

Church Fenton Community Hub Ltd

Management Committee Meeting
The Function Room, The White Horse, Church Fenton – Tuesday 28th January 2020 – 7.00 pm

MINUTES

Attendees: Matthew Abraham-Thomas (MAT) (**Treasurer**); Sue Babington (SB) (**Secretary**); Samantha Charlston (SC); Debbie Edwards (DE); David Herbert (DH); Rebecca Hunt (RHu); Simon Peacock (SP) (**Vice Chair**); Mandy Thirkill (MT); Nigel Thirkill (NT) (**Chair**); Lesley Wright (LW)

1 APOLOGIES FOR ABSENCE

Received from June Monkman (JM) and Ross Higham (RHi) (**PC rep**)

2 MINUTES OF PREVIOUS MEETING

Minutes of meeting held on 18th December 2019 to be amended. Item 3 Code of Conduct should read “Governance” group, not “Projects” group. Secretary to amend then add to website.

Action for: SB

3 MATTERS ARISING

- Item 3 Code of Conduct – still outstanding. LW to amend Code of Conduct document referring to invoice approval. Once amended, circulate to MC for acceptance before sign-off.

Action for: LW

- Item 7 logos of two additional sponsorship companies to be added to website – still outstanding.

Action for: Comms Committee

- Item 7 RHi to provide list of those already involved in Fenton Fest on 8th May in order to consider if CFCH could also take part.

Action for: RHi

4 FINANCE

Current balance in bank is:- £26,415.31. No outstanding invoices to be paid.

The period of “free banking” is due to end, and the account will incur charges as from February. The Treasurer is looking at alternatives in order to avoid paying bank charges. VAT returns have been changed to quarterly rather than monthly.

Action for: MAT

5 REPORTS FROM SUB-GROUPS

Terms of Reference and reports received prior to the meeting from Communications, Finance and Governance. Projects team still to meet.

LW to combine all Terms of Reference into one document which, once signed off by MC, will be added to website.

- **Communications**

- a) Main audiences to address are shareholders and general public via social media, e mail, Fenton in Focus and website.
- b) To convey to shareholders that their investment is in CFCH and not in The White Horse pub. Comms Team to consider how best to effectively communicate this.
- c) Comms team to prepare a case study that can be used for third party interest and any other enquiries.
- d) Communications team to contact all other community groups outlining the purpose of CFCH in the hope to engage and form relationships in order to work together with other groups which could lead to projects being undertaken by CFCH Ltd.
- e) Comms Team to look at procedure regarding any complaints received, and involve DH in this process.

- **Finance**

- a) Need to check shareholder investment to assess sufficient funds available in case of any withdrawals, subject to criteria being met. SB to send details to Finance team.
- b) Concerns raised regarding how CFCH is being invoiced by CFPC. It is hoped that this can be addressed once the new clerk to the PC is appointed. Finance Team to raise with new clerk and RH, as PC representative.

- **Governance**

- a) Prepare documentation to be used in the event of death of a shareholder.
- b) LW to amend rule 9.2 of Model Rules to include resolution passed at Special Members' Meeting, prior to sending to Plunketts. SB to send exact wording of amendment.
- c) Prepare guidelines relating to role of Parish Council Representative.
- d) A discussion took place regarding the leases and any compliance issues arising.

6 **ALLIED WESTMINSTER'S WONDERFUL VILLAGES COMPETITION**

LW to forward details to Village Hall Committee

Action for: LW

7 **FOOD & DRINK BUSINESS AWARDS**

LW and MT to submit form for entry.

Actions for: LW and MT

8 **VILLAGE HALL IMPROVEMENT GRANT FUND**

SC to forward details to Village Hall Committee. Also, to continue to share notification of other similar projects with MC.

Action for: SC

9 **ANY OTHER BUSINESS**

- Update meeting with CFCH and TWH. NT to arrange. SP and MAT to also attend. Please send any items for discussion to SB to collate.

10 **DATE OF NEXT MEETING**

TBA

Meeting closed at 9.13 pm