



CANTLEY VILLAGE HALL BOARD OF TRUSTEES MEETING

2nd September 2024 at 7.00pm

Present:

Trustees:

• Stephen Heard	Chair	SH
• Jan Davis	Vice Chair	JD
• Anita Haggar	Treasurer	AH
• Helen Hutchings	Interim Minutes Secretary	HH
• Matt Goodrum	Business Development	MG
• Julie Hey	Bookings and Events Secretary	JH
• Joe Aldous	Trustee	JA
• Michael Hutchings	Trustee	MH
• Margaret Lowry	Trustee	ML
• Rosie Hull	Trustee	RH
• Joe Aldous	Trustee	JA
• Matt Goodrum	Business Development	MG

Ambassadors:

- Jarvis Lowry
- Don Brown
- Porsche Grey

1. Welcome

- 1.1 SH opened the meeting and welcomed all attendees including Porsche Grey who had expressed a wish to become involved. It was agreed that Porsche would initially join the Trustee Board as an Associate pending becoming a full Trustee by the end of 2025.

2. Apologies for absence

- 2.1 Apologies were received from the following:

- Barbara Tuck Minutes Secretary BT

3. Minutes of the last meeting

3.1 The Minutes of the last meeting (12th August) were agreed and signed off by SH Chair.

4. Matters Arising and Outstanding Actions

4.1 All outstanding actions are covered in these Minutes.

5. Financial Report

5.1 AH presented the accounts for August 2024 and all present were handed their own copy of the report.

5.1.1 SH had provided a full reconciliation of the invoices from SA Architect Services and reached agreement that we will not incur the costs of any tender preparation or submission until planning had been approved and our funds were secured for the construction phase.

5.1.2 JD agreed to approach the Parish Council (meeting 16th September) to request a contribution to (SAS) invoice 1897 of £5,604 to cover unplanned additional nocturnal services to check for potential bat activity.

ACTION: JD

5.1.3 AH briefed the Board on the purchase of a card machine to allow us to take card payments at our events. AH recommended the purchase of the Sum Up Air handheld machine at £49.50 plus VAT, with a one off of 1.69% and no monthly fee. The Board agreed to purchase this machine.

ACTION: AH

5.1.4 Income for July includes restricted funds of £3,000 from British Sugar Cantley for the Summer Fun Day and the annual rental fee of £1,500 from Arqiva for the Anglian Water meter mast.

6. Bookings and Events

6.1 Reports back from completed events are as follows:

6.1.1 **14th August Childrens Activities Fund Day 1100 to 1500.** This was deemed to be a success as was the other event on 31st July. A surplus of £90 was generated. It was agreed following discussion that we should include events of this type in our programme for 2025 and particularly targeting grandparents who have child minding responsibilities over the school holiday.

6.2 Planned future events are as follows:

- 6.2.1 **14th September Family Fun Day.** JH/MG confirmed that preparations are continuing with the help of members of the Cantley Together group of supporters. The seed fund of £3k from British Sugar was very welcomed.

Mary Doggett of ETT Photography was now unable to attend and alternative arrangements will be made for the photography of the dogs in the dog show.

ACTION: MG; JH

- 6.2.3 **27th September Quiz Night at 7.00pm.** Arrangements to be confirmed at the September meeting. JA to be Quiz Master.

ACTION: JA

- 6.2.4 **19th Oct Jumble Sale at 11.00pm.** Arrangements to be confirmed at the October meeting.

- 6.2.5 **22nd Nov Quiz Night at 7.00pm.** Arrangements to be confirmed at the October meeting. MG to be Quiz Master.

ACTION: MG

- 6.2.6 **15th December Christmas 5pm.** It was agreed that we would set up a sub-committee to organise this event and AH agreed to take the lead on this.

ACTION: AH

- 6.3 Our new website <https://www.cantleyvillagehall.com> has now gone live and PG volunteered her services to undertake a health check as she has experience in managing websites and linking them to all other social media sites.

ACTION: PG

7. The New Village Hall.

- 7.1. Fundraising update

ACTION: SH

- 7.1.1 **Greater Norwich Growth Board (GNGB) Investment Fund (£500k).** Applications approved by the directors will be taken to a public meeting of the Greater Norwich Growth Board for approval. We will know by the end of September if we have secured an in-principal decision based on the directors meeting.

7.1.2 **Paul Bassham Charitable Trust (£100k) decision 11th Sept** An application had been submitted to this funding organisation which specializes in Norfolk based projects. A decision is expected at the end of September.

7.1.3 **Belstead Gazonni Charitable Settlements.** SH confirmed that this funder had pledged £5k subject to us getting closer to our fund raising target. SH to send letter of thanks.

ACTION: SH

7.1.3 The next fundraising applications are as follows:

- The Fore
- Charles Hill Trust
- Leslie Mary Carter Charitable Trust
- The Geoffrey Watling Charity
- Garfield Weston Foundation

7.2 SA Architectural Services Update

The verbal report from SAS indicates that no adverse outcomes have been found from the pre planning surveys and reports other than a number of minor issues as reported at the last meeting.

However the Ecology Consultant has confirmed that there is presence of bats in the two oak trees at the front of the site towards the road, and the lime tree on the side. As the season is closing down to carry out bat surveys an additional survey is required at a unplanned cost of £2335 + VAT.

It is anticipated that the final construction drawings will be available at the October meeting for sign off prior to the submission of our planning application.

8. Change to Charitable Incorporated Organisation (CIO)

8.1 We will now need to work through the transfer of assets from the old charity to the new one which will enable us to eventually close the old charity down. In order to achieve this the following actions are required:

8.2.1 Compilation of our Asset Register which MG had agreed to complete.

ACTION: MG

8.2.2 SH confirmed that he had sent a letter to the Trustees of Cantley Stay and Play regarding their items currently stored in the hall to ascertain their ownership and future use with a deadline of the end of September.

ACTION: SH

9. Any Other Business

- 9.1 All Seasons Maker's Fayre, a local commercial organisation confirmed that they would be interested in using our new hall for future events based on an acceptable viable arrangement.
- 9.2 SH has had a conversation with Social Movements and invited them to the October meeting to present their offering.

10. Next Meeting

- 10.1 The next meeting is scheduled for Monday 7th October 2024 at 7pm

Meeting closed at 9.14pm

To be checked and authorised at Board meeting 7th October 2024

Stephen Heard
Chair