

**Minutes of the HDCC Committee Meeting held on Tuesday March 19<sup>th</sup> 2024 at 'Ailsa'  
Waghorns Lane, Hadlow Down at 7.30 pm.**

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

**1.APOLOGIES:** Pete Strevens

**2.MINUTES OF LAST MEETING:**

These were signed as a true record of the meeting held on January 30<sup>th</sup> 2024.

**3.MATTERS ARISING:**

FS reported that Mike Barber had done a good job in answering questions on building condition 6 posed by the Parish Council at their meeting he had attended.

FS said that she had explained to the Playing Field Committee that "The Parish Hole" was completely separate from the "HDCC Hole."

FS also pointed out that the Advisory Group Terms of Reference needed to be re-visited.

**ACTION: BL to instigate the revisiting of the advisory group TORs**

SP stated that a couple of the tables on the Business Plan needed tweaking.

BL thanked SP and MC for their work on the Business Plan and said that it was a very impressive piece of work.

BL stated that all reports to The Charity Commission are now completely up to date.

**4.TREASURER'S REPORT** (copy attached)

JTh guided the Committee through the report.

SP confirmed that she had made a few trial payments via Just Giving and these were visible.

**5.MJB ARCHITECTURE:**

RP reported that at the Parish Council meeting Condition 6 had gone through 'unscathed' and that Mike Barber had submitted all the conditions to Wealden, who should now provide a reference number.

SP noted that RP needs to be available when the building work starts and that we need a timeline. She queried whether a call to Coxdown could be made to instigate work.

## **6.LEGAL PERMIT:**

RP stated that there were basic errors in the Draft Licence and these needed to be corrected. The definition of the term 'tenant' needed to be clarified. Legal advice for the lease was needed from Richard Buckland. RP questioned whether the document was worth the £2,000 quoted and thought this figure should be negotiated.

SP suggested that the document which had been received from Vicky Rutt should be returned to her with corrections.

### **ACTIONS:**

- FS to initiate meeting with Parish Council at the earliest opportunity.
- BL to request meeting between Michael Lunn, Vicky Rutt and Rob Prall to discuss the Legal Permit.

FS thanked RP for his work in scrutinising the Legal Document and identifying errors.

## **7.BUSINESS PLAN:**

MC stated that a couple of tweaks had been made and SP said that the plan had been made smaller. MC suggested that a summary on Fundraising would make the Fundraising Strategy easier to understand. There is a need to consider how to attract potential donors.

RP suggested that a reminder to comment on the Business Plan should be put on the website.

### **ACTION:**

- SP to put reminder on HDCC website asking for comments on the Business Plan.

## **8.LOCAL FUNDRAISING:**

JT reminded the Committee of the forthcoming Spring Market on March 23<sup>rd</sup> and stressed the importance of not arranging events that clashed with those of other villages and other Hadlow Down organisations.

GL gave the dates of the next two local fundraising events – The Coffee morning on March 30<sup>th</sup> and the Jumble Sale on May 4<sup>th</sup>.

SP asked GL to pass on thanks to the local fundraising team for their efforts.

## **9.FUNDRAISING PLAN:**

SP reported that Elizabeth Thomson wanted to get involved with fundraising.

MC stressed that immediate priorities are:

(i) to show potential funders how the merged PF and HDCC would be managed and governed

(ii) that a lease has been secured

(iii) that there is a right to build.

She said that there is no point in applying to funders unless these priorities had been addressed. Guidance is needed on the selection of trustees, how they will be managed and how long they would serve.

BL pointed out that initially, there is little point in applying to grant awarding bodies that provide modest sums. There is a need to secure funding of real substance in order to attract support from others eg: Dept for Housing and Levelling Up and/or Community Partnership Fund. Hopefully, the DSC publication: 'A Directory of Grant Making Trusts' will enable us to identify relevant trusts.

BL reminded the group that trying to secure feasibility funding is very difficult. We will need to consider how we will raise funds to pay for a professional fundraiser/bid writer, as well as future costs associated with the detailed design of the new building, legal fees for the drawing up of a new lease and other expenditure.

SP suggested that a Management Body should be created, consisting of two Playing Field reps, two HDCC reps, two Parish Council reps and two others ie: all stakeholders would be represented.

RP said that he knows of someone who could help with fundraising and suggested a meeting in April.

JTh felt that the Playing Field should not be put at risk and should remain financially independent.

**ACTION:**

Elizabeth Thomson, MC and SP to meet to develop a constitution. Rachel Lewis to be asked to act as a critical friend. Once a management structure has been developed, a meeting with Geoff Gregory is to be set up.

**AOB:**

There was no further business.

**DATE OF NEXT MEETING:**

Thursday April 18<sup>th</sup> at Waghorns, Waghorns Lane at 7.30pm