

Church Fenton Community Hub Ltd

Church Fenton Methodist Chapel - Tuesday 2nd April 2019 – 6.30 pm

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

1 **APOLOGIES FOR ABSENCE**

No apologies received.

2 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 19th February approved. Secretary to add to website.

Action for: SB

3 **MATTERS ARISING**

Item 4 – Making Tax Digital - MT has made enquiries regarding MTD, the outcome being that CFCH Ltd do not require software at this present time.

4 **FINANCES**

Current balance in bank - is £22,430.52. There is a charge for website still to pay. All other invoices have been paid, and up to date. The invoices to the tenants at The White Horse for insurance and monthly rental charges are all paid and up to date. The Treasurer has completed the VAT return for February.

5 **EXPENSES POLICY**

This item was deferred until The Treasurer has made initial enquiries with regard to expense policies at other organisations. To be added to a future agenda.

Action for: HMCh

6 **COMMUNICATIONS**

The Secretary has prepared an update to be sent out to shareholders, once approved. The notice will then be posted on both Facebook by RH and Website by HMCh. The Secretary will be responsible for collating information to submit for future editions of “Fenton in Focus”. The Secretary will be responsible for carrying out a quarterly update on website and ensure any relevant information is displayed.

Actions for: SB/RH/HMCh

Due to unforeseen circumstances, the meeting was terminated early, and will be resumed at a later date, to be agreed.

Meeting closed at 7.20 pm