



CANTLEY VILLAGE HALL BOARD OF TRUSTEES MEETING

1st July 2024 at 7.00pm

Present:

Trustees:

• Stephen Heard	Chair	SH
• Anita Haggart	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

1. Welcome

- 1.1 SH opened the meeting and welcomed all attendees.

2. Apologies for absence

- 2.1 Apologies were received from the following:

- | | | |
|----------------|-------------------|----|
| • Jan Davis | Vice Chair | JD |
| • Barbara Tuck | Minutes Secretary | BT |

3. Minutes of the last meeting

- 3.1 The Minutes of the last meeting (10th June) 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 as the new Treasurer for June 2024 as per the handout which introduced a revised format of the monthly profit & loss report for FY 24/25. The following points were raised:

5.1.1 The grass cutting cost for FY23/24 of £1,045 had now been paid in full.

5.1.2 SH confirmed the completion of the initial quarterly report for the Pride in Place funding which would trigger the financial drawdown of the 50% payment of the £30,942.70 to SA Architectural Services. The next report is due by 31st August.

ACTION: SH

5.1.3 SH confirmed that the cleaning contract had now been handed to Tidy Space Cleaning based in Cantley and the outgoing cleaner had passed the key over.

6. Bookings and Events

6.1 Bookings remained as reported in the previous minutes with a welcome addition to the fitness group SOSA fitness who have committed to an extra hour on a Thursday morning.

6.2 The hall would be unavailable for general hire due to it being used as the local Polling Station for the General Election on the 4th July.

6.3 There are two private parties booked for the morning and afternoon of the 7th July.

6.4 The Flower Show is booked for 7th September which means the hall is not available that day for any other bookings. SH has agreed to present the prizes at this event.

ACTION: SH

6.5 Reports back from the following events are as follows:

6.5.1 **21st June Family night.** This was our first venture into holding a bingo evening rather than during the day as was the case previously. The event was enlivened by the enthusiasm of Sarah and Toby Drury (a local resident and member of the Cantley Together group) and we achieved the objective of having a fun family

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community event rather than generating cash. Notwithstanding this we did bank £266.48 and declared a surplus of £240.01 once expenses had been covered.

- 6.5.2 The Royal British Legion collection box at the Cantley D-day event raised the magnificent sum of £56.44. The RBL members who attended all seemed to enjoy themselves. We hope that the children enjoyed learning about WWII and the importance of Remembrance.

6.6 Planned future events are as follows:

- 6.6.1 **14th July Garage and Tabletop Sale 10am-2pm.** Advertising has commenced on social media and notice boards and there had been late confirmations of table bookings which now total 14 and makes it worthwhile to continue with the event.

ACTION: MG; RH & MJ

- 6.6.2 **19th July Quiz Night 7pm.** Although bookings were lower than normal with only 5 booked so far it was felt that we should proceed as we did confirm that our events calendar should show regular events. SH agreed to draft the next Newsletter to increase advertising for all of our planned events over the summer.

ACTION: SH

- 6.6.3 **31st July and 14th August Children's Activities 11am until 3pm.** It was agreed that we would re-introduce this summer holiday events to include games and refreshments which was a regular event pre Covid.

ACTION: JH; MT & RH

- 6.6.4 **14th September Family Fun Day.** After discussion it was agreed that we would not hold the annual traditional Fun Day (Summer Fete) on the same weekend as the Flower Show but the weekend after. A small sub-committee would be organized by MG, AH and JH to organise the event with assistance from a co-opted member of the public who has had previous experience of managing this event. British Sugar Cantley have confirmed the use of their grounds and agreed a donation of £3,000 (not £1,000 as previously reported) as seed money to kick start the event.

ACTION: MG; AH; JH

- 6.6.5 **20th September Quiz Night at 7.00pm.** Arrangements to be confirmed at the August meeting.

ACTION: MG & JA

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- 6.6.6 **19th Oct Jumble Sale at 11.00pm.** Arrangements to be confirmed at the August meeting.
- 6.6.7 **22nd Nov Quiz Night at 7.00pm.** Arrangements to be confirmed at the August meeting.
- 6.6.8 **14th December Christmas 5pm.** It was agreed that we would also re-introduce the much-loved Christmas Fair which had historically always been held on the first Saturday in December. Planning should commence to avoid neighbouring fairs.

ACTION: All

6.7 Potential future events were discussed as follows:

- 6.7.1 **Veterans Breakfast Club.** This remains Work in Progress (WIP).
- 6.7.2 **Police and Crime Commissioner Community Event.** This is now unlikely due to the post-election future of the Police and Crime Commissioner office.

6.4 Our new website <https://www.cantleyvillagehall.com> has now gone live and SH to discuss maintenance and upkeep with JH (bookings and events) and AH (financial reporting). MG also volunteered to become involved in the content management of the website. SH to arrange a subcommittee to show how to access the site etc.

ACTION: SH

7. The New Village Hall.

Our Vision:



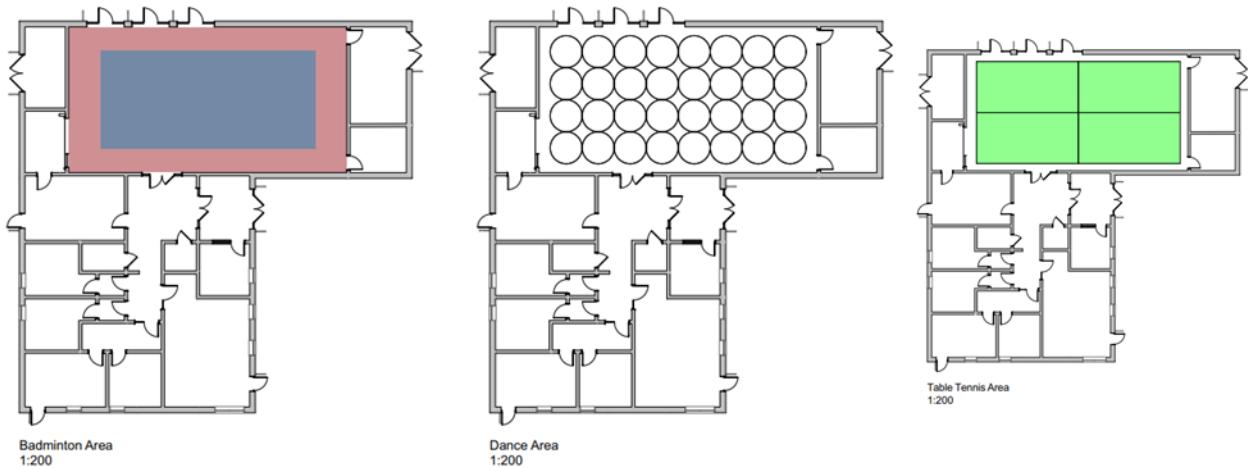
**FROM
THIS
TO
THIS**



7.1. The planned meeting with the sub-committee and SA Architectural Services was held on 18th June. This has resulted in a number of revisions to the original concept plan included in the Feasibility Study. The outcome was an agreed floor plan (Plan D) that

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would now ensure the main hall is large enough to accommodate a badminton court or 4 table tennis tables as well as confirming 26 dance positions could be accommodated.



7.2 BDC completed a site visit on June 25th where they confirmed receipt of the aforementioned quarterly report and financial drawdown which would be approved. It was also suggested that as the objectives of our Charity included a “reach” of 6 miles radius then we would be eligible to apply to the Greater Norwich Development Partnership (GNDP) Investment Fund as our new hall could be accessed by residents of significant growth sites, known as Key Service Areas (KSA), where 200-600 new dwellings are planned for market towns and larger villages outside of the Strategic Growth Area (SGA) with the following within the 6 mile catchment area of our charity’s original purpose:

- Acle
- Blofield/Brundall
- Loddon/Chedgrave (as the crow flies and via the Reedham Ferry)

In addition, there are the following Village Clusters in the same geographical footprint:

- Blofield Heath and Hemblington
- (Brundall) Postwick with Witton
- Cantley
- Lingwood & Burlingham, Strumpshaw and Beighton
- Reedham

SH to discuss with the relevant officers including drafting support from External Funding Policy and Project Officer, Growth and Investment team at Norfolk County Council and report back at the next meeting.

ACTION: SH

7.3 The Tree Survey (12th June) and Topographical Survey (21st June) have been completed with a verbal progress report to be given at the next meeting.

ACTION: SH

7.4 Funding application to be submitted to Belstead Gazonni Charitable Settlements trust fund which makes charitable distributions to registered charities for work in Suffolk and Norfolk and mainly considers capital projects rather than ongoing running expenses. Application for £100k capital funding. Decision by end of July 24.

ACTION: SH

7.5 Further funding applications to be sent to the following funders totaling £1.3m in anticipation of the budget increasing due to the bigger hall footprint:

- Department for Environment, Food and Rural Affairs (DEFRA) 2024 Platinum Jubilee Village Halls Fund (Main Grants)
- Sport England Moving Fund
- The Fore
- Charles Hill Trust
- The Geoffrey Watling Charity
- Garfield Weston Foundation
- Paul Bassham Charitable Trust
- Bernard Sunley Foundation
- American Express - Community Giving Programme

ACTION: SH

7.6 We have re-opened discussions with the National Lottery following a site visit in 2022 to discuss options. Other larger funders e.g., Esmée Fairbairn Foundation will be approached when their minimum requirements are met ie more than £100k turnover in one year.

7.7 We are also advised following the 2024 general election, that the Community Ownership Fund (COF) Prospectus has been updated by the new Ministry for Housing, Communities and Local Government (MHCLG) in June 24 to say the following:

“The government is giving full consideration to existing commitments on COF and will confirm in due course.”

7.8 This seems to indicate that whilst we have discounted this funding source for the time being it looks as though there will be some sort of replacement to the COF.

8. Change to Charitable Incorporated Organisation (CIO)

8.1 JD confirmed that the submission had been made and receipt confirmed by the Charity Commissioners office. Progress to be reported at the next meeting.

ACTION: JD

9. Any Other Business

9.1 The soft play equipment in loft needs moving.

ACTION: JH

10. Next Meeting

10.1 The next meeting is scheduled for 12th August @ 7pm.

Meeting closed at 8.50pm

Checked and Authorised at Board meeting 12th August 2024

Stephen Heard
Chair