

CHRISTIAN MALFORD VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

4th MEETING OF THE BOARD

MONDAY 8th JULY 2024 at 7pm

7 THE NURSERIES, CHRISTIAN MALFORD

MINUTES

Present: Steve Hunt (StH) - Chairman, Nigel Fairley (NF) – Secretary, Mark Lindsey (ML) – Treasurer, Sharon Hunt (ShH), David Pike (DP)

In attendance: Ian Kirkpatrick (IK)

Item 1	<u>INTRODUCTION</u> (StH): Welcome!
Item 2	<u>APOLOGIES</u> (NF): Shirley Palmer (SP)
Item 3	<u>MINUTES OF THE LAST MEETING</u> (StH): The Minutes of the Meeting held on 7 June 2024 were approved as accurate.
Item 4	<u>MATTERS ARISING</u> (StH): See in actions below.
Item 5	<u>UPDATE FROM THE RE-BUILD COMMITTEE</u> (StH): Matters Arising: 4.4 We have received a detailed set of costs from a Quantity Surveyor. These will be analysed in the Re-build Sub-group tomorrow. 03/06: The discussion took place and a breakdown totaling £325k has been created which will be finalized in tomorrow's Re-build group. 08/07: 5.1 The breakdown of the £325k has been finalized and Jeremy Smith will provide a spreadsheet just covering the agreed items. 5.2 Sharon White (CustomHouse Studio) appointed as 'Principal Designer'.
Item 6	<u>UPDATE FROM COMMS/PUBLICITY</u> (NF) Matters Arising: 5.3 <u>Published on Shout Out CM & Friends of CM Village Hall</u> Feedback on 14 May 'Open Meeting' – Published 16 May - Closed Original VH Planning Application: Closed General Update CIO/COF etc 08/07: Incorporated in 6.1.1.1 - Closed Confirm COF application submitted/Update on National Lottery – To be published 10 Jun. 08/07: Not done because the COF has not opened – Incorporated in 6.1.1.1 - Closed How CM VH Charity was created – To be published circa 17-20 Jun: Action changed to NF. 08/07: Incorporated in 6.1.1.3 - Closed 5.5 <u>New Publicity Plan (Jun – Jul 2024):</u> 08/07: Closed see 6.1 below: 08/07 6.1 <u>Publicity Plan:</u> 6.1.1 <u>Published on Shout Out CM & Friends of CM Village Hall:</u> 6.1.1.1 <u>Funding Update:</u> Monies donated/raised since planning permission was granted, COF update – Planned publication 12 July 2024

	<p>6.1.1.2 Build Update: Appointed Architect, Quantitative Surveyor, Village Hall survey report - Planned publication 19 July 2024.</p> <p>6.1.1.3 History/Development of the Village Hall: General Interest articles (2/3 parts) - - Planned publication 30 July & 6 August 2024.</p> <p>6.1.2 Published in August Parish Magazine: Article to be submitted by 15 July for the August Edition of the Parish News.</p> <p>6.1.3 Forthcoming Village Events: Sat 13 Jul 24 – Gig on the Rec (Bon Giovi Tribute Band) Sat 20 Jul 24 – Coffee, Cake & Chat in the Village Hall Sat 27 Jul 24 – CM Annual Duck Race</p>
Item 7	<p>UPDATE ON SMALL GRANTS (NF): 7.1: The small grants Committee met on Weds 3 Jul 24</p> <p>7.1.1: 51 potential funding sources were under review: 18 have been rejected as we did not meet the bidding criteria, 2 have been passed on [ML – NL Community Fund (Large Grant), SP/ShH – British Airways, Better World Community Fund (Linked match funding to crowd funding)] 15 remain to be reviewed 4 more potential sources have been added (Wessex Water, Chippenham Area Board, GWR & Network Rail).</p> <p>7.1.2: 'Small Grants' are currently looking to raise around £200k.</p> <p>7.1.3: The next steps are: 7.1.3.1: Complete the preliminary screening of potential grant donors. 7.1.3.2: Continue to identify other potential sources of funding. 7.1.3.3: Produce a listing of potential with relevant information. 7.1.3.4: Produce a schedule for placing 'expressions of interest' (if required) and bids. This schedule will be governed by the type of rebuild being undertaken and timelines for payment. It will also be influenced by the criteria imposed by the donors: Bidding windows, time limits on expenditure and meeting their funding criteria. Before we can start to submit bids, we need guidance on the required funding profile to meet the rebuild costs.</p> <p>7.1.4 Next Meeting: TBC</p>
Item 8	<p>UPDATE ON ACCOUNTS (ML): Matters Arising:</p> <p>7.1 No reply received yet from HMRC regarding application for a charity Gift Aid number 08/07</p> <p>8.1 Nothing to report, no accounting transactions since last meeting. For now, fundraising income continues to flow to the original charity and their bank account.</p> <p>8.2 Paying in books and Post Office envelopes from the Co-Operative bank have been received; a set will be supplied to ShH in due course. Ongoing</p>
Item 9	<p>UPDATE ON LARGE GRANTS (ML): Matters Arising:</p> <p>8.1 No update on COF other than prospectus updated to say there is a new government and ministers are extremely busy “working through numerous decisions. We thank you for your patience and will update you. As soon as we can. 08/07</p> <p>9.1 COF: 9.1.1 As noted under matters arising no further COF communications have been received. The suspension has given us time to better prepare our application. Sections 1 - 3 are drafted and have been circulated. ML thanked those who had taken time to read these and provide feedback. He acknowledges the request to be a bit more certain in style. – Ongoing</p>

	<p>9.1.2 ML has collated the evidence of consultation and support documents into a single pdf to upload with the COF application (part of section 3). While this requires some linking narrative this will not be a big task to complete.</p> <p>9.1.3 ML provided a work in progress (WIP) summary on Section 4:</p> <p>Capital costs - Nothing drafted</p> <p>Tell us about the total revenue costs of your project - Nothing drafted</p> <p>Tell us how the revenue funding you've requested will help run the asset - WIP 25% complete (much depends upon previous answer)</p> <p>Tell us about the feasibility studies you have carried out for your project - WIP 17% complete</p> <p>Summarise your income and operational costs for the running of the asset – WIP narrative 40% complete, financials and projections 95% complete</p> <p>Describe any relevant experience you have delivering similar projects or running an asset - SH WIP 35% not reviewed by ML</p> <p>Do you have plans to recruit people to help you run the asset? - SH WIP not reviewed by ML</p> <p>Tells us about the roles you'll recruit - SH WIP not reviewed by ML</p> <p>List the members of your board - Drafted (Word count 484)</p> <p>Tell us about your governance and membership structures - Drafted (Word count 500)</p> <p>Explain how you'll consider the views of the community in the running of the asset - Drafted (Word count 316)</p> <p>Tell us how the asset will be accountable to local people, and involve them in its running - Drafted (Word count 400)</p> <p>Describe anything that might prevent people from using the asset or participating in its running - The trustees noted these forecast projections were to be finalised – Ongoing SH / GC</p> <p>9.1.4 ML to continue Section 4 preparation and monitor for COF news - Ongoing</p> <p>9.1.5 On completion SH, NF & ML will complete a final proofread and edit before asking Nigel Whybrow to undertake an independent cold review - Ongoing</p>
<p>Item 10</p>	<p><u>UPDATE ON FUND-RAISING (ShH):</u></p> <p>Matters Arising:</p> <p>9.2 (20/5) <u>Quiz Night (The Rising Sun)</u>: Postponed, questions prepared, awaiting a new date - Ongoing</p> <p>03/06:</p> <p>9.1 The initial meeting re: the Duck Race has taken place. The licenses have been received; the risk assessment is being updated. - Closed</p> <p>9.2 The D-Day Commemoration raised c£500 for the Village Hall; there was also a collection for Combat Stress. – Closed.</p> <p>9.3 The team continue to investigate how to publicise both general donations and donations to buy bricks / tiles etc. - Ongoing</p> <p>9.4 The next event is Skittles on 15th June followed by Vinyl Flight in July - Closed.</p> <p>08/07</p> <p>10.1 Annual Duck Race – Sat 27 Jul 24: The CM Events Committee have bought 220 ‘weighted’ ducks for the event which is being sponsored by Back Stage Technologies. – Ongoing</p> <p>10.2 ‘Village Review’: Malford Players are planning a ‘Village Review’ for 2025. Date TBC</p>
<p>Item 11</p>	<p><u>UPDATE ON VILLAGE HALL LIAISON (DP) :</u></p> <p><u>Matters Arising :</u></p>

	<p>4: Breeze Environmental quoted for full hall demolition & asbestos removal (just to sub-base level) at £26,425 + VAT. Invoice settled by PC (thanks - IK). Re-build Committee will obtain further quotes (Prior & Co Melksham - have expressed an interest to quote). Leave with Re-Build Committee - Closed</p> <p>12.2: - See below: - Closed</p> <p>12.4: - Discussed at Re-Build Committee Meeting on 4 Jun 24. Ongoing: leave with Re-Build Committee to deal with in due course. - Closed</p> <p>10.2 to 10.4: Covered in update below. Ongoing</p> <p><u>Village Hall Liaison Report:</u></p> <p>11.1: Latest Village Hall Meeting was held on 13 Jun 24.</p> <p>11.2: Land TF to CIO (10.2 to 10.4 – 3 Jun 24 Meeting)</p> <p>11.2.1: Plots 1/2 --- Goughs still waiting for Land Registry to confirm registration completed before CIO transfer, vesting declaration and existing trustee’s indemnity included. Time frame unknown.</p> <p>11.2.2: Plot 3 (recent land) --- Village Hall Committee have officially raised a formal complaint with Goughs for their incorrect advice when land purchased and seeking correction via a deed of rectification. Interim invoice from KA solicitor dealing with the TF to CIO along with separate legal advice received and with Chairman for settlement. Ongoing.</p> <p>11.3 Hall B/C Insurance (10.6 – 3 Jun 24 Meeting) adequate cover now in place. Closed</p> <p>11.4: Hall Meeting (13th Jun 24): The Committee have discussed and will continue to do so at their monthly meetings alternative locations (Church) for users as and when the hall is demolished. Also, they have investigated and will continue to do so storage options for existing hall contents when hall is demolished. Closed</p> <p>11.5: The Committee have discussed new hall final fix for electrics deciding on sound system, screen, lighting, Wi-Fi etc. Chairman has already had discussions with John Coller about this and will also speak to Sharon White in due course along with current and future users re their requirements. Ongoing.</p> <p>11.6: The next Village Hall Meeting is scheduled for 12 Sep 24.</p>
<p>Item 12</p>	<p><u>UPDATE ON PARISH COUNCIL LIAISON (IK):</u></p> <p>12.1 The invoice for the asbestos survey £630 has been paid by the Parish Council. - Closed</p> <p>12.2 IK has asked for the £1155 invoice from Kevin Allard for legal fees regarding the transfer of land to the CIO to be put on the agenda at the next Parish Council Meeting (7th August) for approval to be paid by the Parish Council, as part of the continued support for the rebuild. Additionally, IK has also requested that the forecasted costs from Kevin Allard (£450 fees, £280 land registry), be approved for funding. - Ongoing</p> <p>12.3 The Criteria for a Public Works Loan were approved by the Parish Council on 5th June. - Closed</p> <p>12.4 The members of the Parish Council were not enamoured by the COF Update email of 3rd July. Phrases such as ‘naïve’ and ‘a bigger problem with the Parish Council’ are unhelpful and counterproductive; they request that should we have issues with the Parish Council that they are raised and discussed face-to-face. ML has apologised for the email. - Closed</p>
<p>Item 13</p>	<p><u>AOB (StH):</u></p> <p>13.1 ML thanked Geoff Coker (GC) for supplying the accounting records for a 10-year period from which he prepared a detailed set of financial information. ML explained that this was necessary because the pandemic and the surge in energy prices surge in 2021 and 2022 had distorted the results and we needed to look back further to identify trends. ML explained the figures to the trustees.</p> <p>The overall impression was the finances were in good health and the Village Hall had been managed well. ML presented the hall operating income and costs separated from the fundraising income. This showed, at an operating level, the hire income was no longer covering costs, and that from 2020 onwards, deficits exceed the 200 club’s net subscriptions. Therefore, the reserves, funds raised for the rebuild, were being eroded. Sight of this was lost in the overall impression because the annual fundraising income exceeded these operational losses.</p> <p>ML confirmed the figures presented were as supplied by GC, and all years balanced to the penny. The presentation is different to that previously reported but that was because of a more detailed analysis. ML was complimentary about GC’s record keeping. There was a discussion about the figures; all agreed how helpful this presentation was for identifying, and understanding, the underlying problem. There is an unsustainable business model concealed by fundraising successes.</p>

	<p>ML reported he had prepared a cashflow projection template and populated it with his own estimates. SH mentioned he and GC had, as requested by ML, had already reviewed this paying particular attention to the projected usage hours - their review was ongoing. SH advised that GC was positive about ML's presentation of his records. The trustees noted these forecast projections were still to be finalised. Ongoing SH / GC</p> <p>ML then presented a detailed analysis of the fundraising income, hall users and costs. There was a lengthy discussion; all agreed how helpful this presentation was for identifying, and understanding, the underlying trends highlighting the problem There is an unsustainable business model concealed by fundraising successes.</p> <p>13.2 ML also reported that he had been preparing additional material for the 'Business Plan' when something additional was required. This has included a site visit to take photos of the current Village Hall and downloading census information. He is experimenting with options to improve the presentation and recommends a landscape view. The Trustees agreed to consider his suggestions when finalised. – Ongoing ML</p>
Item 14	<p><u>DATE OF NEXT MEETING (StH):</u></p> <p>The next Meeting will be held at 7 the Nurseries on Monday 19 August 2024 at 7pm.</p>