

<p><b>Village Hall Working Party Committee meeting – VHWC</b></p> <p><b>3rd March 2020 – 8pm – The Village Hall, Ousden</b></p> <p><b>Attendees from the working party:</b></p> <p>Christine Ingham – CI</p> <p>Celia Holt – CH</p> <p>Richard Hurrell – RH</p> <p>Mike Hole - MH</p> <p>Julie Pryke – JP</p> <p>John Whitefield –JW</p> <p>Alastair Rankin - AR</p> <p><b>Attendees from the management committee:</b></p> <p>Jessamy Saltmarsh – JS</p> <p>Sylvia Pettitt - SP</p> <p><b>Mentions</b></p> <p>Jonathan Pringle – JP</p> <p>Sarah Christie – SC</p>		
<p>AR was welcomed as the new Chair of the Lidgate and Ousden Cricket Club, and all present introduced themselves to AR.</p> <p>CH went through the minutes from the last meeting with the committee, noting that the planning is now filed and our ambition is to be ready to build by end 2021, approximately 18months for fundraising.</p> <p>CH confirmed that all interested parties had been notified.</p> <p>An extraordinary Parish Council meeting was held on the 15<sup>th</sup> February and the Parish Council came back with no objections. The proposal is well supported by the Council members</p> <p>There was a discussion around the Trustees position regarding the sale of the land for the new village hall and playing field. JP remarked that the Trustees sole purpose is for the village hall and playing fields.</p> <p>The issue was raised to discuss what would happen should we not be granted permission to build the hall but have received funds for this purpose. Clarity to be sought between trustees and Parish Council ( legal title and power of sale)</p> <p>It was discussed that the power is dependant on parameters being met as</p>	<p><b>To Action</b></p>	<p><b>Time Frame</b></p>

laid out by the Charity Commission.

CI suggested that legal advice should be sought to advise us of the next steps in this respect. 'Prohelp' - a free service could be approached to support us here? However JP felt that as we have already held a number of fundraising events we may not be eligible for free legal help.

JP mentioned that we needed to pay for a surveyors report as required by the Charities commission, once the planning is in.

CH asked CI if the Charities Commission had been contacted re the disposal of land and the power of sale. A formal letter laying out our questions and clarity required from them would be the best option as other routes had been exhausted via the website.

JP had looked at the deeds and CI confirmed that they were as per what we already hold in the Bury Ste Edmunds records office.

JP said the documents of 1965 and updated in 1983 and states that we can appoint who we want as trustees, but JP feels that the foundation document may need updating and that could involve the Charity Commission.

**JP will send a letter to the commission**

The mechanism for ring fencing funds for the purpose of the new build was discussed – ESCROW/Bond options are available

RH mentioned that there is a limit should the bank go under and so we may need to open several accounts to protect the money which is £85,000 per bank. We will first approach our existing bank.

CH confirmed that the Ousden News stated that the planning had gone in

CH asked RH to explain the contact made with Bowls England, whom he had made contact with but as Ousden could not be found amongst their records that RH needed to speak with Ian Harding about their affiliations and possible joint perusal of fundraising. **RH will contact Ian**

JW confirmed that The England and Wales Cricket Board (ECB) will not provide funding if there are no showers/changing rooms in the design of the new village hall. Therefore we do not meet the criteria. However the ECB said whilst they are minded to object due to the shower situation, but that they would not. They have suggested that it should be a condition on the final planning that a ball strike survey is carried out on the residential site.

RH confirmed that JP had thanked all the estate agents of taking part in the plot valuation and that we would be in touch. David Burr and Jackson Stopps are the final two.

RH mentioned Alan and Sarah Christie and that they remained passionate about the hall, and on a recent visit to see them had again stated that they could still offer support.

MH confirmed that he was keeping Mike Chester abreast of developments. MH updated the committee to advise that;

-He was in correspondence with the fire department and he believes that

the hall complies with their regulations

-He was aware of the ECB comments and will comply with adding the Sports England condition

-MH mentioned that no issues had been raised regarding the building but Public Health comments were focussed on the building plot, sound insulation and the proximity of the car park in terms of noise and fumes. MH will answer this formally, making note of the existing car park proximity to the residential properties close by and the fact that it is next to a road etc.

-MH also mentioned that we need to state the opening hours of the hall, mainly in relation to the building plot. Initial thoughts were 9am to 11pm, but that there could be different regulations for example, there was a public address system. CI and SP both thought it was midnight, with music finishing at 11pm, but MH felt that we needed to get this right as once stated we are committed. Polling station longest opening hours 7am-10pm.

**CI to review**

- The two car parking spaces on the amenity side of the hall for delivery and suppliers also needed to be thought about and CH, MH said that we need to have Policies in place which define what can be done during what hours.

SP mentioned the land for access to the rear of the hall and 'right of way' to the hall from the Will's Estate. JW mentioned that a licence might be gained from the Will's Estate as he had recently bought one from them for the Cricket store.

Mention was made of the play area which had been raised by a villager at the Open day. CH asked if we could formalise this and JP suggested an advertisement for the Ousden News, asking for someone or a working party group, possibly with young children to take this forward as a sole focus group. JW mentioned the Parish Council and remarked that Lidgate's playground funding was raised by the Parish Council (£30,000). RH mentioned that Joanne Kirk felt confident about obtaining funds for the play area.

MH stated that a cut off time to provide additional information requested for the planning application was outstanding and he was chasing the planning dept.

i.e. foundation document, bank account situation and ring fencing the money, opening hours.

MH asked about the funding matrix as he felt mention had been made of match funding and this would be helpful

Louise Fairbrother of CAS to be approached to request a list of potential funding bodies to be approached **RH to approach**

Further to fund raising we will need to approach local businesses, villagers, fundraising events but we need to get some clarity of available funds. The Business Plan will help unlock the fund and is in construction.

The Village Hall Improvement Grant for example may support us with new free standing equipment for the current kitchen, new tables and chairs, signage all of which could ultimately be transferred to the new hall.

CH mentioned some conversations had taken place in the last meeting regarding fund raising and that a separate fundraising discussion was required. CH mentioned the Suffolk CAS Funding event in April that someone from the committee should ideally attend as we move into the critical phase of fundraising. Volunteers were requested from the small focus team to lead the fundraising phase. RH is currently leading the fundraising effort, CH will be a member of the fundraising team.

CH is leading the Business plan effort and we turned to the Business Plan framework next.

**Below is summary of what committee members will work on – that can be sent to CH before the next meeting if possible**

Next meeting scheduled 14<sup>th</sup> April 2020 7pm

DRAFT

## Contents

Section	Heading	Page
1.	Executive Summary	
2.	Key Objectives	
	a. Mission statement+/- or main aims. short medium long-term objectives. How it might be used — <u>ALL TO CH</u> . Why it is so important now & in the future for a rural community <b>(New Build Committee propose-vote)</b>	
3.	The Organisation & Premises	
	a. Background & History	
	- Location of village/Hall. Incl transport links. <b>(CI)</b>	
	- The foundation of the Trust. The hall's history <b>(CI)</b>	
	- Summary of history and activities/how funded/take up <b>(CI)</b>	
	b. Committee today with formation of New Build Committee- focus/skills/approach <b>(CI)</b>	
	c. Thinking behind proposed new facility -The reality of the current state of the village hall. Why it cannot be repaired <b>(MH)</b>	
	d. Diary of NB activity/consultations so far [village survey, public meetings, open day...] (?) <b>CI</b>	
	e. Next steps formal process of approaching funding bodies / benefactors <b>(CH/ RH)</b>	
	f. Summary of proposed Plans and costs – where we are (assume permission granted?) [incl. summary options considered see appendices <b>(MH)</b>	
	- Rebuild on the existing site & footprint (very difficult to raise this level of funds i.e. £400k)	
	- Relocate the hall to the rear of existing site & sell the existing site for a new dwelling to raise funds for New Build	
4.	Market Research	
	a. Potential for activities – Village Survey-summary of [ our consultation/evidence of need <b>(do we have one? Christine/Sarah?)</b> <b>CI</b>	
	b. Competitor analysis (?) <b>SP</b>	
	c. SWOT <b>(All- session at Next mtg- CH lead)</b>	
5.	Finance	
	a. Capital Costa and potential funding sources 9 refer to funding matrix)	
	b. Explanation of financial forecasts and how they have been arrived at emphasis on any existing income as a sound starting point <b>( JS to create the forward plan / Cash Flow/ sales predictions/P&amp;L/ management accounts. Sarah? To create /review summarize) Funding strategies (income/subsidies)</b>	
	c. Viability assessment including the what ifs positive and negative <b>(Jessamy/Sarah?)</b> <b>SC</b>	
6.	Governance & Management	
	a. Routine management and key responsibilities (?) — <b>CI</b>	
	b. Summary of policies and procedures (?) — <b>CI</b>	
	c. Management of building project (?) — <b>MH</b>	
	d. Arrangements for financial monitoring and reporting (?) — <b>JS</b>	

*JS noted that Richard Smith can assist with audited accounts*

- e. Brief details of Trustees incl skills and responsibilities **(all)**
7. Marketing & Promotion (incl. Bowles and cricket club stuff!)
    - a. Current marketing activity and approach **(CH) (JW/IH)**
    - b. Proposals to raise awareness of the project **(CH) (JW/IH)**
    - c. Marketing and Promo plan to maximise early success **(CH) (JW/IH)**
    - d. Ongoing marketing arrangements **(CH) (JW/IH)**
  8. Immediate next Steps
    - a. Outline activity and timeline (Funding plan) **(CH)**
    - b. Arrangements for periodic review and update of Business Plan **(CH)**

#### APPENDICES

- ~~Certificate of incorporation (CI/JP)~~ N/A
- Memorandum of articles and association **(CI/JP)**
- Constitution **(JP/CI)**
- Last Full years Annual Accounts **(JS)**
- Village survey(s) past and recent **(?)**
- Map of location **(MH)**
- Planning application/ surveys/consent **(MH)**
- Proposed Layout plans **(MH)**
- Current building survey/condition report **(MH)**
- Cash flow forecasts **(JS)**
- Indicative timeline to complete project **(CH)**
- Examples of marketing events (CCB/Ousden News/ leaflets/ facebook) **(CH)**
- Photographs/video- events/building/activities ALL

SP mentioned Sharon Fellowes had offered help if given a task by the committee

1. Executive Summary  
**(Celia Holt)**

**Next New build meeting agreed as 14<sup>th</sup> April at 7pm**

AR confirmed that Wills Trust contacts through Adkins are now Kerry Holbrook-Bull and Beth Robertson as Hannah has left and Sarah Payne is on Maternity leave

**AOB**

JW mentioned that in the next Parish Council meeting Mike Chester could be asked about the money not spent that he believed was now available from the caravan site (was to be £750,000 and £250,000 only spent leaving a £500,000 sum). MH also mentioned section 106 money that has not been spent yet. All potential fund for the village hall.