

Church Fenton Community Hub Ltd

Management Committee Meeting
Church Fenton Village Hall – Wednesday 18th December 2019 – 7.00 pm

MINUTES

Attendees: Matthew Abraham-Thomas (MAT); Sue Babington (SB); Samantha Charlston (SC); Debbie Edwards (DE); David Herbert (DH); Rebecca Hunt (RHu); June Monkman (JM); Simon Peacock (SP); Mandy Thirkill (MT); Nigel Thirkill; (NT); Lesley Wright (LW); Ross Higham (RH)

1 APOLOGIES FOR ABSENCE

No apologies received.

2 ELECTION OF OFFICER ROLES

The following officer roles were appointed, unopposed:-

| | | |
|------------|------------------------|--|
| Chair | Nigel Thirkill | Proposed – Samantha Charlston Seconded – June Monkman |
| Vice Chair | Simon Peacock | Proposed – Mandy Thirkill Seconded – Samantha Charlston |
| Treasurer | Matthew Abraham-Thomas | Proposed – Rebecca Hunt Seconded – Sue Babington |
| Secretary | Sue Babington | Proposed – Matthew Abraham-Thomas Seconded – Samantha Charlston |

3 MC MEMBER INDUCTION

Structure

The MC will be formed into the following sub-groups:-

Communications – SB; SC; DE

Finance – MAT; RHu; MT

Governance – RHu; SP; LW

Projects – MAT; DE; NT

Each group to meet before next meeting to prepare Terms of Reference and future plans in order to present to the MC at the next meeting.

Actions for: MAT/SB/SC/DE/RHu/SP/MT/NT/LW

Code of Conduct

CFCH Ltd is registered under the law as a society for the benefit of the community with the FCA, and is governed by the Model Rules of Plunkett Foundation.

The “Code of Conduct” document is available for all MC members, and will be updated by the Governance group in order for all Management Committee to sign.

All invoices will be approved at an MC meeting prior to authorisation, which is three signatories for any amount above £1000, and two for an amount less than £1000.

Action for: Governance Group

4 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 12th November 2019 approved. Secretary to add to website.

Action for: SB

5 **MATTERS ARISING**

No matters arising

6 **FINANCE**

Current balance in bank is:- £25,467.25 with invoices totalling £33.40 to be paid.

7 **ANY OTHER BUSINESS**

- Following the resolution at the Special Members Meeting to amend rule 9.2, LW to update the Model Rules. The Secretary to update website with the amended document.

Actions for: LW/SB

- Fenton Fest will take place on 8th May 2020. RHi to provide list of all those already involved in order to consider if CFCH could also take part. The item to be included on future agenda.

Action for: RH

- Sponsorship from British Gypsum and Innova Kitchens to be recognised on website. SB to contact both companies in order to display logos. Both companies have already been thanked in writing for their contributions.

Action for: SB

8 **DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 28th January at 7.00 pm in the Function Room at The White Horse

Meeting closed at 8.35 pm