

# Church Fenton Community Hub Ltd

Church Fenton Methodist Chapel - Tuesday 19<sup>th</sup> February 2019 – 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**

No apologies received.

## 2 **MINUTES OF PREVIOUS MEETING**

Amendment to minutes of meeting held on 20<sup>th</sup> November 2018:-

Secretary to minute “we have exhausted all avenues to challenge small business rates and rural rates relief”

Secretary to add amended minutes to website.

**Action for: SB**

## 3 **MATTERS ARISING**

Item 3 – prior to the meeting, MT circulated a letter from Accountants confirming the tax status of Grant Funding, Corporate Sponsorship and Share Capital.

## 4 **FINANCES**

The finance report had been circulated by the Treasurer prior to the meeting.

**Current balance in bank** - is £18,247.24. All outstanding invoices have been paid. The tenants are now paying rent, and monthly payments have been agreed. A meeting has been arranged with the Clerk to the PC and the Finance Team in order to ensure rent to PC plus VAT payments is the correct amount, and agreed by both parties.

**Making Tax Digital** for VAT will commence on 1<sup>st</sup> April 2019. In order to manage the new HMRC changes, MT will research accounting software and LW to make enquiries with other CBS around the country with regard to what procedures they will be putting into place.

**Actions for: MT and LW**

## 5 **COMMUNICATIONS**

**Updating Shareholders** – Regular updates via e mail have been sent to shareholders. This information has been well received,

**Facebook** – Lots of positive feedback following monthly updates to Facebook followers. RH to private message anyone making enquiries regarding making bookings, and give tenants' direct contact details.

**Action for: RH**

6 **REFURBISHMENT/FIT OUT**

The White Horse is still on target for re-opening end of March. Most recent update is that work has now started on the outside bar and the kitchen extension. The fit out of the dining areas and the bars is progressing well, and the process of decorating and floor covering will commence once the remainder of the “dirty” work is complete.

7 **BUSINESS PLAN/AGM**

As the TWH project is now coming to an end, the Constitution needs to be reviewed. A separate meeting solely to discuss this will take place on Tuesday 5<sup>th</sup> March. All MC members to bring their own thoughts to the meeting for any amendments.

Once the Constitution has been agreed, this will be circulated to all shareholders, along with other documentation for the AGM at least two weeks prior to the date. The AGM will possibly be some time in July, but the date has not yet been set. All shareholders will be asked to respond whether they will be attending the AGM in order to ascertain numbers so that a suitable venue can be booked.

The AGM will be discussed in more detail at subsequent meetings.

The need for a new Business Plan will only be required once a new project is commenced.

**Actions for: All MC members**

8 **ANY OTHER BUSINESS**

The Management Committee night out will now be rearranged once The White Horse pub has reopened.

Next Meeting – 5<sup>th</sup> March 6.45 pm Methodist Chapel to discuss The Constitution

**Meeting closed at 8.10 pm**