

MINUTES

Present (socially distanced): Mark Ashton (Board); Mo Child (Chair); Roy Child; Prabhu Guptara (Finance Director), Paul Holmes (Board); Stuart Newbold (Secretary)

1. Welcome (MA):

Mark welcomed everyone and asked for nominations to be Chair. Mo was proposed (MA), seconded (PG), and elected unanimously.

2. Annual Report (MC):

In our first 12 months we have made some progress – we have appointed a Finance Director, opened a Bank Account (which is now proving useful and is being used by the Cherry Hinton Covid-19 food hub/response organisation ‘What Will Help’ (WWW)), had a logo designed, done much work on constructing a website thanks to Roy (cherryhub.org), and have been working with Co-operatives UK and HMRC to try to get Gift Aid status organised. We had been having regular planning meetings up to March with an aim of holding two launch events for the Society on 4th and 6th June. Though those could not be held due to the Coronavirus Pandemic, much of the preparatory work can still be used, such as our membership application form, ideas for marketing, fundraising, social media plans, and so forth. Unfortunately we still don’t have planning permission for the CHUB extension to the Library. We could really do with getting the extension built as soon as possible so we can use it as a hub to help the community as we come out of the Covid-19 crisis. I would like to extend a special thank you to Co-operatives UK, our architect Ian Morrison, Studio 24 for website help, Cherry Hinton Festival for the bucket-collection at the ‘Thirsty’ event, and Allison Condor at Cambridge City Council.

The report was accepted.

3. Financial report and presentation of Accounts (PG):

It hasn’t been an experience using the Co-operative Bank online banking facility - in particular hiccups such as the system seeming unable to print out statements/transaction histories in full without some text being missing. So far the Bank has been unable to remedy this glitch. However, I can report that as of today we have a balance of £4368.83. The following Covid-19 donations should be noted –

- £5,000 from Cambridgeshire County Council
- £1,000 from Cambridge City Council
- £1,000 from an anonymous donor

It should also be noted that the £133.36 raised at the ‘Thirsty’ event and all membership subscriptions should be ring-fenced as these are not to be used for Covid-19 related expenditure. There will also be monies given to CHCBS rather than to WWW. In order to keep the two purposes separate, now that Lockdown is easing it may become easier to get signatures for the purpose, so we should be able to long last to take steps to apply for another account at the bank.

Stuart suggested that rather than creating a second account, an Excel spreadsheet is used to differentiate between Covid-19 and CHCBS available funds. This was agreed.

At the current rates of spend, the monies in the account will last approximately 3 months. It is expected that demand for assistance will increase as the furlough scheme is wound-down, so it is

imperative that we start raising additional funds as soon as possible. This is why Gift-aid status is also needed right now.

Paul proposed and Mark seconded that the report be accepted. This was agreed unanimously.

- Mo, Roy and Prabhu agreed to approach Tracy Saunders to see if the Just Giving site on the village website can be used / set up for fundraising. Currently we have a fundraising area on cherrychub.org but there is also Tracy's one. We should ensure things are not too confusing.

4. Amendment to Society Rules & Charitable Status / HMRC Gift Aid Eligibility (SN):

We are required to make changes to the Society's rules as there was a loophole in the Model Rules provided by Co-operatives UK insofar as they allowed the Society to be acquired by a non-charitable organisation. New Rules were therefore needed to be adopted and an accompanying FCA form filled in so as these could be filed. Co-operatives UK will submit these for us. The FCA form requires the Founder Members to list any meaningful possible conflicts of interest such as membership of other local groups, company directorships, etc. Additionally, a copy of the Rules, and a covering letter Prabhu and I have prepared need to be sent to HMRC along with other pieces of information they require.

- The documents were duly signed and a list of possible conflicts compiled for inclusion in the FCA form.
- It was suggested that all Society Directors put together a short ½ page biography with a photo, to go on the CHCBS website. This was agreed.

Stuart was thanked for his help with these matters.

5. Additional Board Member Appointments:

There was a general discussion about broadening the Board composition to try and improve the skills set we have as we enter a critical and busy time for the Society.

It was confirmed that the primary role of the Board is not to undertake the management and running of the Society per-se but to make strategic decisions, make appointments to the organisation, monitor performance, provide legal advice, and so forth. We will need many different activities covering – a CHUB manager, café manager/chef, minute secretary/clerk, etc., etc.

Prabhu suggested that optimally we should aim for 3-5 people as a managing group. Prabhu had previously mentioned Stephen Hall, a local businessman (church organs), who it was felt would bring excellent skills and expertise.

It was agreed to invite the following as Board members:

- *Stephen Hall* (proposed PG; seconded MA)
- *Tracy Saunders* (proposed SN; seconded MC)
- *Roy Child* (proposed SN; seconded PB)
- *Marny Wesley* (proposed MC; seconded SN)

It was further agreed that we would endeavour to keep both Karin Voth Harman (St Andrew's minister) and Nic Boyns (Baptist church minister) informed of our progress, as although they would make excellent additions to the Board, they are too busy including especially with the Covid-19 response.

- Mo agreed to write a job description for Board Members, which can go on the website along with current Board Member biographies.
- Mo also agreed to draw up a list of required skills (also for the website).

6. CHUB Progress, CHCBS Launch, etc. (SN):

Stuart had a Teams meeting with Allison Condor (AC) last week and agreed actions were –

- AC to talk to Dave Prinsep (City Council Head of Property) to get definitive answer on business rates liabilities
- AC to talk to Gary Porter (County Council Head of Library Services) to get a decision on the square metre area allotted to CHCBS and that residing with the Library
- Stuart to update the press release to go with planning approval

Also –

- Roy and Prabhu will get in touch with Sage for *Sage Pay* incorporation into the website, etc.
- Mo will talk to Alan Turner at CCVS about fundraising
- Roy will finish the website as much as is possible and make it public
- We will look to resurrect the launch plans as soon it is safe to do so

The meeting closed at 2.30 p.m.