



Highgate Newtown Community Association
Highgate Newtown Mission Hall Group
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Notes of Meeting held at Camden Council Offices, 5 Pancras Rd, Kings Cross, N1C 4AG on **Wednesday 10th April 2019** – viewing from 12.30pm

Present: Sally Donati, Michael Ellman, Tamar Swade, Gabrielle Mahoney, Mary Cane, Mary Fee.
Apologies: Thanos Morphitis.

Viewing of the Hall: The security guard, Mukith was very helpful, opening doors for us to see the kitchen, studio, and upstairs office/lounge, which were spacious and brought the whole building into a good perspective – previously we only had access to the main hall, but looking out the window from the office/lounge at the back, it felt more like a house with a very large sitting room.

Minutes of the meetings held on 3rd and 4th April were agreed as a correct record:

Matters Arising: Action Points agreed at Camden meeting on 4th April 2019.

1. Obtain a “letter of comfort” from Camden Council, expressing support for the project???
2. Take steps to ensure that users of the Hall throughout the building process take care of it - we noticed that the punch bags had been taken down from the wall, and had been replaced by a big freestanding punchbag.
3. Arrange an initial viewing next week – agreed date: **TODAY!**

4. Open Viewing Event: Set a date by the end of May 2019: *Following the advice received by Camden Counsellors and Staff, we agreed on a Friday evening and all day Saturday for an open event which would include musical performances, perhaps every hour for half an hour, with half-hour breaks between performances.*

5. Make sure we have an indication of progress by the end of July 2019.
6. We also agreed keep each other informed as the project develops.

Additional Action Points

7. Confirm list of Trustees and Bank Signatories (Michael had new forms, which needed completing for the Charity Committee and the Co-operative Bank) – Mary withdrew due to workload issues, and potential conflict of interest.

8. Funding Applications: Lottery, Just Giving Application, Go Fund Me, which in turn would require an agreed name and text., which Sally was working on.

9. Establish Web Presence: Stephanie had suggested a Facebook Group. Whether or not we did this, MaryF advised that the initial requirement would be a conventional website, which would require a domain name, based on an agreed name for the project - MaryC advised that the name of the Hall and the Project name could be different, and we spent some time brainstorming names: - Highgate Newtown Mission Hall (HNMH), Highgate Newtown Music Hall (HNMH), Highgate People’s Art Centre (HPAC), Highgate Community Arts Plus (HCAP), Community Arts Plus Highgate (CAPH), People’s Art Centre Highgate (PACH), Highgate People’s Art Centre (HPAC): People’s Art Centre (PAC). Mary would what domains are available and report back.

10. Leaflet: it was agreed that for correspondence and web presence we need a leaflet or flyer, probably A5, with details of the “Save the Mission Hall” event, which can also be printed out and distributed locally: we envisaged a drop-in with music – someone suggested – “come and see, did you know this little hall existed – a gem”. MaryC said she knows a graphic designer and someone else suggested asking Hilary from Tamar’s Monday group who is also an artist, failing which MaryF suggested she could put something together using photos of the Hall as background.

11. Messaging. Mary suggested that these could vary according to the recipient group, starting with earlier messages to people already involved with the campaign, asking for help to organise the Viewing Day. Mary has a list of HNCC users, which she created for continuity as the activities are dispersed to different venues. Thanos has access through his colleague Ian to a list of the previous campaign supporters. Then there is a list people who signed up on Tamar’s petition, which needs transcribing – Tamar has already sent scans of the pages to MaryF, so it’s on her “to-do” list.

12: Social Media: It was agreed that we need someone who knows how to tweet people – and could be creative - idea of ticking clock – Other outlets would be: schoolchildren? Nextdoor? But it was agreed to be careful with this, as it’s wide list. Sally is working on the text and Mary can tell how to send the mission to the HNCC list. She also had other contacts we could try, eg Camden LETS members, including asking them for volunteers to help on the day, do food and play music.

13: Newspapers: For advertising the Event, once it’s set up properly, we could put it in Ham & High, the Camden New Journal, the, Kentish Towner, ideally by meeting up with a journalist from each journal to make a story, eg H&H Harry Taylor, CNJ Helen Chapman, send to Kentish Towner.

14: Additional Help: It was agreed that we need extra committee members with certain skills eg fund-raising – as well as people to set the ball rolling by giving money – someone also suggested a plaque on the wall naming people who had given bigger donations.

15. Developing a Business Plan: Look for business plan from Plunkett Foundation – Sally had a printout of a Business Plan Template. from the the Plunkett Foundation: <https://plunkett.co.uk> –

Sally is working on the text: Committee of Trustees • Values – arts for all regardless of age and abilities • Life enhancing value of arts • Community for us involvement • Principles – egalitarian, inclusive, welcoming • Trustees who will seek advice • How does the organisation respond to change – creating it • How to get staff involved in the planning process – staff will be involved directly – there will have to be a management committee, staff would act in an advisory capacity to the management committee • Purpose of organisation to buy and manage and maintain the Hall • Provide a space for the community to gather and learn • Current activities – planning, raising money • Skills do we need to have, manage, legal, design & IT, fundraising – weak, how have we funded new projects in the past? • Funding to purchase the building and run it – need power to borrow? – Mary Cane says security is our own properties? Not appropriate. • Bank account - new • Hope to access trust funds • *idea* - Have drama about Burdett-Coutts – MaryC says how about a Burdett-Coutts festival one day! • Sally is drafting the plan – will update it – more follows.

16. Helpful Individuals: In addition to those already providing assistance, members suggested: Patrick French, Patrick Lefevre – Sarah Harrison - more needed.

17. Application to Charity Commission: After the meeting Michael asked Mary to amend the Object of the Charity as follows: 3.1 The object of the CIO is the preservation of the People’s Gospel Mission Hall, in Winscombe Street, London N19 5DG, for the provision of education and well-being of the local community of Camden and Islington, primarily through the provision of community arts – *to be confirmed*.

Planning is continuing by email between members of the Group. HN-MHG/mf – 13/4/2019