

CHRISTIAN MALFORD VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION (CIO)

1st MEETING OF THE TRUSTEES MANAGEMENT COMMITTEE

WEDNESDAY 8th MAY 2024 at 7pm

7 THE NURSERIES, CHRISTIAN MALFORD

MINUTES

Present: Steve Hunt (SH) - Chairman, Nigel Fairley (NF) – Secretary, Mark Lindsey (ML) – Treasurer, Sharon Hunt (ShH), Shirley Palmer (SP), David Pike (DP).

In attendance: Ian Kirkpatrick (IK) – Representing the Parish Council.

ITEM	SUBJECT	ACTION
1	<p><u>Introduction (SH):</u> The Chair welcomed the Trustees of the newly formed CIO to its inaugural meeting. He reminded all that the CIO (Registered on 2 May 2024) was created to incorporate the existing CMVH charity and the first trustees were chosen with a VH rebuild in mind. The two charities will co-exist for a while until the freehold title issues have been resolved, the asset transfer agreement executed and the original charity Trustees resolve to close the old charity.</p> <p>SH thanked ML for the immense amount of work that he had put-in, in establishing the CIO and the ongoing work in preparing an application for a grant from the Community Ownership Fund (COF). He announced that an ‘Expression of Interest’ in applying for a COF grant had been submitted.</p> <p>SH also thanked ML for the useful COF briefings that were circulated to all Trustees and members of the existing VH Management Committee: COF final bidding window (25 April 2024), COF Application Questions (03 May 2024) and COF Master Answer Document (6 May 2024)</p>	SH/DP/ML
2	<p><u>Apologies (NF):</u> Nil</p>	
3	<p><u>Matters Arising (SH):</u> There being no ‘Matters Arising’ as this is the first meeting of the Trustees; SH took the opportunity to confirm and ratify the composition and responsibilities of the CIO:</p> <p><u>3.1 Transparency:</u> It was agreed unanimously that, in the spirit of openness, we should publish the Minutes of our Meetings on the CMVH website, along with other governance documents/disclosures (CIO Constitution, Names of Trustees and Structure of the Management Team). Decision: Agreed.</p> <p><u>3.2 CIO Trustees Management Team and Sub-committees Working Subgroups:</u> The Trustees approved the CIO Structure; confirmed the Officers and their Responsibilities as well as the appointment of members to the two Sub Committees (Attached at Annex A):</p> <p>CIO Board Steve Hunt (SH): <i>Chair, Trustee and Chair of the Rebuild Subgroup.</i> Nigel Fairley (NF): <i>Secretary, Trustee, Chair of the Small Grants Subgroup</i> Mark Lindsey (ML): <i>Treasurer, Trustee, Lead on Governance.</i> Sharon Hunt (ShH): <i>Trustee, Community Fund Raising/Donations</i> Shirley Palmer (SP) <i>Trustee (Also Trustee of Current Village Hall Committee), Community Fund Raising/Donations</i> David Pike (DP): <i>Trustee, (Also Trustee of Current Village Hall Committee) Liaison link with the Current Village Hall Committee, Member of the Rebuild Subgroup</i></p>	

	<p><i>Environmental Sustainability Officer).</i> Ian Kirkpatrick: Advisor to the Board - <i>Link with the Parish Council</i> Decision: Agreed.</p> <p>Rebuild Sub-committee: S. Hunt - Chair (SH), Jeremy Smith (JS), Simon Derrick (SD), Sharon White (SW), Paul Blower (PB), David Pike (DP). Decision: Agreed.</p> <p>Small Grants Sub-committee: Nigel Fairley – Chair (NF), Ian Montacute (IM), Yvonne Kirkpatrick (YK), Mike Mumford (MM), Alice Gatus (AG) Decision: Agreed.</p> <p>3.3 Delegated Authority: In view of the pressing time constraints and urgency the Trustees agreed to delegate authority to the Rebuild Sub-committee to make the decision over the appointment of the Principal Designer and other construction related matters without referral for the approval of all the Trustees. Decision: Agreed.</p>	
4	<p><u>Update from Rebuild Committee (SH):</u></p> <p>4.1 <u>The Rebuild Committee Sub-Group:</u> Held their first Meeting on Tues 7 May 24.</p> <p>4.2 <u>Self-Build / Hybrid / One Contractor:</u> We will be under time pressure due to the need to demolish the existing Hall to enable the Re-build .. leaving the village without a Village Hall; this will now be further truncated by the rules governing the COF grant funding - one contractor will be the fastest route given that the existing Hall will be demolished. The Rebuild Committee were in full agreement that we should seek One Contractor to undertake all the works. Decision: Agreed.</p> <p>The Rebuild Committee recommended seeking 3 quotes for the One Contractor who would potentially sub-contract some packages of work. Decision: Agreed.</p> <p>4.3 <u>Schedule of Activities:</u> There was a discussion regarding the key activities; the high-level set of activities are: Agree Principal Designer - now. Agree Employer’s Agent - now. Agree hall finishes - now. Agree requirements list - now. Source M&E Consultant - now. Create Building Reg Drawings - now. Create spec for tender document - now. Create tender document – now. There will then be a pause until we have raised sufficient money. Go to tender and select provisional contractor – within striking distance of having monies raised e.g. 75% already raised. Plan will be a one fixed period including groundworks across a 12-month period Decision: Agreed.</p> <p>4.4 <u>Roles and Responsibilities:</u> The key roles are: Architect (Principal Designer) Primary Contractor Liaison from the Committee (Employer’s Agent) Decision: Agreed.</p> <p>4.5 <u>Estimate of Total Cost</u></p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>SH (JS/PB)</p>

	<p>General Update CIO/COF etc – To be published 27 May 24 – Action: SH/ML Confirm COF application submitted/Update on National Lottery – To be published 10 Jun – Action SH/ML Coffee/Cake Morning 15 Jun 24 – To be published 3? 10 Jun 24 – Action ShH 5.4 Published in Parish Magazine: [Copy for publication to be submitted by 15th of the month, published the following month] Article prepared for submission by 15 May for the June Edition of the Parish News.</p> <p>5.5 <u>New Publicity Plan (May – Jun 2024):</u> Attached at Annex B</p>	<p>NF SH/ML SH/ML ShH NF</p>
	<p><u>Update on Small Grants</u></p> <p>6.1 <u>Small Grants Team established:</u> NF, Mike Mumford (MM), Ian Montacute (IM), Alice Gatus (AG), Yvonne Kirkpatrick (YP). Initial meeting to be arranged before Fri 17 May 24</p> <p>6.2 <u>Contact established with Community First:</u> They are the Wiltshire arm of ACRE (Action with Communities in Rural England). Hope to have a meeting with Mary Hardwidge at Community First in the next 10 days.</p> <p>6.3 <u>‘Expressions of Interest Forms’:</u> We have two Community First draft forms completed for Landfill Funding due our proximity to the Hills Landfill and Recycling Site as well the Crapper & Sons Site. These will need amending due to changes within the Project. Discuss with Community First.</p> <p>6.4 <u>‘Expression of Interest Form’ and ‘Application Form’:</u> We have Community First draft for funding from Bradenstoke Solar Park Community Benefit Fund. This will need amending due to changes within the Project. Discuss with Community First.</p> <p>6.5 <u>Potential Sources of Small Grants:</u> We have a list of some 44 potential sources of grant aid – these need to be studied to check criteria, our eligibility, conditions, timelines and potential value of the grant – to be completed by 30 June 24.</p> <p>6.6 <u>Funding: Chippenham Area Board</u> - capital funding to help provide facilities and equipment for projects that are important to the local community. Capital funding can be used to purchase assets or the significant refurbishment of existing assets.</p>	<p>NF NF NF NF NF & Small Grants Team</p>
7	<p><u>Update on Accounts (ML)</u></p> <p>7.1 <u>Administrative Matters:</u> It was approved that we should open a Co-Operative Community Direct Plus account.</p> <p>It was further agreed that four Trustees (SH, ML, DP & SP) should be authorised signatories to the account and that any two will be required to authorize any transaction..</p> <p>It was further agreed that there would be only one ‘Debit Card’ to be held by ML and this could only be used if the transaction has been approved of by two other Trustees.</p> <p>Once the account has been opened ML will:</p> <ol style="list-style-type: none"> 1. Register with HMRC for Gift Aid. 2. Open, Stripe and PayPal accounts. 3. Register Charity with JustGiving, eBay charity and other online fundraising platforms. 4. Get a BOPP (or similar) account - q codes for donations. 5. Prepare a donation/pledge form with gift aid. <p>There were no objections.</p>	<p>MLSH, ML, DP, SP ALL ML</p>

	<p>ML advised intention to maintain accounting records in VT cashbook (it is free). Restricted donations can be tracked.</p> <p>7.2 Funding News: New Grant List prepared from Plunket (relevant Community funders) NF confirmed he had list.</p> <p>ACRE - Village Halls Grant Fund. Mark advised ACRE is currently working with Defra to reopen the main grants scheme for village halls. NF to take this up with Community First when he meets them.</p> <p>DP noted there is reference to providing details of “Community Support” and “Local Engagement” in the COF application. Is there anything that can be obtained / gathered, from the villagers on 14th May Meeting (not already obtained) that may help “beef up” this section of the COF application with Reference to Community Support? ML response: Photos if there is a good turnout!</p>	<p>NF</p>
<p>8</p>	<p>Update on Large Grants (ML)</p> <p>8.1 Community Ownership Fund:</p> <p>This is, and will continue to, generate a huge number of documents which need to be collated and shared. BOX solution. SH required to sign this letter to confirm email addresses. Mark outlined plan for online sharing of documents.</p> <p>COF – HM Government has reduced from 4 to 2 bidding windows, closing the Autumn 2024 and Spring 2025 chances. Consequently, the May/June 2024 bidding window will be our only opportunity. Matters have been further exacerbated by the condition that the monies must be spent within 12 months – if we are successful in our COF bid, we should know by the end of Aug 24; equally, we have not been helped by Wiltshire Council delaying planning approval. This has changed the goal posts, if not the venue, and has injected urgency to obtaining rebuild quotes, and the preparation and submission of our COF application.</p> <p>There was a long discussion: The three-year window to break ground to satisfy the WCC Planning Authority has now been further compressed by the conditions of our potentially significant grant from the COF – Failure to get this grant will probably represent the single greatest risk to the project! It is vital, and a matter of urgency, that we produce a timeline for the project to give a better understanding of the challenges facing us. We also, need to produce a ‘Risk Register’ in order that we can plan how to negate/mitigate the risks.</p> <p>ML suggested consideration for a phased rebuild: Phase 1 (wind and watertight) to first fix, Phase 2 (internal wiring and plumbing) to second fix and Phase 3 (plastering etc) to completion. This would enable us to satisfy the conditions of the COF whilst still raising funds to complete the project.</p> <p>This represents a change to the existing plan briefed to the current Village Hall Committee. ML to attend the Village Hall Committee Meeting on 9 May 24 to explain why and how the situation has changed and necessitates a review of the project’s timeline.</p> <p>ML pointed out a huge positive in that once the COF’s fundraising narrative is complete it will be fully prepared for all other grant applications including the National Lottery. ML thanked all for engagement so far in reading, responding to and watching the video clip. He didn’t wish to spend time on any detail, just a couple of decision points.</p> <p>There was discussion about assisting ML by distributing COF questions requiring input between new CIO and Old Charity Trustees. ML to update Master Answer Document to show who has which questions.</p> <p>ML requested a short background/experience summary for each Trustee. Resumes to be submitted to ML by 15 May 24.</p>	<p>SH</p> <p>SH/DP/ML</p> <p>SH/DP SH/ML/ ALL</p> <p>ML</p> <p>ALL TRUSTEES</p>

9	<p><u>Update on Fundraising (ShH)</u></p> <p>9.1 Events Currently Planned for 2024: ShH outlined the events planned for CM in 2024; all of which contribute to the funding for the Village Hall:</p> <p>18 May 24 Open House at VH – Free Coffee Morning 1 Jun 24 D Day 80th Anniversary Celebration & Party 7/8 Jun 24 Malford Players Production – Midsummer Night’s Dream 15 Jun 24 Open House at VH – Free Coffee Morning 15 Jun 24 Annual Village BBQ and Skittles Competition 20 Jul 24 Open House at VH – Free Coffee Morning 29 Jun 24 Vinyl Flight – Cocktail Night 13 Jul 24 Gig on the Rec (Bon Jovi Tribute Band + supporting Acts) 29 Jul 24 CM Annual Duck Race 17 Aug 24 Open House at VH – Free Coffee Morning 21 Sep 24 Open House at VH – Free Coffee Morning 28 Sep 24 Horse Race Night with the Cricket Club 21 Oct 24 Open House at VH – Free Coffee Morning 2 Nov 24 Bonfire Night 16 Nov 24 Open House at VH – Free Coffee Morning ?? Nov 24 Vinyl Flight (TBC) 21-23 Nov 24 Malford Players Production – Vicar of Dibley 7 Dec 24 200 Club Christmas Dinner 14 Dec 24 Open House at VH – Free Coffee Morning</p> <p>9.2 Other Fund-Raising Activities being planned within the community: ShH mentioned: Film Nights Buy a ‘Brick’ Donations</p>	
10	<p><u>Update on Village Hall Liaison (DP)</u></p> <p>Nothing to report. Next Village Hall Committee Meeting on Thurs 9 May 24: ML to attend to explain possible changes to the project due to conditions to expenditure requirements attached to grant funding.</p>	ML
11	<p><u>Update on Parish Council Liaison (IK)</u></p> <p>Nothing to report. There was a discussion about the Parish Council’s commitment to a fall back of using the ‘precept’ as a means of making up a cash shortfall in building and the requirement to seek the village’ approval. DP asked if a loan taken out from the Public Works Loan Board, to be repaid back through the ‘precept’ in order to make up the cash shortfall in building our new Village Hall; could this be subsequently paid off, wholly or in part, by having access, at a later date, to funds from new ‘Planning Obligations Monies’ (Old Section 106 Monies) – an interesting thought that should be investigated!</p>	ML
12	<p><u>AOB:</u></p> <p>12.1 Charity Commission Account set up, corrected ShH’s email address added SH and DP as users - SH has registered so been promoted to ‘super’ user! DP not aware, both ML and DP to check.</p> <p>Policies to be drafted – Charity Commission (CC) requirement and COF expect to see them (list below, not all mandatory). Requirement was noted, detailed decision deferred - while accepting several will need drafting soon, noted we can copy from others/have access to templates: CC require simple answers - Yes, No, N/A</p> <p>Policy list: Risk Management</p>	ShH, SH/ DP/ML

	<p>Investment Safeguarding vulnerable beneficiaries Conflicting interests Volunteer Management Complaints handling Paying staff Internal charity financial controls policy and procedures Safeguarding policy and procedures Financial reserves policy and procedures Complaints policy and procedures Serious incident reporting policy and procedures Internal risk management policy and procedures Trustee expenses policy and procedures Trustee conflicts of interest policy and procedures Investing charity funds policy and procedures Campaigns and political activity policy and procedures Bullying and harassment policy and procedures Social media policy and procedures Engaging external speakers at charity events policy and procedures</p> <p>12.2 Website ML has contacted Harry, requires access to populate pages and upload documents. Meeting him tomorrow. All happy for ML to proceed. A Governance Page will be added for CIO Constitution, board structure and Trustees etc.</p>	
13	Next Meeting: Mon 20th May 24 (1900hrs) – 7 The Nurseries, CM	