

Church Fenton Community Hub Ltd

Church Fenton Village Hall; Tuesday 3rd July 2018 – 6.45 pm

Attendees: Nigel Thirkill (NT) – **Chair**; Helen McHugh (HMCh) – **Treasurer**; Mandy Thirkill (MT); Sue Babington (SB) – **Secretary**

1 APOLOGIES FOR ABSENCE

Received from Lesley Wright (LW); Mike Wright (MW); Ross Higham (RH) - **advisory**

2 MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 26th June approved. Secretary to add to website.

Action for: SB

3 FINANCES

Current balance - is £37,350. Still some outstanding pledges that have not completed next step to becoming shareholders. SB to send out e mail to follow up. Target is still set at £50k.

The Treasurer to close existing HSBC account. Co-op account has been cancelled.

Actions for: SB/HMCh

Grant Applications – No further updates.

Actions for: LW/RH

Share Certificates – Following discrepancies in current share certificate, distribution to be put on hold until new design is printed. Meeting attendees agreed a new design and paper quality, and NT has contacted a printer who can include all shareholder details at the time of printing. It is hoped that all existing shareholders will soon be able to receive their certificates. The Secretary to coordinate.

Action for: SB/NT

Corporate Sponsorship – It was decided that help should be sought from outside the MC. HMCh to make initial contact with a volunteer who has offered to help, and then MT to liaise. MT will also contact some local companies to request sponsorship.

Actions for: HMCh/MT

5 LEGALS

Lease document from Parish Council to CBS – Signed on Monday 2nd July. CFCH Ltd currently lease the property.

Lease document from CBS to Tenants – Lease document is now with solicitor.

6 **COMMUNICATIONS**

Membership Strategy – no further update. Will be included in Business Plan. .

Yorkshire Post Press Release – no further update. Press Release on hold for the time being.

Flyer – To review, agree and print ready to leaflet Church Fenton and surrounding villages..

Data Protection Officer – SB to research what is required, with the possibility of taking responsibility for the role.

Action for: SB

7 **REFURBISHMENT/FIT OUT**

Next Stage – CFCH Ltd currently responsible for security until new tenants have signed the lease. The gate must be safely secured overnight between the hours of 17.00 to 08.30

Action for: SB

Site Team Clear Out – Once tenant lease has been signed, NT to check exactly what help is required from the community. A number of volunteers have offered help. This will be carefully managed, and MT will contact a volunteer who will hopefully coordinate and project manage help from the community.

Action for: MT

Refurbishment - Quantity Surveyor to sign off each of three stages. NT already made contact with QS and HMCh also to approach another QS to request quote.

Actions for: NT/HMCh

8 **BUSINESS PLAN**

No further progress. Will remain as item for every agenda.

9 **ANY OTHER BUSINESS**

Once tenant lease has been signed, a possible date for clear out is weekend of 14th/15th July. However, this may change as the date will be totally dependent on when tenants sign the lease.

Next Meeting – Tuesday 10th July at 6.45 pm – Church Fenton Methodist Chapel Hall

Meeting closed at 8.00 pm