

<p><b>Village Hall Working Party Committee meeting – VHWC</b></p> <p><b>6<sup>th</sup> August 2020 – 7.00pm – Pavilion, 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>Alastair Rankin - AR</p> <p><b>Attendees from the management committee:</b></p> <p>Jessamy Saltmarsh – JS</p> <p>John Gale – JG</p> <p><b>New attendees</b></p> <p>Sophie Mason - SM</p> <p>Tom Mason - TM</p>		
<p>CH opened with a welcome to Sophie and Tom Mason and hoped that they would be interested in our project and that probably with Sophie’s experience and background that the new build committee with the build of the village hall and the fundraising effort is probably where Sophie’s expertise would be welcomed.</p> <p>Tom moved here at the beginning of the year and runs a software company dealing mainly with apps and web platforms for automotive companies.</p> <p>Sophie started in fundraising for the Outward Bound Trust and the Duke of Edinburgh Awards and then move to the Olympics as a fund raising rep and became Commercial Director for the British Olympic Association from Beijing 2008 all the winter games through to London 2012 and to Russia 2014. Sophie then set up a consultancy and did the fundraising for Ben Ainslie racing with the Americas Cup racing, then a stint as Commercial Director for Children in Need and now CEO of a charity called Made by Sport which is about a collective</p>	<p><b>To Action</b></p>	<p><b>Time Frame</b></p>

grassroots of all clubs in the UK championing their relevance and importance and raising funds for them.

CH – pointed out some confusions about the two committees and just confirmed there is the Management Committee chaired by CI – i.e maintaining the current hall and playing fields, policies etc.

Focus on the new build of the hall that has people with different skills and with people not involved as trustees on the committee, but that are focussed on getting the new village hall up and running chaired by CH

JP had a Zoom meeting with Bob McGeady – Ashtons Solicitors. He has just done another of these, which is reassuring. JP provided him with the information to get going on the section 106 agreement and has asked further questions regarding the overall picture with how it will work with the Parish Council as the Custodian Trustee who is the body with the legal entity. The PC will be the contacting body. CH asked for confirmation that we are a non-incorporated charity. JG asked if this will be followed up in writing as JG says this is contrary to the set-up that they had previously been advised. The PC will be the body that receives the funds and this would require a separate account to ring fence the money. MH confirmed that the planners had also asked for the money to be ring-fenced. CH suggested that the New Build committee attend the next PC meeting to present this, and JG will try to get this on the agenda. JG re-iterated that he would first like to see the detail of what the solicitor is suggesting. **JP to forward correspondence to JG.**

JP to JG

ASAP

CI has asked about ProHelp JP has heard nothing even after chasing. Quote for Bob McGeady for Section 106 is £2,500 plus VAT . **CH asked JS to add this to the budget.**

JS

ASAP

JP said that when it comes to conveyancing, then JP would shop around for quotes. JP confirmed the land is unregistered. JP has a copy of the conveyance to the PC. JP requested the committee approval to go ahead with Bob McGeady. MH/JP felt that he had the relevant experience. He understands the overall process.

MH noted that we should move forward on the section 106 quickly as we should have this in place before we resubmit to the planners.

JP queried if we should instruct him now? It was agreed that we have the money set aside for the New build Hall and so the decision was taken to **go ahead to instruct.**

JP

CH asked about the Bat Survey – two emergence studies. There were some common Pipistrelle that were visitors at the end of the hall. Draft report provided and they have asked for 1 bat box and bird box

and JP confirmed that MH was happy and understood the licence and we may need someone in attendance when the hall comes down, which may become a contractors cost.

MH confirmed that in relation to the bat survey and the breeding season that the hall should be demolished by 2022/23

CH confirmed that Adkin, looking after the Wills Estate interests, had suggested that all looks ok with the access to the rear of the new proposed hall from the road but they will need it to be signed off.

CH proposed that the business plan is pushed over to next month as she is missing quite a few items still. **Those that are running behind will need to examine the plan and work on missing items for the plan**

ALL

Next meet

SM has been pencilled in to the plan and SM commented that she is delighted to think about the strategy and approach, but pointed out that she will be limited with time filling in grant forms etc. but if there is help from all to do this then that would be good. CH confirmed that help would be given.

CH will pick up competitor analysis with Sylvia Pettitt

CH to SP

Aug 20

CH noted that JS was allocated a number of actions, and that they are time consuming and complex. We have brought in help from Sarah Christie which will need managing. CH suggested **Sub group meeting JP/MH/JS/CH running through the whole of the accounting information** and making sure it was simple and easy for fundraisers to access the information that they need. CH asked SM if she could help. SM said that she would be happy to join the meeting and noted that it is really important to understand exactly where the money is going and who is accountable for it. Depending on what kind of organisation you are and how the money is ring-fenced it depends on what type of grant funding will be available.

JP/MH/JS/CH/SM

Sept 20

CH requested photo for JG, AR and JS for the bios

JG/AR/JS top CH

Aug 20

CH asked about Asbestos Survey and MH confirmed that it does not need actioning until the hall is taken down and we have £200 in the budget

CH explained complication of demolishing the hall after land is sold and then we don't have a hall and then do we start the build of the shell without having the complete funds and that would leave us without a hall or the immediate funds to complete the build and then we would have to use other facilities in the village or a temporary hall etc, and asked for SMs thoughts on this. SM felt it depended on the strength of the pipeline funding and of course it is a very difficult time

to raise funding, but that is not to say there will not be funding available for new projects or projects like this. CH felt that there seemed to be money for getting communities back on track during/after Covid 19. Mental health and social wellness finishing pots of money may be available. SM remarked that there is always going to be a gap between where you are and what you need and you have to be prepared to take the leap or not and that depends on how risk averse you are and what is in your pipeline and also precedence on projects and how that works and what your options are during that interim period.

Review next meeting

Any ideas activities that we have happened previously that will support our cause and could be used in the business plans could we all please capture by sending to CH/RH it helps with the 'storytelling' of how we have supported the community. JS mentioned the flour ordering during the lockdown. CH asked if we can please send that between now and the next meeting.

ALL to CH/RH

Sept20

CH spoke about modernising and making bookings for the hall online and whilst Joann Kirk is happy to support our news on the Parish Council website for as long as we need, the feeling is that it might be good to have our own website. CH asked TM if he might be able to help and he said that he could! It was agreed that this forum would be best to progress the new webpage. TM asked about the domain name and CH confirmed 'ousdenvillagehall' domain name is a 'gmail' address format but would need to be formalised, via our Treasurer.

TM/JS

Sept20

New build Village Hall lottery in place of the Village Hall draw. JS mentioned this could make £2600 per annum if we have 100 people. Ousden News is late but there is an article going in. Victoria on the Management committee is the person holding the lottery licence and leaflets are going round the village in addition to the Ousden News.

CH requested other items for discussion.

JS commented that she will add the cost of a 'Portacabin' as a temporary village hall as a line item in the budget, as a possibility

JS

Aug 20

JP spoke of a task now that we don't need to have a power of sale we need to look at what our constitution is. As we have an ancient constitution that was in place from the original setup, and then another one that was brought in approximately 2 years ago but it needs to be checked with the charities commission that that was brought in, in the right way and whether a constitution can be brought in by an AGM or whether we need to get something from the charities commission but JP feels now that she can investigate that. JP commented that the question that now raises is 'are we completely happy with the one we have' does it suit is going forward?

JP will circulate the constitution documentation that we have to

confirm before JP goes to the charities commission. The original constitution does not allow for changes at the AGM (next April ) it is a far more rigid way of doing it from the original commissioners. CH suggested a **sub meeting to discuss the constitution before the next meeting CH/JP/CI.**

JP /CH/ CI

Sept20

JP noted that the official name is 'Fields' plural - Village Hall and Playing Fields.

JP then the next thing is making sure the Charities commission is on board and that they are not thinking that we are frustrating the object of the charity when we are selling the plot of land. We need to keep in contact with them. When we get planning permission and we need to get 3 valuations, we will not take an under sale or sell it someone we know etc., and it is all above board. CH asked if the solicitor will navigate us, but JP remarked that he is not a charities solicitor. We do need to get this sorted as it could potentially hold up a sale.

MH checked that we were all happy with the scheme to be resubmitted and the committee were in agreement.

JP requested a PDF copy of the plans from MH

MH To JP

Aug 20

CH has created a message for the Ousden News and a call to action for support from villagers. We will need to have news every month

HashTags: #BuildingOurCommunity , #BrickByBrick and #OusdenVillageHeart were voted the top three to support our social media campaigns.

TM asked about the Ousden Village hall Facebook Site and how many followers. CH to review admin access to the facebook page for TM. SM asked about the number of villagers and we estimate 250. A discussion around the local website community/village sites and tagging each others posts, TM said that he could help with this. CH mentioned Hargrave taking about their heritage and history as a line to funding.

CH

Sept20

CH invited AR to discuss about the cricket but AR thought it might be for the Management Committee, but in summary they have lost sponsorship and the ability to raise funds and also on top of this the mower has broken and needs repair and so we have an issue with the grass cutting and is there anyway the PC could pay for cutting. CH/ CI said that this will be picked up on Tuesdays meeting.

Next meeting 3<sup>rd</sup> September by phone at 7PM



DRAFT