



CANTLEY VILLAGE HALL BOARD OF TRUSTEES MEETING

7th October 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.

2. Apologies for absence

- 2.1 Apologies were received from the following:

- Barbara Tuck Minutes Secretary
- Don Brown Ambassador

3. Guest Speaker

3.1 Chantelle Tyrrell the founder of a local charity called Social Moments Enterprise attended with a colleague (Nicole) to present a proposition for Social Moments. They currently provide a multi-faceted service providing equal access to opportunities for children primarily for one day per week at Rackheath Pavilion based on the following timetable https://www.facebook.com/people/Social-Moments-Enterprise/61562440221180/?_rd=1

Tuesday 22nd October

TIMETABLE

09.45am	Early Explorers Stay and Play	11.15am
12.00pm	Community Café	2.00pm
11.00am	Community Pantry	2.00pm
4.00pm	Cooking Workshop	5.00pm

FOLLOW US Social.moments.enterprise

3.2 The community café, pantry and cooking workshop utilises foods etc donated by local and national retailers that have passed their “best by” date. They are also in the process of funding a mobile mini market bus to travel to outlier communities that do not have a local village shop to offer these products at a subsidised price to consumers.

3.3 Social Movements are keen to start a second site based at Cantley Village Hall which Trustees welcomed. An implementation plan will now be worked up in partnership with both organisations to initially deliver the Explorers Stay and Play session combined with the community café. Initially, this would operate from 10 am to 12 pm, offering activities for both children and adults together with access to the mini market. As it gains momentum and support than they will look at expanding the offerings and develop it as and when it's needed. They agreed to develop an implementation plan for our consideration.

4. Minutes of the last meeting

3.1 The Minutes of the last meeting (2nd September) were agreed and signed off by SH Chair.

5. Matters Arising and Outstanding Actions

4.1 All outstanding actions are covered in these Minutes.

6. Financial Report

5.1 AH presented the accounts for October 2024 and all attendees were handed their own copy of the report. The balances were as follows:

- COIF investment account £60.00
- Barclays £14,296.00

5.1.1 SH attended 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. Further details to be discussed at the November meeting following their refusal to help.

6. Bookings and Events

6.1 Reports back from completed events are as follows:

6.1.1 **14th September Family Fun Day.** The day was seen as an unqualified success and many of the attendees stated that it was the best ever Summer Fun Day event. We were able to raise a surplus of £2,130.89 and many of the other charities raised funds for their own cause. The card reader was used for the first time which was deemed a success and should be available at all future events.

The letter of appreciation from SH was well received at the Cantley Sugar Factory and was circulated to the Executive team with promises secured for similar funding next year with Saturday 13th September 2025 being the preferred date.

Cantley Primary School CSA will participate next year by organizing the main raffle; JH Needs this to be actioned after Christmas.

6.1.2 **27th September Quiz Night.** This was another success with a record 8 tables booked raising a surplus of £210 with comments that we should hold these nights every month not every other month. The suggestion was made that perhaps we should alternate with Bingo nights rather than 12 quiz nights. The £30.00 cash prize to the winners was kindly returned for our village hall funds and the decision was made that we should continue to offer a cash prize to the winning table as it was logistically easier.

6.1.3 **19th Oct Jumble Sale.** Yet another record was set with a surplus of £359.45. Thoughts were that we should charge an entrance fee as many attended were looking to pay one and that the large bags were a mistake or charged too cheaply. It was agreed that we should organise three Jumble Sales each year starting in 2025.

6.2 Planned future events are as follows:

6.2.1 **22nd Nov Quiz Night at 7.00pm.** Arrangements to be confirmed at the November meeting.

ACTION: JA

6.2.2 **15th December Christmas.** Rev Martin Greenland confirmed that the carol service would start at 2.30pm and we would provide festive refreshments in the hall from 3.30 as we did last year.

ACTION RH & ML

- 6.2.3 It was agreed that we would need to be planning any Christmas Fete in 2025 early to avoid clashes with more established festive events. AH to investigate and propose the best type and timing of any Christmas event in 2025.

ACTION: AH

6.3 Planning for future events.

- 6.3.1 Next year sees the 80th anniversary of Victory in Europe (VE) on 8th May and Victory in Japan (VJ) on 15th August. SH to discuss with the Acle British Legion regarding plans to mark these anniversaries following the success of our D-day celebrations earlier this year.

ACTION: SH

- 6.3.2 Organising guided nature walks to Strumpshaw, Buckenham Woods and Hasingham were proposed by MG with the first one penciled in for 11th May 2025 with refreshments available at the hall afterwards.

ACTION: MG

- 6.3.3 SH to explore options to leverage the social prescribing aspects of such walks to assist in raising our profile in the NHS and assisting in fund raising.
https://socialprescribingacademy.org.uk/resources/green-social-prescribing-improves-your-mental-health/#msdynmkt_trackingcontext=d06bd4ca-29e0-4365-9e1a-b1ce65d8210a.

ACTION: SH

- 6.3.4 There is a desire to organise an Easter Bunny Event 2025 which will require adverting to start in February 2025 in order to attract attendees.

ACTION: JH

7. The New Village Hall.

7.1. Fundraising update

- 7.1.1 **Greater Norwich Growth Board (GNGB) Investment Fund (£500k).** Our application was not successful although we will be able to apply again in FY25/26. SH is awaiting feedback on our submission in order to improve our chances next year.

- 7.1.2 **Paul Bassham Charitable Trust (£100k) decision 11th Sept.** The Trust awarded us a grant of £2,000 which has been received and banked.

- 7.1.3 **Snelling Charitable Trust (£10k) decision pending.** SH confirmed that this application had been submitted and is awaiting a decision.

- 7.1.4 **Parish Council Funding.** SH attended the PC meeting on the 16th September to discuss the process for raising funds via the annual parish precept. SH will

attend the November meeting to submit a formal application for FY 25/26. See 5.1.1. above.

ACTION: SH

7.1.5 The winners of the dog photo competition would be included in a fund raising 2025 calendar entitled Cantley Canines for sale online and in local establishments. PG agreed to organise printing and online sales.

ACTION: PG

7.1.6 It was felt that we would wait before submitting any external funding application until the planning application had been submitted. The next fundraising applications are as follows and all require planning as a prerequisite to their applications :

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

7.1.7 Our local fund raising has been very successful to date and in the last three months has generated a surplus of £2,700 which is more than was generated in the whole of FY 23/24. The year-to-date total in the first half of the year is. £3,050 as shown below:

FY 2024/25 Managed Events						
Date	Event	Finances			Target	%
		Costs	Income	Surplus		
April	Bunny Drive	£17.50	£36.90	£19.40	£250.00	7.8%
May	Quiz Night	£81.98	£241.00	£159.02	£250.00	63.6%
June	DDay	£95.02	£128.30	£33.28	£50.00	66.5%
June	Bingo	£103.47	£321.48	£218.01	£250.00	87.2%
July	Garage Sale	£20.07	£171.00	£150.93	£250.00	60.4%
July	Quiz Night	£0.00	£149.00	£149.00	£250.00	59.6%
July	Family Fun	£37.66	£65.15	£27.49	£50.00	54.9%
Aug	Family Fun	£0.00	£90.60	£90.60	£50.00	181.2%
Sept	Summer Fete	£2,686.27	£4,817.16	£2,130.89	£800.00	266.4%
Sept	Quiz Night	£0.00	£210.00	£210.00	£250.00	84.0%
Oct	Jumble Sale		£359.45	£359.45	£250.00	143.8%
		£3,041.97	£6,590.04	£3,548.07	£3,050.00	118.3%

Note: Standard fundraising target £250. Community Events target £50. Summer Fete target larger due to size of event and £3k seed fund from British Sugar.

This is important as it will demonstrate to potential funders that we are capable of generating our own funds and that the current village hall proposition is sustainable.

7.1.8 Future Newsletters to be distributed electronically as well as hand delivered. SH to draft the next edition once planning had been submitted.

7.1.9 We have featured in 'The Village Book' publication https://issuu.com/villagebook/docs/lr_oct_nov_2024_vb Page 31 and the 'Outlook' parish magazine. Decision needs to be made on ongoing paid for advertising of events.

ACTION: SH

7.2 New Village Hall Build.

7.2.1 The proposed plans for submission to planning were discussed. It was agreed that the plan should be adapted to include a separate serving hatch from the kitchen into the foyer to allow for separate functions to access the kitchen services simultaneously if required.

7.2.2 It was also felt that a sewage treatment plant would be preferable to the proposed septic tank. SH to feed these points back to SA Architectural Services.

ACTION: SH

8. Change to Charitable Incorporated Organisation (CIO)

8.1 JD agreed to develop an action plan for the transfer from the old charity to the new one and present this at the November meeting including the confirmation to the parish council that their duty as custodian trustee is no longer required.

ACTION: JD

8.2 Compilation of our Asset Register which MG had agreed to complete. SH confirmed that the Stay and Play equipment had now been removed.

ACTION: MG

9. Any Other Business

9.1 SH to formally write to Tidy Spaces Cleaning to change the cleaning schedule to a fixed day rather than different days during the week.

ACTION: SH

9.2 It was agreed that Porsche Grey would become a formal Trustee following her time as an ambassador and her excellent work on our social media activity. JH to advise the Charities Commission as necessary.

ACTION: JH

10. Next Meeting

10.1 The next meeting is scheduled for Monday 4th November 2024 at 7pm

Meeting closed at 9.47pm

To be checked and authorised at Board meeting 4th November 2024

Stephen Heard
Chair