

SHUTFORD VILLAGE HALL REBUILD PROJECT - MEETING MINUTES

2nd September 2014

Present: Gordon Freeman (GF)
 Richard Freeman (RF)
 Patricia Cooke (PC)
 Helen Nixseaman (HN)
 Alisdair Gibbs (AG)
 Lynne Parsons (LG)
 Lena Cusiter (LC)
 Helen Gibbs (HG)
 Ashley Taylor (AT)
 Sue Roe-French (SR-F)
 Debbie Pitt (DP)
 Roger Bancroft (RB)
 Geraldine Bancroft (GB)
 Carolyn Rann (CR)
 Malcolm Rann (MR)

Circulation: Attendees, The Village Hall Help Group, The Village Hall Committee and Shutford News

Item		Action
1.	GF opened the meeting and suggested that the main objective would be to raise funds for the new village hall. It was proposed that the group meet every two months to review progress and agree actions going forward. All agreed that minutes be prepared and published in the Shutford News to keep villagers informed.	
	Project Web Portal	
2.	A drop box account has been set up for the project. RF to organise for the folders to be shared.	RF
3.	Information is available on the portal including the concept drawings, a list of fund raising ideas suggested by villagers, a list of charitable trusts and funding bodies, the village hall trust deed, feasibility study and a letter of support from Cherwell Planning Department. In time, the portal should have all information necessary for all those in the group to access everything needed for applications to funding bodies. All to log-in and review current details.	ALL
4.	All attending agreed to pass on any other names for grant funding bodies that could potentially be approached.	ALL
	Fundraising Actions	
5.	The current budget cost for the new hall is set at £300,000 and this therefore is our target for fund raising. We already have pledges for £100,000. A further £200,000 is therefore to be found.	
6.	The group agreed that we should strive to find a further £100,000 in the next six months. The current target list of fund raising bodies is on the drop box account. It was agreed that all those in the help group would review that list and, in the first instance, advise if they have any contact or a link with any of the organisations listed.	ALL
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7.	GF confirmed that the Parish Council is currently considering the possibility of a Public Works Loan whereby funds could be raised to partially fund the project at a fixed rate of interest and paid back through an increase in the precept. Typically, if £150,000 was borrowed and repaid over 25 years, then the average increase in household precept payment would be c.£4/month. Further details were being obtained, but it was understood that there would need to be village consultation and an application to the funding authority to know if Shutford could make use of this option.	
8.	RB advised that all charitable trusts and funding bodies would need to see evidence of local fund raising activity as part of any application. RB suggested that a coffee morning be held in the hall to raise funds. All agreed that they would help on a rotational basis. PC also suggested that local farmer or grower's produce could also be sold to raise funds. GF to draw up a rota and seek support.	GF
9.	PC suggested that funds could be raised by offering people an opportunity to have their name placed on the building. PC had the idea that this might be in the form of a stars engraved into the floor bearing the donor's name. The level of donation would attract varying sized stars, perhaps offered as bronze, silver or gold level pledges. It was agreed that this should be followed up with a promotion of the scheme including flyers, a note in the Shutford News and as a footer on all village hall communication. GF would seek PR advice on this.	GF
10.	It was agreed that a list of all major local businesses would be obtained and loaded on to the drop box account. GF to contact the Banbury Chamber of Commerce and look into Kompass as a possible directory for businesses.	GF
11.	HN suggested that both local and national business might also be able to offer materials at cost price or less to reduce the final cost of the hall. An offer had already been made by Heaven and Stubbs for the kitchen installation. Further building elements to be quantified by GF. All to suggest other local or national businesses, where contacts are known.	ALL
12.	Funding is likely to be available from organisations that support rural communities. SR-F agreed to investigate.	SR-F
13.	Other ideas for fund raising ideas included the following:	
	a. Crowd fund raising. PC to look into this option.	PC
	b. Lottery funding. RB has experience and will investigate further.	RB
	c. Arts Council. DB agreed to investigate.	DB
	d. Seek help from village trades for individual work packages.	
	e. Buy a brick/slate, etc (similar to item 8 above).	
	f. Support from housing developer or similar by obtaining materials at cost (item 9 above).	
	g. Obtain funding from disabled access charities. AG offered to help investigate.	AG
	h. Expand the 100 club to include a rebuild fund. To be discussed with VH committee.	
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	i. Collection by village children and then constructing a line of coins along the High Street to raise awareness and promote support.	
	j. Seek village funds by regular direct debit donations from villagers.	
14.	For both funders and villagers, it was agreed that it would be important to show justification for the new hall. A document is being prepared setting out the potential for the hall and providing reassurance on the investment being proposed. In due course, this document is to be uploaded on to the project portal.	
	Planning Submissions	
15.	In advance of any formal planning submission, it was agreed that the village should be consulted further on the hall design and that an opportunity be given for villagers to provide ideas and make suggestions over what they would like to see from the new hall. GF to send out a concept plan and seek villager's comments and advice.	GF
	Any Other Business	
16.	Agreed that a fund raising thermometer would be constructed and fixed to the front of the village hall to show the level of funding pledges received and progress being made. GF to send out a request for plywood.	GF
	Date of Next Meeting	
17.	11th November at 7:30pm, at the village hall.	ALL