

**Minutes of the meeting of the HDCC Committee held on****Wednesday October 18<sup>th</sup> at Gill hope Farm, Wilderness Lane at 7.30 pm.**

Present: Mandy Chapman (MC) Bob Lake (BL - Chair) Sarah Prall (SP) Fiona Shafer (FS) John Thompson (JTh) Janet Tourell. Glenys Lake (GL - Minutes)

BL welcomed attendees and thanked JT for hosting the meeting.

**1.APOLOGIES:**

Apologies were received from Rob Prall (RP) and Pete Strevens (PS)

**2.MINUTES OF LAST MEETING:**

These were approved and signed as correct.

**3.MATTERS ARISING:****ACTIONS:**

- JTh to send Gift Aid form to Bob Spencer.
- SP to put downloadable Gift Aid forms on to website.
- BL to supply Gift Aid forms to be available at Vintage Tea and December Quiz.

**4.TREASURER'S REPORT:**

JTh presented the report (copy attached)

SP said that the best way to contribute to funds was by using the Just Giving page which is already set up on the HDCC website.

JT commented that Paul Presler was no longer on the Lottery list. She urged all committee members to encourage new contributors.

**ACTIONS:**

- JTh to investigate Gift Aid and how it works
- JT and SP to recreate Lottery forms
- JT to contact Paul Presler to ascertain whether he wished to continue with his Lottery numbers

**5.ADVISORY COMMITTEE FEEDBACK:**

BL reported that the Advisory Committee meetings would be chaired by Michael Lunn and would follow the same format as Parish Council meetings. There would be a choice as to whether the meetings should be open or closed and one member of the group would report

back to the Parish Council. He felt that the creation of the Advisory Committee was a positive move.

BL stated that legal advice would be needed in relation to the merger of HDCC with HDPF and the implications for the lease, also future governance. This should be sorted before the next meeting. FS offered to liaise with Richard Buckland, a solicitor based in Hurstpierpoint.

FS said that further investigation is required, as on re-examination of the lease, it appeared that no mention had been made of HDCC. Approval by the Playing Field Committee is needed for a change of lease detailing the merger. This approval would expedite the merger.

BL said that there would need to be a decision as to whether the merged organisations should become a CIO or a Charitable Trust. More protection against liabilities for trustees is afforded by CIO status.

#### **ACTIONS:**

- FS to obtain copy of lease document from Parish Council, also to look at records to identify status quo and what has occurred since 2015
- FS to seek advice from solicitor and ask for a potential ball park figure for legal costs of preparing a new lease.
- SP to send link to AIRE5 and also forward to BL the email from Kate Barber
- BL to contact Nigel Russell to ascertain whether he has experience in dealing with leases
- BL to complete the actions resulting from the first Advisory Committee meeting and also contact Kate Barber to request the relevant documents.

#### **6.PROGRESS WITH MJB ARCHITECTURE:**

RP had been emailing MJB consistently to no avail.

BL had spoken to Nick, Mike Barber's assistant to inform him of the meeting with Monson Engineering concerning the recent digging of the ditch on the lower part of the Playing Field.

The culvert has been removed and replaced by an open ditch. In order to establish the route of the pipe into the road, a very large inspection hole was excavated. ML (Chair, PC) is proposing to install an inspection chamber/manhole and feels there is opportunity to link together this and the headwall we are proposing to install as part of the Extant Planning permission. BL had contacted Monson Engineering and Grant Leslie expressed some scepticism about the proposal. He felt this might compromise the position re Extant.

A meeting with Mike Barber is critical to moving this forward – something RP and BL have been trying to do for some time.

FS suggested Geoff Gregory for advice on the matter.

**ACTION:**

- BL to contact Geoff Gregory

**7. BUSINESS PLAN:**

MC had worked with a template from Bradfield Village Hall, as it best matched the Hadlow Down scenario. She had inserted some of Hadlow Down's original 2017 business plan. Draft copies of the plan to date were circulated and MC guided the committee through the plan for consideration. It was well received by all.

BL thanked MC and SP for the extensive work that they had completed on the business plan. Thanks were endorsed by all.

SP reported that she had looked at the accounts for several comparable village halls and that their revenues were back to pre-Covid levels or higher.

MC stated that a ten year history of the new village hall development was needed for the business plan, in addition to a funding strategy. The plan would be in a state of flux as a working document. There could potentially be another public meeting to launch the completed Business Plan.

**ACTIONS:**

- SP and MC to set up meeting of Business Plan Group to include Sandra Richards, Elizabeth Thomson and Pete Strevens
- MC to add information re the setting up of the Advisory Group and forward electronic copies of the draft Business Plan to committee members
- BL to contact Buxted re their previous work on a new village hall and to send to MC the accurate measurements for the current Sports Pavilion

**8. FUNDRAISING:**

GL and JT reported that all was ready for the Vintage Tea to be held on October 28<sup>th</sup>.

Re the Quiz on December 9<sup>th</sup>, it was suggested that committee members all cooked a chilli to a standard recipe, or that Julian Michaelson Yeates should be asked to cook for all. Sufficient wine supplies were in store, but beer would be needed to be ordered and collected.

SP distributed a draft copy of the Village Calendar which she is producing for sale at £10. It was heartily received by the committee and agreed that 100 copies should be printed.

**ACTION:**

BL to contact Julian Michaelson Yeates re cooking for Dec 9<sup>th</sup> quiz event

**9.AOB:**

There was no further business.

BL again thanked SP and MC for their work on the Business Plan and also JT for hosting.

**10.DATE OF NEXT MEETING:**

**Tuesday November 28<sup>th</sup> 7.30 pm at The Gatehouse, Stockland Lane.**

The meeting closed at 10.15 pm.