



## CANTLEY VILLAGE HALL BOARD OF TRUSTEES MEETING

12<sup>th</sup> August 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

### 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:

• Joe Aldous	Trustee	JA
• Barbara Tuck	Minutes Secretary	BT
• Matt Goodrum	Business Development	MG

### 3. Minutes of the last meeting

3.1 The Minutes of the last meeting (1<sup>st</sup> July) 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 July 2024 and all present were handed their own copy of the report.

5.1.2 The Board concurred with the decision by the new hall project sub-committee to pay the SA Architect Services (SAS) invoice 1897 of £5,604 to cover unplanned additional nocturnal services to check for potential bat activity. The sub-committee had approved this virtually on July 18<sup>th</sup> due to the need to undertake this work during the “bat” season.

5.1.2 We have been invoiced (Invoice 001889) from (SAS) for the balance of phase 2 of our project (Preparation and Planning element) totaling £21,810.00. We are unable to settle this invoice as we do not have the liquid funds to do so.

5.1.3 SH explained that this has been a misunderstanding and that he would discuss a payment plan with SAS that would not comprise our cash flow whilst allowing us to pay for all the elements of Phase 2 that are required for the submission of our planning application. *(Secretary Note: Subsequent Credit Notes and new invoices issued to manage a positive cash flow as per email to Trustees on 16<sup>th</sup> August).*

5.1.4 This would result in a shortfall by the end of 2024 of £4,816 due to the additional invoice (see 5.1.2 above). JD asked how we were going to manage the shortfall. SH explained that we would hopefully receive additional funds over the next few months that would ease the cash flow and cover the shortfall. However, SH suggested that it would be prudent to approach the Parish Council (PC) at their next meeting (19<sup>th</sup> Sept) to explore any options for additional funding or a short-term interest free loan of £5,000. JD agreed to discuss this with them in his role as the PC representative on this Trustee Board.

**Action: JD**

5.1.5 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 **31<sup>st</sup> July Children's Activities Fun Day 11am until 3pm.** This was well attended with an opportunity to interact with local residents. The day was particularly welcomed by grandparents on childcare duties over the summer holidays. We achieved a surplus of £50 from the sale of refreshments. The next family fun activities day is 14<sup>th</sup> August; more volunteers can help on this occasion.

6.1.2 **14<sup>th</sup> July Garage and Tabletop Sale 10am-2pm.** This was deemed to be a successful event generating a surplus of £150.00 from the sale of refreshments at the hall, programmes and village sellers. Our view that this should be repeated next year with a few minor changes due to lessons learnt.

6.2 Planned future events are as follows:

6.2.1 **14<sup>th</sup> August Childrens Activities Fund Day 1100 to 1500.** Repeat of the event on July 31<sup>st</sup> (see 6.1.1).

6.2.2 **14<sup>th</sup> September Family Fun Day.** Preparations are continuing with the help of three members of the Cantley Together group of supporters along with JH and MG. Set up will start on Friday evening and on the day the field will be accessible from 08.00am. The event will be advertised via flyers delivered through letter boxes in Cantley and neighbouring villages, social media channels, road signs and local media channels (Amber radio).

The programme includes the following with many trade and charity stalls:

- Vocalist
- Magician
- Dance
- Marial Arts
- Brass Band
- Puppets
- Folk music
- Fun Dog Show

We agreed to abandon the idea of a Cocks of Cantley christmas 2025 fund raiser calendar and produce a Cantley Canine version. Mary Doggett of ETT Photography is offering her services for free and SH to put her in contact with JH.

**ACTION: SH**

## Cantley Village Hall – Board of Trustees meeting 12<sup>th</sup> August 2024

SH confirmed that the Maude Wherry Trust will also be attending demonstrating the cultural link between sugar beet processing and the Cantley Staithe on the River Yare.

All Trustees are available to help prepare for this forthcoming event. JH will approach more local firms and businesses.

**ACTION: MG; JH**

6.2.3 **27<sup>th</sup> 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 September meeting.

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

**ACTION: MG**

6.2.6 **15<sup>th</sup> 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 following discussion on ensuring we make best use of this new facility. Porsche Grey volunteered her services 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

7.1.1 **Greater Norwich Growth Board (GNGB) Investment Fund (£500k).** Broadland District Council had approved our Expression of Interest and sponsored our submission to the Greater Norwich Growth Board (GNGB) Investment Fund for £500k as one of their community projects. Our application will now go through an appraisal process, before being taken to the BDC directors for consideration. 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 **Belstead Gazonni Charitable Settlements (£100k).** An application had been submitted to this funding organisation which specializes in Norfolk based projects. A decision is expected at the end of July. *(Secretary's Note: The funders confirmed on August 13<sup>th</sup> that they had pledged £5k to be paid when we are closer to our fundraising target. Whilst this only a pledge and for a smaller amount it demonstrates that funders are willing to support this type of project. It is anticipated that once planning permission has been agreed then the chances of funders support increases as the project becomes more viable).*

7.1.3 The next fundraising applications are as follows:

- The Fore with a deadline of 30th Aug 24 (Midnight)
- Charles Hill Trust with a deadline of 20th Sep 24
- 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 the following minor issues:

- They are in conversation with the tree surveyor about the trees at the front, these are to stay but may require some tree work to raise the clearance for parking beneath and a “no dig” surface to be built beneath them in order to avoid root damage.
- The Ecologist as yet has not had any reports of significant findings following the additional nocturnal survey.
- Advice has been taken from a drainage specialist about upgrading the system to a larger size to suit the new capacity it is likely that some testing of the soil may be needed which was not in the original plan, but this will be a minimal cost. It looks like a 75-person sewerage treatment plant is likely to be specified. The site needs to be identified for that, and also for the associated drainage field. Checks have been undertaken to confirm that the site is not in any special groundwater protection zone which should make a solution easy enough to come by.
- SAS are preparing the requisite statement and finalizing the drawings for the application documents over the week commencing 12<sup>th</sup> August and anticipating lodging the planning application week commencing 19<sup>th</sup> August subject to receipt of third-party information.

The situation with invoicing has been clarified to the satisfaction of both parties (see 5.1.2).

## **8. Change to Charitable Incorporated Organisation (CIO)**

8.1 JD confirmed that the signed declaration that has been submitted and accepted. Our new charity registration number is 1209574 and we are now incorporated. The requirements for being incorporated will be communicated over the next few weeks however the immediate requirement is to confirm that they have all read and confirmed their acceptance of our Safeguarding Policy which JD has circulated.

8.2 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 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 to draft a letter to owners of items currently stored in the hall to ascertain their ownership and future use.

**ACTION: SH**

## **9. Any Other Business**

9.1 All Seasons Maker's Fayre, a local commercial organisation will be visiting the hall on 14<sup>th</sup> August to see if the hall (old and new) would be a viable site for their fairs.

9.2 SH has had a conversation with Social Movements, a Broadlands based charity providing provision for children/young people e.g. cooking lessons and nutrition advice to see if they could use the hall.

## **10. Next Meeting**

10.1 The next meeting is scheduled for Monday 2<sup>nd</sup> September 2024. 7pm

**Meeting closed at 8.57pm**

To be checked and authorised at Board meeting 2<sup>nd</sup> September 2024

**Stephen Heard**  
**Chair**