

<p>Village Hall Working Party Committee meeting – VHWC</p> <p>17th August 2020 – 7.00pm – Zoom, Ousden</p> <p>Attendees from the working party:</p> <p>Christine Ingham – CI</p> <p>Celia Holt (Chair)– CH</p> <p>Richard Hurrell – RH</p> <p>Mike Hole - MH</p> <p>Julie Pryke – JP</p> <p>Sophie Mason - SM</p> <p>Tom Mason - TM</p> <p>Attendees from the management committee:</p> <p>Jessamy Saltmarsh – JS</p> <p>John Gale – JG</p>		
<p>Celia opened to confirm the format of the meeting:</p> <ol style="list-style-type: none"> 1. Legal agreement around selling the land - JP 2. Fundraising – SM <p style="padding-left: 40px;">1. Legal Agreement</p> <p>CH requested an update from JP regarding the Section 106</p> <p>JP stated that we have 1st draft of the section 106 agreement from Bob McGeady at Ashtons although a further meeting is required between JP/MH/ CH as there is further work to be done on it.</p> <p>JP asked how discussions at the Parish Council had gone , JG confirmed that it had not been discussed with the Parish Council but that he has discussed it with Joanne Kirk and they feel it is critical that it is now discussed with the Charities Commission. JP confirmed that is not an issue. JP asked if there was any concern with the Parish Council regarding the sign off of a Section 106 agreement. JG confirmed that they would do what they had to do and that the only concern is that they did things correctly. JG said that there has been some confusion and a meeting needs to be set up between the Village Hall committee working Party and JG / Joanne Kirk. JP suggested the processes do not need to go in sequence but can work in tandem with each other and</p>	<p>To Action</p>	<p>Time Frame</p>

therefore proposes a proper working draft of the section 106 agreement, have a meeting with Parish Council to go through the agreement and discuss any other concerns, at the same time make a first contact with the Charities Commission to clarify whether an order would be required. JG supported the need for contact to be made with the Charities Commission. JP stated that it is a chicken and egg situation

i.e. valuation required by the Charities Commission but we would not conduct this until we have received the planning permission, as the granting of the permission will increase the land's value. JP said that the way forward would seem to be to finalise and enter into a S106 agreement alongside resubmitting the planning application. Once planning permission is obtained, an up to date valuation of the land would then be sought from a qualified surveyor. The Charities Commission will then also need to be satisfied that the land has been properly marketed and that any eventual purchaser is not a connected person to the charity. Basically all this information would then be presented to the Charities Commission to advance the case that the sale of the plot of land is in the best interests of the future of the charity. JP said that she was happy to approach the Charities Commission at this stage to seek written clarification from them as to the process

JG agreed the process. JP/JG/CH/MH agreed meeting on 1st October at 7pm with Joanne Kirk/Parish Council. JG will send invite to Joanne Kirk as normal.

JP/JG/CH/MH 1 OCT 7pm

MH noted that Bob McGeady has requested West Suffolk's planning legal team be contacted/kept in the loop and that it would be prudent to get some input from them before the 1st Oct meeting. JG suggested to cc Mike Chester too.

MH

CI mentioned a recent discussion with John Eaton regarding the lack of response from Prohelp via JP. JP did have an update to this, that she had a response from Birketts Solicitors in Ipswich offering help. However JP noted that the offer was to 'look' at a draft of a 106 agreement and we actually first needed someone to draft the 106 Agreement, not look at one that is drafted. JP said that she had gone back to them to say that we would be interested in having some help when it comes to the time of selling the plot and registering the title.

JP to MH

Bat Survey is all done JP will send to MH

CI confirmed that as a consequence of her discussion with John Eaton that he has offered help with 1 to 1 surgeries. CH asked if this was specifically for legal advice however CI confirmed it was for fundraising. CH confirmed that she had already used the fundraising service and she was directed to their platform to search for funding and that they could not offer anything over and above this. CH mentioned that she had been alerted to new funds from the grocery retailers notably CO-OP and Tesco, but they are very small funds.

CH handed over to SM regarding fundraising

2. Fundraising

SM commissioned some of her fundraising team to help out and they have put everything in to one document, her research so far is divided in to five parts.

- i. Understand how we have framed it , what our intention is what we have done so far, where we intend to get to and a bit about the legal infrastructure that we need to get right
- ii. Adding further detail to the funding channels that CH had compiled and researching which of those funding channels were open or closed
- iii. Research on how other village halls have raised capital funding and so we have a better idea if someone has done something completely crazy, where did the funds come from, what is the ratio, what do they do if they are only part rebuilt and they haven't got the rest of the funding
- iv. Then to put in to one place' what information we need for a successful bid'.
- v. SM has a full list of grant makers in the country and they have gone through that picking out those that might be relevant

Once the section 106 has been agreed, progress can be made on grant applications as this detail is of paramount importance to the major funding bodies.

The CO-OP programme mentioned previously is only for Wales.

There is an opportunity to gain funding via Community Action Suffolk and with the committees support I am happy to make contact with them.

Funding for Suffolk - we do not feel there is anything relevant in there. Sport England - there might be a fund opportunity if we look at the indoor bowls and the cricket club. Normally it would unlikely but there are current discussions around 'freeing up' money for smaller organisations. MH commented that Sport England's rules around facilities meant that we would not we would not comply, however SM commented that Sport England had been reviewing the requirements and there might be something we can do from their tackling inequalities fund.

National Lottery Communities Fund is the obvious one for us as other successful village hall funding gained significant percentage of their funds.

Awards for All and some other larger grants that we can look at.

SM quoted Grundisburgh V. Hall received £200k on 24th March 2020, Copsdale V.Hall received 100K on 28th October 2019, Much Birch received 104K in 2018, Westleton V.Hall on 24th May 2019 received 500K. SM said that they made their bid about supporting the elderly and combatting isolation.

The National Lottery Community Fund is the big ticket and the

application that we must get right. When we have more detail - 2 page outline, I will speak with them about how to push things forward.

Heritage doesn't work for us.

Bowls England is interesting, however they are really struggling at the moment due to CoVid.

County Council I will make contact with their external fundraising team local councillors who have £8K grants and community grants of 5K or less which may be relevant closer to the end of the fundraising peak if we need something specific.

Then we spoke about potential significant donation form the Wills Estate and other local businesses and notable inhabitants such as Sheik Mohammed. CI felt it was really worth thinking about, CI confirmed that she had not made an approach. SM advised not to write to potential donors until we have our the majority of our funding in place. It might be that we approach them in terms of a loan until the funding pays. SM's feeling is that with a combination of the National Lottery, local benefactors and a large donation, in addition to the land sale would put us in good position to then top up with some of the smaller funders.

SM also mentioned funding for Grundisburgh Village Hall; funding received from Garfield Weston (SM will make contact with them) and a number of local donations and resident donations of hall users, doesn't say how much they raised in total, but they did receive 499K from the National Lottery Community Fund for local residents combating isolation. Grundisburgh had their planning permission and 500K and they managed to raise another 400K including 200K from the National Lottery

We ought to be looking at the major retailers - Tesco, Sainsbury, Waitrose and Asda and SM is contact will the Chief Executives of these, however at the moment they are unclear on their local funding.

CI asked if SM had heard of the Henry Smith charity and also the Mick George Community fund? SM said that they are on her list.

Then we have our own local benefactors and our own fundraising efforts and SM will try to breakdown in percentage what we need to gain from each as a guide.

The typical information that funders require, and is really important for us to understand is;

- What is the need for the support, what is the problem/ issue you are addressing with our project. Why is it so important to have it. What is the problem in not having it. Who is it for. What is the impact of building it.
- What evidence have you got to support that need, who is telling you. There are cool things we could do as part of any bid The stronger we can make that and understand the one or two key themes the clearer we are about exactly which funders fit our/their criteria and so we can make a really compelling pitch about those outcomes. So we need to designing that as soon as possible. Why are we the best placed service, what else exists in

the community and what is our track record in delivering.

- How are you going to monitor it and evaluate the success of it. You also have sustainability plans, the organisational information, the budget and the budget need.

The critical piece for SM when she has been major fundraising previously is all in the first part – what is the need, why are we doing this, how is it going to be a game changer, why is it different from other things, why should you go for our proposal above anyone else’s, what makes it interesting. SM will put some thought to that for next time about what elements of the community we are trying to serve, why are we doing this differently. CI mentioned our own evidence from the Village Hall Survey last year and a survey in 2014 and 2008/9.

SM said that any straightforward initial information that any funder would need for a capital budget is planning permission, the ownership, length of lease, a detailed budget for the build with quotes, the fundraising plan that shows how they fit in to the rounds as no one will give you any funding unless they can see what proportion of it comes from other places and how likely that is and how far you have got in that. The income and expenditure budget demonstrates the sustainability post build and info on environmentally sustainable items around the building and the more we can do on that the more attractive it becomes, other supporting documents such as building plans, photos. The National Lottery one will be a really big deal. Going back to CI on the grant makers, the problem with Mick George is that we do not fit the criteria because the grants that are up to 35K and only eligible as total project spend must be within 10K to 100K. Sometimes you can divide the project up into different pieces that may give eligibility, but sometimes that causes complications and it might not be that easy.

SM

In terms of actions SM will put some thoughts on paper about Ousden specifically and thoughts on the areas she thinks are most relevant to us and the National Lottery community fund and to tick their boxes and then there will be further questions that SM will not have answers to. We need to think about approaches our own local fundraising efforts and how we go about co-ordinating those.

ALL

CH suggested that SM share the Fund-raising document that SM has talked us through.

SM

At the next meeting we can set some specific tasks from the outcome of ‘what is, why and how we are different’ main piece of the Lottery funding. SM said that she will focus on the theming and thoughts around it.

SM

CH asked if SM needed any support in this next stage. SM thought yes, but after she had thought and shared the structure on the theming and will ask for thoughts; do we want to be about sport?, the elderly? local hub for villages? pathways and cycle routes? Then SM will share lists with CH of potential funders.

SM

CH reiterated the importance that we approach fundraising in a coordinated fashion. We can’t have individuals acting alone. We must coordinate through agreement in this forum, guided by SM otherwise

we could jeopardise our efforts in the future. This is really important.

CI mentioned a County Council bid (Community Chest) that could be a substantial amount. CI has already spoken with Mike Chester about the demolition costs and the difficulty in getting the money for that which she had thought this funding may cover. CI will discuss the detail with SM.

A.O.B

TM has started to put a plan our potential website but has asked if there is any media library for photographs for the village. JG said there are pictures of the walks and JG thought Joanne Kirk may have something TM said that he will contact Joanne. TM asked who the administrator of the Facebook page and it is CH. CH mentioned the Penny Farthing bicycle visit at the pop up café and CH has video footage of this and some sunsets and also the harvest on the Facebook page. JS asked if John Pettitt may have photographs of the village CI will ask Sylvia Pettit, CH also suggested that there may be photographs of the Fete last year. MH thought there may have been an exhibition in the hall with a display of old photographs. JP suggested next time there is a village update, to request photographs form villagers. JG suggested the Ousden history book, authored by Ian Lymn.

TM wanted to create a website using pictures of the village/activities and events through the ages and gather some content for a unified posting schedule and try to have a once a week post on the different platforms using key hashtags, to promote the village hall and to network with the other villages platforms. TM suggested using the platform – WIX as they have suitable templates for our purposes. TM will come back to CH with a menu of items that we can have. CH said that it would be good to be able to make village hall bookings through the website. TM will create a working document.

CH has sent everything to Adkins regarding the electricity and access and they have not come back to CH but she will chase it up.

JG needs to send picture and bio for the business plan.

CH mentioned That the Business plan including the finance plan will be picked up next meeting as we needed to focus on legal and fundraising this month.

Hargrave village hall are also looking for funding. CH said that it appeared that they are actively looking at 'Heritage' aspect for funding and we should work keep close to ensure we are different, complimentary and consider what else is happening locally.

MH also will mention to the planning officer about a temporary portacabin and how we go about the planning for this.

CH reminded us that time is ticking to complete the old hall demolition by 2022 now the bat survey is completed or will need to repeat the exercise!

TM

CH

MH

Next meeting date Thursday 22 nd October at 7pm (possibly on Teams!)		
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