

Church Fenton Community Hub Ltd

Church Fenton Village Hall - Tuesday 24th July 2018 – 6.45 pm

Attendees: Nigel Thirkill (NT) – **Chair**; Lesley Wright (LW); Mandy Thirkill (MT); Mike Wright (MW); Ross Higham (RH) - **PC member**; Sue Babington (SB) – **Secretary**

1 **APOLOGIES FOR ABSENCE**

Received from Helen McHugh (HMCh) – **Treasurer**

2 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 10th July approved. Secretary to add to website.

Action for: SB

3 **FINANCES**

Current balance - is £36,291.14 Charge for website has now been paid. Bank charges incurred of £13.65 have been reimbursed. A total of £52.28 loose change was found during pub clear out. Donations still coming in.

Share Certificates – Secretary to follow up on donations only (ie not completed form to become an investor). Shareholder details to be sent to printers once outstanding forms have been received.

Actions for: SB/NT

Corporate Sponsorship – MW and LW have contacted several potential sponsors. Initial response is encouraging, with good feedback received. An offer of a kitchen for upstairs at the pub has been received from Innova Kitchens, Sherburn in Elmet. MW to share spreadsheet with MT. Research into further sponsorship ongoing. MW to report at next meeting.

Actions for: MW/MT

Grant Funding – LW to circulate report on progress to date. NT/MT to provide bank statement and refurbishment spec in order to complete grant applications. LW continuing to research.

Actions for: LW/NT/MT

4 **LEGALS**

Lease document from CBS to Tenants – The premises licence has lapsed following Enterprise Inns surrendering the old licence at the time of completing the sale. On 24th July, NT has made the application with SDC for premises licence, which is the direct equivalent

of the previous one. The potential tenants have agreed to sign an Agreement to Lease, and to complete it if/once the licence application has been approved. The application has incurred extra legal fees of £1,250 as well as £190 application fee, plus the cost of placing the newspaper notification.

Once tenants have signed Agreement to Lease, NT to provide details to Secretary in order to email all shareholders with the news.

Actions for: NT/SB

5 **COMMUNICATIONS**

Fenton in Focus – SB and RH to prepare notice in time for deadline of 1st August to include updates, current situation, and hopefully advise details of new tenants, provided Agreement to Lease has been signed in time to meet deadline.

Actions for: RH/SB

Facebook and Website – RH to replicate same information on FB as in Fenton in Focus. HMCh (following return from holiday) to update website with same information.

Actions for: RH/HMCh

Yorkshire Post Press Release – LW to make follow up call with contact at Yorkshire Post with regard to a feature in the newspaper.

Action for: LW

6 **REFURBISHMENT/FIT OUT**

Next Stages/Clear Out

Clear out took place Saturday, 14th July; Wednesday 18th July and Sunday 22nd July. A total of just over 107 hours was volunteered by committee members and shareholders to clear the pub out ready for the tenants.

7 **BUSINESS PLAN**

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

8 **ANY OTHER BUSINESS**

- MT and NT had meeting with Accountant. Accountant will register for VAT on a monthly basis in order to help with capital. Also, will obtain quotes for accounting packages.
- Suggest to tenants that once all refurbishment is complete and pub is ready for opening, shareholders get the opportunity of a pre-opening event first.

Next Meeting – Tuesday 21st August at 6.45 pm – Church Fenton Methodist Chapel

Meeting closed at 8.35 pm