**Minutes of the 1st Wicken Bonhunt Community Centre Group**

**Tuesday 6th December 2022 - 7.30pm**

**Group members present**: Joan Morgan, Richard Taylor, David Radford, John Burgess, Peter Jordan, Rosemary Nash, Cliff Nash, Lindy McDermott, Monica Davidson, Anthony Rogers, Gary Newman, Claire Entwhistle

No apologies.

1. Minutes of last meeting approved and signed.
2. PJ set out the process of how the future of this group would evolve. The original Steering Group had now join forces with other members to move towards a Management Group that would identify Trustee-ship of a Charitable Trust with the help of all members when required. JB asked that Richard Dudley should be kept informed as he was willing to become a Trustee but could not afford the time to participate within the group.

**ACTION JM to include RD in correspondence**

1. PJ then explained the work done to establish the roles and responsibilities that will be divided between Church and Trustees. Revd. Margaret had already identified areas required to be considered. All agreed the name of the group should be “Wicken Bonhunt Community Centre”. Role of Chairperson had been established as Peter Jordan, Secretary - Joan Morgan, Treasurer - Anthony Rogers and Bookings personnel – Lindy McDermott, Monica Davidson and Claire Entwhistle. JM stated that a new bank account would have to be opened as and when the Trustees had been appointed as a joint Parish account was not viable. Meanwhile – if events and activities continue under a change of regime, the funds would continue within the Church’s account until some time when the handover is complete.

**ACTION: PJ, AR, RT to review finances and banking arrangements**

1. MD then told the group about the electronic booking program that had been investigated. It seemed to meet all the requirements for the Community use, for as little as £10 per month. Fees and types of events needed to be reviewed and agreed before advertising the hire of the hall. Discussions arose regarding insurance and public liability. RN agreed to investigate the options open to the Community Centre.

**ACTION: MD ,CE to draft Terms & Conditions**

**ACTION: LMcD to explore Facebook with pictures**

**ACTION: RM to investigate Insurances**

1. PJ had details of the predicted cost of the energy for the coming months with the expected increase in charges in the Spring. JB gave details of the new company he had sourced for a quote on Solar panels. They are Elevate Envirotech Ltd who suggested 24 panels at a cost of £21,678. JM told the group that she had completed most of the Uttlesford’s Zero Carbon Communities Grant, but just need the final details of the company and cost from JB. Final planning permission will have to be sought from Arch Deacon of Chelmsford and the faculty of the Diocese.

**ACTION: JB give details to JM for completion of the application**

1. Other options to help lower the energy cost were to investigate other providers specifically for the Church. RT stated that a grant was available and he would apply. JB thought RCCE were able to help in some joint purchasing way.

**ACTION: JB to check with RCCE, RT check grant**

1. Communication with the rest of the village was highlighted again. Village Facebook participants and other social media was suggested, email correspondence, information page in the Monthly Bugle and the usual notes through the door. When an important decision has or is to be made (e.g. establishing Trustee status) perhaps an evening get-together with refreshments might encourage more residents to attend.

**ACTION: LMcD to research Facebook and social media**

1. GN stated that Internet access was possible within the Church/Community Centre with Wi-Fi. He just had to have time to research and cost the project – but there was access within easy reach of the building.

**ACTION: GN to research and provide costings**

1. PJ stated that the historic monetary donations given by members of the village would greatly reduce the income of the Centre if it should stop. He asked if RT could approach the donors and ask if they were willing to continue with the new arrangements for the Wicken Bonhunt Community Centre.

**Next meeting: Tuesday 10th January 2023 - Church and Community Centre – 7.30pm**

Meeting closed at 9.25pm - Notes taken by Joan Morgan