

	<p>Coffee/Cake Morning 15 Jun 24 – 03/06: Cancellation notified. 24 Dec 25 Newspaper Report on VH Opening – Prepared - to be published 3 Jun 24 – 03/06: Complete Confirm COF application submitted/Update on National Lottery – To be published 10 Jun 03/06: Not done because the COF has not opened How CM VH Charity was created – To be published circa 17-20 Jun – Action: ML 03/06: Action changed to NF</p> <p>5.4 Published in Parish Magazine: [Copy for publication to be submitted by 15th of the month, published the following month] Article to be prepared for submission by 15 June for the July Edition of the Parish News. 03/06: Complete</p> <p>5.5 New Publicity Plan (Jun – Jul 2024): 03/06: Ongoing</p> <p>03/06:</p> <p>5.1 No further updates received due to absence of NF.</p>	<p>NF</p> <p>NF</p> <p>NF</p>
6	<p><u>UPDATE ON SMALL GRANTS (NF)</u></p> <p>6.1 NF has distributed a list of target organisations and this is being worked on pending a meeting of the small grant group in late June.</p>	
7	<p><u>UPDATE ON ACCOUNTS: (ML)</u></p> <p>7.1 We have now successfully completed the opening of the Bank Account.</p> <p>No accounting transactions to report - other than 1p received from PayPal. Debit card received and online access obtained. Bank account was required to complete the following: Gift Aid ML confirmed an application to register the charity with HMRC has been filed online and supporting documents posted as required. It can take up to 6 week to be recognised. Important to note we can not claim gift aid on any donations received before HMRC recognised us as a charity. Stripe Account set up. Collect card payments online (eg links to a website donate button). Charges 1.5% plus 20p per transaction. Can set upper limit on donations - say £250? PayPal Account set up In review to verify charity status (for discount fees)</p> <p>Website Trustees noted updates made to website made by ML.</p> <p>Expenses ML's purchase of Adobe £64.80 and postage to HMRC £2.90.</p>	
8	<p><u>UPDATE ON LARGE GRANTS: (ML)</u></p> <p>Matters Arising:</p> <p>8.1 <u>COF Update</u></p> <p>Volunteer to collate/prepare a (letters of) support document? Ability to merge pdf documents required. StH to look at all material that needs to be collated. 03/06: ML has purchased Adobe hence this action is complete.</p> <p>Final Review. Nigel Whybrow has offered to do a final proofread. ML explained that Nigel has current experience of reviewing government funding documents and is familiar with the types of questions asked. This offer was much appreciated, and ML was asked to take Nigel up and thank</p>	

	<p>him on his kind offer. (The support of Mr & Mrs Whybrow was noted). 03/06: Ongoing until required.</p> <p>03/06:</p> <p>8.1 COF</p> <p>It was noted ML had previously circulated an email received on Saturday 25 May advising that there would be no further COF announcements until after the General Election. It was unclear from this email what this meant in terms of the final bidding window which had been due to open on 30 May and close on 26 June.</p> <p>No further communications have been received by ML and he has been unable to find any commentary or explanations online. He confirmed that he did not received the expected invitation and link to the application form on 30 May and has not heard anything since. The trustees discussed the uncertainties and possible implications. It was impossible to conclude, from the information available, that the bidding window would not be opened and that the final deadline for applications would not be 26 June.</p> <p>ML Proposed we should continue with preparing the COF application in case it does open as a shorter window with the previously notified deadline. This was agreed by the meeting.</p> <p>ML suggested that if the application window was opened after the General Election we should be prepared for it being open for a shorter period. It was noted the March/April window had only been 2 weeks, not 4.</p> <p>The trustees decided not to make any assumptions about the future of the COF. They agreed the safest strategy was to be prepared and ready to complete any application in accordance with the last known deadline.</p> <p>Agreed to continue to prepare the application for submission on or before 26 June 2024.</p> <p>8.2 National Lottery:</p> <p>It was noted that ML had previously circulated news that the NL had announced £4billion of funding for its Reaching Communities Fund. It was further noted that he had also circulated a list of 255 Village Halls which had received funding in excess of £100,000 which identified several in excess of £400,000.</p> <p>In view of the COF uncertainty ML suggested the trustees should be prepared (ready) to switch to an alternative funding strategy and make a much larger application to the National Lottery. In doing so it was recognised that we may need to consider different and flexible rebuild phases to accommodate different funding possibilities. It was agreed the re-build sub committee needed to be advised of these possible alternative requirements and the need for them to cost other re-build strategies.</p> <p>The Trustees agreed to a wait and see, but be prepared, major grant strategy.</p> <p>8.3 COF Application – detail</p> <p>ML advised of progress being made and reminded all that the current draft answers are available to view on BOX. He thinks sections 1 to 3 should be completed within the next week, with the exception to (2.1.1.2 c) and the question “Give a brief summary of your project”. The actual re-build phase remains unidentified due to uncertainties regarding potential funding opportunities and costing issues.</p> <p>It was noted that this then creates a problem for section 4.1, the funding required. Otherwise section 4 answers should be completed with the next two weeks.</p> <p>In preference to discussing the questions and answers in detail now ML requested a small group meet to go through these next week. StH, ML and (hopefully) NF agreed to arrange a meeting with ML to review the Q&A in detail and report back to the next board meeting.</p>	<p>ML</p> <p>ML</p>
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	<p>Business Plan - rewrite suggestion</p> <p>ML advised that drafting answers for the COF application had identified some gaps between it and the business plan. He feels a redraft of the business plan to better align it to and support the COF requirements.</p> <p>The Trustees agreed to consider his suggestions when presented in due course</p>	<p>ML</p> <p>ALL</p>
9	<p><u>UPDATE ON FUNDRAISING (ShH, SP)</u></p> <p>Matters Arising:</p> <p>9.2 Quiz Night (The Rising Sun) – 31 May 24: Andy Crotty has said the ‘Riser’ will run a Quiz Night to raise funds for the New Village Hall – we need to keep an eye on this! The date could change! When the date is firm, we should promote and support this event as it is advantageous to our cause. 03/06: The event was postponed due to a delay of the pub refurbishment and re-opening.</p> <p>03/06:</p> <p>9.1 The initial meeting re: the Duck Race has taken place. The licences have been received, the risk assessment is being updated.</p> <p>9.2 The D-Day Commemoration event took place at the weekend. c£500 was raised for the Village Hall and there was also a collection for Combat Stress.</p> <p>9.3 The team will look into how to publicise both general donations and donations to buy bricks / tiles etc.</p> <p>9.4 The next event is Skittles on 15th June followed by Vinyl Flight in July..</p>	<p>ShH/SP</p> <p>ShH / SP</p>
10	<p><u>UPDATE ON VILLAGE HALL LIAISON (DP)</u></p> <p><u>Matters Arising :</u></p> <p>10.2 SP and DP to sign the vesting declaration will/may include indemnity to current hall trustees by the CIO or set this up separately in a ‘Transfer Agreement’ – on going discussion. 03/06: Ongoing</p> <p>10.3 Current Chairman of the VH Committee (Albert Pace) to seek confirmation that the Parish Council will cover these costs (Approx £1200). 03/06: Ongoing</p> <p>10.4 Goughs still in the process of changing two plots of land to registered from unregistered along with vesting the recent land purchase in the ‘Official Custodian for Charities’ – More next meeting. 03/06: Ongoing</p> <p>10.5 Next Village Hall Fund Raising Event is the Annual BBQ & Skittles Evening on 15 June 24. 03/06: Closed</p> <p>10.6 DP & SP are reviewing the current buildings and contents insurance to ensure that there is adequate cover; they are seeking advice from Community First. 03/06: Ongoing</p> <p>03/06:</p> <p><u>No new items</u></p>	<p>DP/SP</p> <p>Albert Pace</p> <p>DP</p> <p>DP/SP</p>
11	<p><u>UPDATE ON PARISH COUNCIL LIAISON</u></p> <p>No updates due to the absence of IK.</p>	

	<p>03/06:</p> <p>11.1 IK had contacted other organisations re: what timeframe would be required to complete an application.</p> <p>11.2 IK had circulated a list of criteria for the PC to consider a request from the CIO for a precept loan. The meeting agreed to discuss this with IK present.</p>	<p>IK</p> <p>IK</p>
12	<p><u>AOB</u></p> <p>Matters Arising:</p> <p>12.3 IK to produce a 'Stakeholder Map'. 03/06: The meeting agreed to review the Stakeholder Map at the next meeting</p> <p>03/06:</p> <p>12.1 IK has separately discussed a reporting tool with StH. IK to share at next meeting.</p> <p>12.2 Potential liaison with the church re: fund-raising to be able to use as alternative facility during re-build period. ShH commented that there are lots of grants available for Churches.</p> <p>12.3 ML mentioned that he had received a suggestion that we should gather letters of intent to use the Village Hall if we had a new building .. thereby demonstrating how the usage might increase if we had a new Village Hall. All to think about groups which might provide a letter.</p> <p>12.4 Clarify who should endeavour to source new materials for the Re-build from different companies. The meeting agreed that this should be referred to the Re-build group.</p>	<p>IK</p> <p>IK</p> <p>SP / DP</p> <p>ALL</p> <p>DP</p>
13	<p><u>NEXT MEETING</u></p> <p>he next meeting will be Monday 8th July 24 at 7 The Nurseries, CM, starting at 7pm</p>	