

Church Fenton Community Hub Ltd

Church Fenton Village Hall; Tuesday 26th 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 APOLOGIES FOR ABSENCE

None received

2 MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 19th June, approved following amendment. 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. No further update

4 FINANCES

Current balance - is £36,950, which equates to 86% conversion rate from Expression of Interest forms received. Still uncertainty whether or not Parish Councillors can be shareholders due to conflict of interest. RH checking, and will advise.

Action for: RH

Grant Applications – Electrical quote now received as part of documentation required for Landfills Communities Fund. Still awaiting letter from land owner; refurbishment specification and bank statement jpeg.

- **Lottery Awards for All** – MW has contacted a number of plumbers to obtain quotes for the refurbishment of the toilets. All those contacted unable to quote without access to premises.

No further grants currently being applied for, however LW to continue to research other available funding.

RH knows a contact with Elmet Lions. RH to forward details to LW.

A member of the congregation at the Community Church Service suggested to make contact with Tadcaster and Villages Area Community Engagement Forum.

Councillor Keith Ellis may know of a contact in Rotary club.

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

Share Certificates – have now been printed, and can be completed and distributed as soon as possible to all shareholders who have completed Application to become an Investor form. The Secretary to coordinate.

Action for: SB

Corporate Sponsorship – no further update. Discuss at next meeting. Agenda item.

5 **LEGALS**

Lease document from Parish Council to CBS – This is almost complete. MT to contact solicitor to check on progress.

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

Action for: MT

6 **COMMUNICATIONS**

Membership Strategy – no further update. Discuss at next meeting. Agenda item.

Flyer and Press Release – A new flyer and press release need to be prepared, but must wait until the purchase has gone ahead. LW has contacted a reporter at Yorkshire Post, who is very keen to publish the story, both pre-refurbishment and after, however would want exclusivity. It was agreed that LW go back to the reporter and make further enquiries as to exactly what would be required to proceed.

Action for: LW

E Mail Security – The decision was taken to remain with the existing e mail, but to give some thought to individual e mail addresses linked to CFCH Ltd rather than sending from private e mail addresses. Continue to monitor at future meetings.

Website – The decision was taken to remain with the existing website until such a time as it is necessary to change. HMCh to continue to manage website.

Data Protection Officer – This is a requirement. Include on next agenda.

7 **REFURBISHMENT/FIT OUT**

Review VPS Quotation for Security – NT to review what would be essential requirement for CFCH Ltd to provide adequate security, and then ask VPS to requote.

Action for: NT

8 **LOGO**

HMCh to post new logo on Facebook and acknowledge Rowlgraphics. Logo to be added to all correspondence from now on.

Action for: HMCh

9 **BUSINESS PLAN**

Discuss new Business Plan in more detail at future meetings. Agenda item.

10 **GDPR**

Compliance wording now added to e mail signature.

Management Committee have signed compliance document.

11 **ANY OTHER BUSINESS**

LW to look into crowd funding.

Action for: LW

LW to circulate a review of “More than a Pub” Conference attended on 26th June.

Action for: LW

Agenda items for next meeting:– Corporate Sponsorship; Business Plan; Data Protection Officer; Membership Strategy

Next Meeting – Tuesday 3rd July at 6.45 pm – Church Fenton Village Hall

Meeting closed at 9.15 pm