

<p>Village Hall Working Party Committee meeting – VHWC</p> <p>5th May 2020 – 7pm – via “Zoom” meeting</p> <p>Attendees from the working party:</p> <p>Celia Holt – CH</p> <p>Richard Hurrell – RH</p> <p>Mike Hole - MH</p> <p>Julie Pryke – JP</p> <p>Christine Ingham – CI</p> <p>Attendees from the management committee:</p> <p>Jessamy Saltmarsh - JS</p> <p>John Gale – JG</p> <p>Apologies:</p> <p>Alastair Rankin – AR</p> <p>Other mentions :</p> <p>SC – Sarah Christie</p> <p>SP – Sylvia Pettitt</p>		
<p>CH suggested going through the actions from the previous minutes first.</p> <p>1st action was for obtaining legal costs on the aspects of ownership/ legal title. JP had sent an e-mail to all showing an application to Suffolk Pro Help for free or reduced cost assistance with this. With the time we now have (due to COVID-19) JP discussed with CI the possibility of exploring the possibility of Pro Help. JP’s concern is still the bank balance. JP just wanted to check the committee were happy with how JP had completed the ‘form’. CI suggested adding the cricketers, CH to examine it. MH also suggested adding the cricket in.</p> <p>JP requested from JS the latest accounts that she could attach to the document.</p> <p>JP asked MH if there was a digital version of the planning application, but thought she would have to add the planning application reference to the form and MH confirmed that as correct.</p> <p>JP wanted to just confirm the persons on the Management Committee and</p>	<p>To Action</p> <p>JS</p>	<p>Time Frame</p> <p>ASAP</p>

all confirmed 9 in total

JP mentioned policies and safeguarding policies, back in December CI was passing this to Claire on the Management Committee to deal with. JP requested Safeguarding and Equal Opportunity policies from CI

JP wanted to check how long we had before resubmission of the Village Hall building plans and MH confirmed 1 year from the 22nd January 2020

It was agreed by all to send the form. Thanks JP !

CH not seen Ian Harding, and has no contact for him. JG will send Ian Harding contact details to CH/RH

JG

ASAP

CH said she had an out of office from Sarah Payne at Adkin for the Wills Estate and the new contacts are Kerry Holbrook-Bull and Beth Robertson requesting access along the route behind the new proposed village hall, and a request is now sent. No response back.

CH asked MH re car parking, he will draft something for the planners but send it to all before going to the planners with the final version.

CH mentioned the play area. CI said that Joanne Kirk was very keen to help with fundraising for this with someone from the committee, and she has helped with other fundraising for villages.

CH has not been able to progress the Business Plan further, as she is waiting for a lot of things to go in. It is a team effort and CH is trying to break it down in to bite size chunks to bring it all together and CH has sent out a document to help with this, to be discussed.

CH asked JS if she had seen the emails from SC and she confirmed that she had. CH mentioned how helpful the information from SC was. CH had suggested to SC a list of headings that would be required for a professional Business Plan from a finance perspective, SC agreed with it and added a few headings herself and then went on to construct some really good .xls spreadsheets that can do calculations for us and pulled them together in the right way to show several different things such as sales predictions/ P&L/ cash flow/ forward plan/ management accounts etc. which will show how professional we are and show that we know what we are talking about

SWOT we will do together.

CH put names down against the areas suggested on the .xls spreadsheet MH ok, CI ok, JS ok, JP not sure about market research and CH would send some info over and talking about events activities that we are doing. SP was down for competitive analysis etc. CH suggested a date to achieve it by and really **September 2020** would be a good time to aim for – all agreed. We can send items through to CH and they can be added to the business Plan and then we can have a first draft review. CH suggested having one to one conversations if anyone wants to and to feed things through.

All

SEP 2020

<p>MH has sent info over about the history of the village hall itself to CH. CI also has some information that JP and CI have already collected.</p> <p>MH also suggested some information on the actual village of Ousden. A book has been written that CH has in her possession and CI and CH to work on that together.</p> <p>Fundraising RH has approached Rachael Luckin of the National Lottery, they are not doing anything until SEPT due to COVID-19. She gave guidance on sticking to the fundraising parameters and approached CAS and they sent a link to Grants Online. RH requested password for Grants Online from CH. RH also mentioned there was a more corporate section where you can pay for someone to assist you. CH said that she knows the person at CAS that can assist (outside of COVID-19) to give excellent direct guidance on funding.</p> <p>JG mentioned that there was £700/£750 available from our local councillor, Mike Chester. There will be rules about spending it and the money will need to be spent within the said guidelines which are to be explained. This will come from Mike Chester within the next few months. The traveller site fund of £250,000 that was not used has now gone and has gone to other causes.</p> <p>MH mentioned in relation to grants and fundraising to look out for Arts grants for shutters screening.</p> <p>CH suggested 3 / 4 heads round the table and some focus on where to look for fundraising. At the moment it is difficult and looks likely that this may have to go to the back end of the summer.</p> <p>CI mentioned the Management committee meeting – 19 May 2020 and the agenda will be sent</p> <p>Next New Build Committee Meeting – 2nd June – 7pm – Zoom!</p>	<p>CI & CH</p>	<p>SEP 2020</p>
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