

CHRISTIAN MALFORD VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

2nd MEETING OF THE BOARD

MONDAY 20th MAY 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), Shirley Palmer (SP), David Pike (DP),

In attendance: Ian Kirkpatrick (IK)

ITEM	SUBJECT	ACTION
1	<u>INTRODUCTION</u> (StH) A good positive meeting on 14 th May – good feedback from the village. We should consider holding another ‘open’ meeting in Sep/Oct 24 to further update the village on the project.	
2	<u>APOLOGIES</u> (NF): Nil	
3	<u>MATTERS ARISING</u> (StH) 3.1 Terminology: We are the ‘ <u>CIO Board</u> ’; whereas the ‘ <u>Village Hall Committee</u> ’ runs the original charity. 3.2 Project Name: Christian Malford Village Hall Rebuild. 3.3 CIO Structure: The correct structure was attached at Annex A to the Minutes of the Meeting held on Weds 8 th May 24. 3.4 Document Formats: Preferred formats for upload are pdf, editable (word, excel, power point), and jpeg for photographs. 3.5 Email Responses: Please think first - no need to copy replies to all every time – just to those who need to see the response. 3.6 Decisions from last meeting: Actioned by ML 3.1 Governance page on website set up and Constitution, CIO structure and minutes uploaded as agreed. ML thanked Harry Kemp for providing access and the brief tutorial to enable this. 7.2 ACRE Main Grants has been announced. Unfortunately, new builds are not eligible for funding which is for net zero energy efficiency for existing village halls. The same applies for the small grants, new builds are not eligible. 8.1 BOX Cloud storage has been set up, all trustees and IK have been granted access along with viewing rights for Albert Pace, Chair of the VH Management Committee. ML has been uploading documents into logical folders, which currently include all relevant files relating to the incorporation of the CIO and the current COF application. Please use this, upload anything you have which may be useful to others including documents which are WIP. 10 ML confirmed that he attended Village Hall Committee Meeting on 9 May 2024 as agreed and explained potential change to a phased rebuild plan due to COF 12-month spending	

	<p>requirements.</p> <p>It was noted ML had submitted a second Expression of Interest (EOI) to the COF to reflect the probable significant change in our grant application for funding for a first phase instead of funding towards the whole project. He had done this to overcome the 12 months spend requirement while noting no harm would be done to the first EOI. The COF reply was to invite us to make a full application.</p>	
4	<p><u>UPDATE FROM THE RE-BUILD COMMITTEE (StH)</u></p> <p>4.1 The Rebuild Committee have not met since the last Board Meeting; they next meet on Tues 21 May 24.</p> <p>4.2 We have received two quotes for the appointment of ‘Principal Designer’, a third quote is expected in the next few days. We are very close to selecting the ‘Principal Designer for the Project.</p> <p>4.3 DP has a meeting with Breeze Environmental (Salisbury) on Thurs 23 May 24 to complete a ‘Risk Assessment and Method Statement Survey’ regarding asbestos in the current Village Hall covering type, removal, and disposal. Cost £525 + VAT – IK checking to see if the Parish Council will cover this cost.</p> <p>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.</p>	<p>DP/IK</p> <p>SH</p>
5	<p><u>UPDATE FROM COMMS/PUBLICITY (NF)</u></p> <p>5.1. <u>Letters/emails of support have been received from:</u> Lord Lieutenant of Wiltshire, James Gray MP, Howard Greenman (Councilor WCC), Philip Wilkinson (Police & Crime Commissioner) and Community First, (Our branch of Actions with Communities in Rural England)</p> <p>5.2. <u>Community Letters of Support:</u> Since the granting of planning permission on 13 March 2024 we have received several letters of support from the community.</p> <p>5.3 <u>Published on Shout Out CM & Friends of CM Village Hall</u> Feedback on 14 May ‘Open Meeting’ – Published 16 May Original VH Planning Application: Prepared – to be published 21 May 24 General Update CIO/COF etc – To be published 27 May 24 Coffee/Cake Morning 15 Jun 24 – See Item 9 24 Dec 25 Newspaper Report on VH Opening – Prepared - to be published 3 Jun 24 Confirm COF application submitted/Update on National Lottery – To be published 10 Jun How CM VH Charity was created – To be published circa 17-20 Jun – Action: ML</p> <p>5.4 <u>Published in Parish Magazine:</u> [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.</p> <p>5.5 <u>New Publicity Plan (Jun – Jul 2024):</u> TBC</p>	<p>NF</p> <p>SH/ML</p> <p>ShH</p> <p>NF</p> <p>SH/ML</p> <p>ML</p> <p>NF</p> <p>NF</p>
6	<p><u>UPDATE ON SMALL GRANTS (NF)</u></p> <p>I have spoken with Community First and we have already submitted our marker for the two possible landfill grants and the Bradenstoke Solar Park - they are certain that these will net a total of £40k!</p> <p>I have arbitrarily split the 47 possible grant aid sources between members of the Sub-committee; in order that we can down select our best options from this list; they were asked to check each possible source and note:</p> <p>Check if we are eligible if not, go no further! If we are eligible, please note:</p>	

	<p>1. Maximum amount we can bid for. 2. Do we need to submit an expression of interest before bidding 3. Dates for submission of bids 4. Limitations and/or conditions attached to a grant 5. Anything else that you feel is relevant.</p> <p>They have been asked to ‘survey’ potential sources by Fri 21 Jun 24. It is then intended to meet in the week 24 to 28 Jun to down-select those potential sources of grant aid worth targeting. With the intention of starting to submit bids in July 24. We do not see this as overly onerous as our bid to the Community Ownership Fund (COF) - should hold all the information and answers that we could possibly require!</p> <p>I have been contacted by the Groundwork and Tesco Stronger starts grants team to introduce the Stronger Starts fund which we are eligible to apply for. This grant can help fund your project for up to £1,500. Hannah is the Community Enabler for our area and here to support us if we choose to apply for a Stronger Starts grant.</p> <p>ACRE run a loan scheme to top up funding: https://acre.org.uk/wp-content/uploads/Rural-Community-Buildings-Loan-Fund-Leaflet-2022.pdf This fund The Rural Community Buildings Loan Fund helps community buildings fill temporary gaps in funding, either for specific projects or for urgent work connected with the building.</p>	
7	<p><u>UPDATE ON ACCOUNTS:</u> (ML)</p> <p>7.1 Bank Account: Application to Co-Operative Bank submitted on 9 May 2024. This has been acknowledged, queries about the charities activities have been answered (15 May 2024) and the application is currently under review. We should receive confirmation this week according to their published time scales.</p>	
8	<p><u>UPDATE ON LARGE GRANTS:</u> (ML)</p> <p>8.1 COF Update</p> <p>ML reported that the final COF bidding window has been announced this morning, applications can be made between 30 May and 2pm 26 June. ML advised that he should receive an email link to our application form on 30 May. This can be worked on and saved until the filing deadline.</p> <p>It was noted, following a request from SH, ML had circulated a clarification on the COF funding amounts. He confirmed that the minimum match funding for a £250,000 grant would be £62,500. The minimum capital cost of a first phase would therefore need to be £312,500 if we wished to secure maximum funding available. Thereafter the match funding would be the difference between the project cost and the maximum capital grant available. No match funding was required for the revenue grant.</p> <p>ML noted the risk of applying for a first phase costing more than £350,000 would be securing the additional match funds in time.</p> <p>ML thanked everyone for their emails, he has summarised these on the MAD Spreadsheet and most contributions are in the Long Answers Document (LAD), both in BOX and can be accessed anytime for live updates.</p> <ul style="list-style-type: none"> • Application Form update - key points discussed, WIP answers available to all to view in BOX. • Outstanding information: <ul style="list-style-type: none"> ○ 1st phase project description and costing ○ Whole project costing ○ Draft costing spreadsheet now received. To be looked at by Rebuild Sub Committee to find an appropriate first stage. • Discussion / decision points: <ul style="list-style-type: none"> ○ Requirement to prepare a Community Support Document (Nigel Away) required upload (3.3.1.) ○ Suggested document should include: 	

	<p>Summary of consultations and results - this can be brief. Copies of Leaflets circulated (2011 & 2022) both in BOX. Extracts from PC minutes. Copies of Key letters/emails of support Selection of quotes from other letters Photos</p> <p>Volunteer to collate/prepare? Ability to merge pdf documents required. SH to look at all material that needs to be collated.</p> <ul style="list-style-type: none"> • Align Business Plan to Application • Review and update of business plan required to ensure consistent with and supports COF application. • Volunteer to review and update BP - Deferred in view of extra time to COF deadline. • 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 him on his kind offer. (The support of Mr & Mrs Whybrow was noted) <p>8.2 Other Grants</p> <p>Garfield Weston:. The following quote from their grant guidance was noted “<i>Normally, our capital grants are no more than 10% of a total project cost. However, for local community projects (e.g. village halls, community centres, places of worship, etc.), grants are unlikely to be over £30,000 regardless of the project size. We expect to see local fundraising activity as we believe that shows how much your local community values your organisation.</i>” Application-Guidelines-Nov-2022.pdf Page 5/12</p> <p>ML advised that Barrowden Village Hall recently secured £40,000; ML encouraged all to look at their website https://www.barrowdenvh.co.uk/.</p> <p>Agreed: NF to add Garfield Weston to the grant list for next year</p> <p>ML requested that he be kept apprised of small grant applications and intentions because he may have information or knowledge about specific funders and reason to know why timing maybe critical.</p>	<p>SH/ML/ALL</p> <p>ML</p>
<p>9</p>	<p><u>UPDATE ON FUNDRAISING (ShH, SP)</u></p> <p>9.1 Coffee/Cake Morning – 18 May 24: A successful morning with about 35 villagers attending; £53 raised in donations.</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,</p> <p>9.3 Coffee/Cake Morning – 15 June 24: This date clashes with the VH Annual BBQ & Skittles Event. ShH/SP to check that the viability to hold both events on the same day. May require to change the date of the Coffee/Cake event.</p> <p>9.4 Duck Race – 27 Jul 24: Planning Meeting Weds 22 May 24.</p>	<p>ShH/SP</p>
<p>10</p>	<p><u>UPDATE ON VILLAGE HALL LIAISON (DP)</u></p> <p>10.1 Village Hall Trustees approval to instruct Kevin Allard Solicitor to proceed with the TF of land from the Charity Custodian to the CIO.</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.</p> <p>10.3 Current Chairman of the VH Committee (Albert Pace) to seek confirmation that the Parish</p>	<p>DP/SP</p> <p>Albert Pace</p>

	<p>Council will cover these costs (Approx £1200).</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.</p> <p>10.5 Next Village Hall Fund Raising Event is the Annual BBQ & Skittles Evening on 15 June 24.</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.</p>	<p>DP</p> <p>ALL</p> <p>DP/SP</p>
11	<p><u>UPDATE ON PARISH COUNCIL LIAISON</u></p> <p>11.1 COF: First pass risk register uploaded to BOX. We can include more information than the COF template. We need to decide if we are happy with COF or want to add new columns such as action owner, action target date, notes / progress etc. Obviously if we add these columns, they will need to be completed in a rigorous manner to ensure our submission retains the quality standards required.</p> <p>11.2 Parish Council: I have investigated whether CIL funds can be used to repay loans. The current legal advice is NO. The parish clerk is doing further investigation with WCC.</p> <p>Use of CIL funds to pay for some elements of rebuild costs. The current view is that CIL funds will be protected for other projects within the village, that do not have the availability of large grants, such as Play Park, Memorial Garden, Burial Ground Upgrade. There is nothing to stop you asking the PC and there is no legal reason why CIL funds cannot be used for the rebuild, but now, the probability of success is very low.</p> <p>Timeframes for the application and approval of a public works loan. I am contacting other parish councils who have been through the works loan process to get a view of what timeframes we should be incorporating into the project plan. Will let you know as soon as I have information.</p> <p>Application for Public Works Loan. IK is preparing the parish council to expect our application this year (subject to successful COF application). He is also trying to put together a set of criteria that if we meet them, we will be given a straight yes for our application and we will move directly to public consultation. He will share these criteria with us. The criteria will cover items such as fundraising progress, accuracy of build costs, public feedback. He is attempting to make as many of them quantitative rather than qualitative, so there is no debate, and the PC can give an immediate Yes / No decision.</p>	
12	<p><u>AOB</u></p> <p>12.1 Passwords to online accounts: A password protected spreadsheet (password?) - ML will record all logins and passwords that he creates, this will be a password protected file - all will be given password when set up.</p> <p>12.2 Charity Digital & TechSoup - free and discounted software, we have BOX (free, DropBox was £71), ML can get Adobe Acrobat Pro £54 until Dec 2026, Slack - free? and Wix £28 (CMVH paid £237.50) - £51 for premium.</p> <p>ML may choose to get Adobe at his own expense - all happy if he wished to do so. If Slack is free, it is worth trying. Wix premium upgrade may be required for donations on website, reduced costed noted. ML pointed out, if we need software check with him first because there may be free or discounted versions available.</p> <p>12.3 IK to produce a ‘Stakeholder Map’</p>	<p>IK</p>
13	<p><u>NEXT MEETING</u></p> <p>The next meeting will be Mon 3 Jun 24 at 7 The Nurseries, CM, starting at 7pm</p>	<p>ALL</p>