

Church Fenton Community Hub Ltd

Church Fenton Methodist Chapel Hall - Tuesday 10th 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) - **PC member**

2 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 3rd July approved. Secretary to add to website.

Action for: SB

3 **FINANCES**

Current balance - is £34,877. Solicitors fees have now been paid. Still some outstanding pledges that have not completed next step to becoming shareholders. Target is still set at £50k. Once tenants have signed lease, need to send out further e mail to encourage more shareholders.

Treasurer to produce updated spreadsheet, showing actual expenses against forecast, and to bring hard copies to future meetings, to be reviewed monthly.

Actions for: SB/HMCh/MT

Share Certificates – Secretary to produce spreadsheet with shareholder details, which can be sent to printers to be entered onto share certificates. Details as follows:- unique reference number; number of shares (in figures); shareholder name; number of shares (in words)

Actions for: SB/NT

Corporate Sponsorship – No further update. Initial response is disappointing.

4 **LEGALS**

Lease document from CBS to Tenants – Lease document is now with solicitor. NT to advise SB once lease is signed in order that an e mail can go out to all shareholders.

5 **COMMUNICATIONS**

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

Flyer – will be put on hold for the time being, and instead HMCh will make enquiries regarding entry in “Fenton in Focus” with the possibility of taking half page (subject to cost), and the intention is to meet the deadline for the next entry.

Action for: HMcH

Facebook and Website – no further updates until lease has been signed. Once shareholders have been advised and have been given details of new tenants, RH/McH to post on Facebook and Website.

Action for: RH/HMcH

Data Protection Officer – SB has researched what is required, and will take responsibility for the role.

Action for: SB

6 **REFURBISHMENT/FIT OUT**

Next Stages/Clear Out

Clear out to commence Saturday, 14th July at 9.00 am. MT to arrange skip. SB/HMcH to contact all those volunteers who have offered to help. NT has received a list from tenants of items not required, and where help from the community can make a significant assistance to the project. NT to circulate. All volunteers to be advised of the state of the pub, and that they must wear appropriate clothing. Also to be advised that it will be a voluntary community gathering, and volunteers who help do so at their own risk.

Actions for: MT/NT/SB/HMcH

7 **BUSINESS PLAN**

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

8 **ANY OTHER BUSINESS**

Meetings no longer need to be weekly in order to make some progress with outstanding actions. The next meeting will be in two weeks, but then monthly after that. The Secretary to arrange venues for future meetings.

Next Meeting – Tuesday 24th July at 6.45 pm – Church Fenton Village Hall

Meeting closed at 8.00 pm