

Church Fenton Community Hub Ltd

Church Fenton Methodist Chapel - Tuesday 21st August 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) - **PC member**; Sue Babington (SB) – **Secretary**

1 **APOLOGIES FOR ABSENCE**

None received

2 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 24th July approved. Secretary to add to website.

Action for: SB

3 **FINANCES**

Current balance - is £39,945.14, with invoices for legal fees and VPS Security to be paid. Treasurer to e mail details of outstanding invoices for authorisation.

Treasurer to circulate current cash-flow spreadsheet. HMCh/MT/NT to produce further projection, showing all identified income and costs, including forecasted dates.

Actions for: HMCh/MT/NT

VAT Registration - MT has submitted documents to HMRC for VAT registration.

Share Certificates – distribution to all shareholders is now complete.

Corporate Sponsorship – MW and LW have contacted several potential sponsors. Initial response is encouraging, with good feedback received, although no further offers to date. MW to circulate spreadsheet showing progress to date.

Action for: MW

Grant Funding – LW continuing to research. Current list to be consolidated to reflect progress and remove from list any applications unlikely to be fulfilled. RH to assist LW with grant applications.

Awards for All – still awaiting three quotes for refurbishment of toilets. MW to follow up.
Tadcaster and Villages Community Engagement Forum – RH and NT to attend. LW to provide details

Actions for: LW/RH/MW/NT

4 **LEGALS**

“Agreement to Lease” signed on 2nd August with H & P Pubs. Final lease to be signed once premises licence has been approved. NT/MT to calculate loss of income and costs incurred as a result of lapse of licence.

The new Premises Licence application was discussed. CFCH are having to apply for a new Premises Licence as the previous one had been surrendered by Enterprise Inns. The 28 day statutory representation period is currently in force.

Concluded that CFCH will continue to liaise with Selby DC and H & P Pub Group to reach a satisfactory conclusion that will result in the new licence being granted

Actions for: NT/MT

5 **COMMUNICATIONS**

Yorkshire Post Press Release – RH to contact reporter to ensure the correct detail will be in the newspaper notice. The overview that he has e mailed appears to be The White Horse Pub will be run by the community, which is not correct. LW to provide contact details to RH.

Actions for: RH/LW

Facebook and Website – Posts on FB and website to be weekly, and also liaising with H & P Pubs.

Actions for: RH/HMcH

NT to arrange weekly meetings with H & P Pubs to ensure two-way communications, and to continue healthy working relationship with tenants.

Action for: NT

6 **REFURBISHMENT/FIT OUT**

Works commenced on 6th August, with a plan to hopefully open for business within six months of commencement.

Payment for Refurbishment - Discussion took place regarding payment arrangements for the refurbishment works. Initial arrangement with H & P is that these would be paid for in three tranches. The valuations for the works would be independently assessed by CFCH's professional valuer. This will sign off that works have been carried out to specification, financial correctness and in a timely manner.

7 **SHARE SCHEME**

Share offer closes on October 1st, therefore need to do a final push, and distribute another flyer. RH and LW to prepare.

Actions for: RH/LW

8 **BUSINESS PLAN**

Sub committee working party to be formed. NT/RH/LW/MW

Actions for: NT/RH/LW/MW

9 **ANY OTHER BUSINESS**

- Church Fenton Community Shop – lease now signed. RH to post congratulations message on Facebook.
- SB to e mail all shareholders regarding notification of any change of address or name change in order to maintain correct file record

Action for: SB

Next Meeting – Tuesday 18th September at 6.45 pm – Church Fenton Methodist Chapel

Meeting closed at 9.45 pm