

Minutes of the meeting of Church Fenton Community Hub Management
Committee held on 22nd July 2025 at the Bowling Club.

1. Present: Paul Brooksby, Chair, Sarah Chester, David Herbert, Rebecca Hunt, Treasurer, Mandy Thirkill and Nigel Thirkill
Gwyneth Stephenson, Secretary.

2. Apologies - none

3. Minutes of the meeting held on 3rd June 2025 were approved Paul Brooksby and David Herbert.

4. Matters arising not included on the agenda; Insurance quotation. Nigel Thirkill had received a quotation from Monopoly Insurance Services for a public liability policy to cover all events run by the Hub. The cover would be £560 per year subject to final quotation. It was proposed by Paul Brooksby and seconded by Rebecca Hunt. It was agreed to go ahead with a maximum cost of £650 without further discussion at a meeting. Action NT

5. Reports from committees.

a) Finance: Rebecca gave the current balances in both bank accounts. Ursa pubs had paid the June invoice. Hub invoices for Community Nest hall hire and PC rent had been paid.

The Parish Council insurance invoice had been received but a further breakdown of charges to be requested. The Parish Council invoice issue date does not fall in line with the VAT requirement. Action RH

Year-end account advice is to be requested from Cadwallader. Action MT

The 2025/6 budget proposal is £18000 projects, £7500 grants, £4500 CFCH funded projects and £500 for Community Nest expenses to be confirmed after year end.

b) Communications: A decision on the choice of web host is still pending. The requirement will be for 15-20 email addresses. The preferred domain name to be churchfentoncommunityhub.org. Information to be transferred to new site at a cost of no more than £250 and members agreed to supply passwords to integrate to new emails. Action PB and NT.

For the next edition of the newsletter, it was suggested that items could include Fenton Fest, Community Nest and notes from groups that had received grants during the year.

c) Governance: There was a discussion regarding the proposed representative from the Parish Council. A letter to be sent to the Parish Council expressing the committee's displeasure.

Rebecca Hunt to circulate an updated Code of Conduct for approval which all members would be required to sign at the beginning of each financial year. Action RH

d) Projects: A grant application for £1000 had been received from the Church Fenton Scout Group towards the purchase of new tents. This was approved Paul Brooksby and Mandy Thirkill.

Due to time constraints the rest of the items on the agenda were deferred.

The date of the next meeting to be advised.