

Church Fenton Community Hub Ltd

Church Fenton Village Hall; Tuesday 19th June 2018 – 6.45 pm

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

1 APOLOGIES FOR ABSENCE

Received from Ross Higham (RH) – **Advisory**

2 MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 13th June need slight amendment, then approved. Secretary to add to website.

Action for: SB

3 UPDATE FROM PC

NT has spoken to The Clerk to the Parish Council, who explained the purchase was on schedule.

4 FINANCES

Current balance - Following an e mail/letter sent out to all who have completed Expression of Interest forms (but not next stage), a further £10,000+ has been paid into bank account. Current balance is now **£34,800**. May be necessary to send out another follow up e mail, after pub is purchased.

Actions for: MT/HMcH/SB

Grant Applications - LW has had acknowledgement that the Prince's Trust grant, which was submitted on 13th June, has been received, and notification will be no later than 1st October whether the application is successful – or not.

LW is currently making the application for Landfills Communities Fund, the criteria being that the work applied for in the grant, must be completed by December 2018. The following documents are still required before grant application can be finalised:- letter from land owner (LW has requested from Chair of CF Parish Council); refurbishment specification (NT to provide); quotation for work (HMcH requesting a quote from electrician); Bank Statement (NT/MT to provide Jpeg of document)

- **Lottery Awards for All** – MW to request quotes from plumbers for the refurbishment of the toilets in order that this grant can be applied for.

LW to continue to research other available funding, and seek help from MC if/when required.

Actions for: LW/NT/HMcH/MT/MW

Share Certificates – design and colour of logo is now agreed. LW/MW to apply logo to shareholder certificate and arrange printing and collection of 200 . Share certificates will be printed on cream/buff vellum paper.

Actions for: LW/MW

Corporate Sponsorship – MW has made contact with a number of potential sponsors. Further update at next meeting. Agenda item.

5 **LEGALS**

Lease document from Parish Council to CBS – this is almost complete. Query regarding £1000 per annum management fee to PC. NT to respond and suggest a more reasonable amount.

Lease document from CBS to Tenants – Lease document almost complete.

Action for: NT

6 **COMMUNICATIONS**

Membership Strategy – is part of Business Plan. NT/LW currently working on document and its content, and will request support from MC if needed.

Actions for: NT/LW

Flyer and Press Release – A new flyer and press release need to be prepared in order to go out as soon as possible after PC purchase the pub, part of which should include the statement that the prospectus is now launched, and community help to assist with pre-refurbishment. HMCh to contact volunteer who previously offered help, and ask for advice on content of new press release.

Action for: HMCh

Attendance at Local Events

- NT will speak at Community Service at St Mary's Church at 10.00 am on Sunday 24th June. Other representatives of MC will also be present.
- LW/MW will attend the "More than a Pub" National Conference on 26th June in Sheffield.

Actions for: NT/LW/MW

7 **REFURBISHMENT/FIT OUT**

NT has issued refurbishment specification to potential tenants. Refurbishment will be done in three stages, as will also the draw down of funds from PC . Each stage will be signed off, and Certificate of Practical Completion obtained. NT to contact Quantity Surveyor.

Action for: NT

Security – Quotation received from VP Security, but can be reduced significantly, as not everything on the quote is essential. NT to revisit the quotation, ideally circa £500 for a 4 month period. NT to circulate once revised.

Action for: NT

Pre-Refurbishment – Volunteer help is required to assist with clearance of the pub, garden and all other areas prior to commencement of refurbishment. Ask for help on new flyer. MW to contact local skip companies to seek sponsorship.

Action for: MW

8 **LOGO**

The design is now agreed, and will be added to all documents. LW will forward copy of the logo, and the pantone colour number. HMCh to add acknowledgement to Row1 graphics on website corporate sponsorship page.

Actions for: LW/HMCh

9 **BUSINESS PLAN**

MT/HMCh to review Financial Model and save on Dropbox. Discuss new Business Plan in more detail at next meeting. Agenda item.

Actions for: MT/HMCh

10 **GDPR**

Wording for compliance still needs to be added to “signature” on e mail. LW to provide the wording, and HMCh to add to e mail.

Management Committee have signed compliance document. LW to obtain signature from RH (absent at meeting).

Actions for: LW/RH

11 **ANY OTHER BUSINESS**

Should all mail be directed to PO box? SB to look into cost.

Agenda items for next meeting:– Corporate Sponsorship; Business Plan

Next Meeting – Tuesday 26th June at 6.45 pm – Church Fenton Village Hall

Meeting closed at 9.10 pm