also Architect. NT having ongoing discussions with PC Clerk regarding VAT.

3 Finances

Pledges currently exceeding minimum amount required of first twelve months' rent to satisfy proof of funds by Parish Council, but still short of target set by CFCH Ltd. Once bank account confirmed, a meeting to be set up purely to discuss procedures and roles for shares distribution. Every shareholder will have a copy of prospectus. LW to check with Dave Hollings how to manage minors holding shares. SB to contact everyone who has pledged financial support (no later than Friday 25th May) and update on progress. HMCh and MT to arrange meeting to discuss financials for CFCH Ltd Business Plan. Now need to appoint an Accountant. MT/HMCh in consultation with more than one Accountant, and will share with group, once decision reached.

Actions for: SB/LW/HMCh/MT

4 Tenants

Lengthy discussion to determine:

Commercial Security; Community Benefit; Village Fit; Risk; Suitability of Tenant
CBS Partnership

NT to set up meeting with potential tenants and group.

Action for: NT

5 **Business Plan/Prospectus**

A business plan for CFCH Ltd is now required. Content to be discussed at next meeting and also set up a working party to bring it together.

Action for: Agenda item for next meeting

6 **Logo**

A volunteer has offered to create a logo. Item to be discussed at the next meeting. In the meantime, everyone to think of ideas of what the logo could look like.

Action for: Agenda item for next meeting

7 **Sponsorship**

At this stage, only seek corporate sponsorship. If anyone knows of a sponsor who could offer financial help, please contact. Sponsorship of materials and "hands on" support required will be determined by the project manager. As soon as requirement for skills and materials is known, then publish on social media. LW to check what grants are available and e mail HMCh who has already spoken with a volunteer willing to help with applying for grants.

Actions for: LW/HMCh

8 **Any Other Business**

HMCh to update Facebook with progress to date.

Actions for: HMCh

Date of next meeting: TBA

Meeting closed at 9.35 pm