

Minutes of meeting on 5th May 2015

Those attending; Penny Gregory, Elaine Flower, David Picton-Jones, Ian Hine, Emma Downer

1. Welcome – Meeting started at 19:32. No apologies recorded. Meeting confirmed that David will now act as our Chairman.

Please note – these minutes have been typed to record discussions under the relevant heading and not necessarily in the order in which they were discussed at the meeting.

2. Minutes of last meeting - Signed as correct.

3. Matters Arising from last meeting – all to be discussed in main agenda or through reports submitted prior to meeting.

4. House

Please see Ian's monthly report, circulated by email.

Points to note:

- History invoices are to be issued for missing months.
- Ian has been speaking to the Summer yoga club to secure their booking which will dovetail with CADG's Summer break.
- AHA's will go out within the next week. Ian now has an email contact for the Auction. Pilates are switching to BACS payments as well as Singsational. Inner Wheel have renewed their bookings for another year.
- New hire charges will come into effect from 1 July 2015.
- Kitnocks have been booked into SGHQ due to the space they require. This is not available in the RR building due to all day bookings on Tuesdays.
- Ian to clarify on the diary whether hires are provisional or if they've been confirmed and the deposit paid. Ian to keep a careful watch on unconfirmed bookings.
- Postbox – Ian is still investigating but has found nothing that is more suitable depth wise.

Website – Penny will get together with Ian to run through the Moonfruit platform ready for publicity for the Beer Festival.

Kitchen Inventory – The plan is to completely empty the cupboards, wash them out and mend broken units before replacing good equipment. This will happen in the Summer holidays when there is the least number of regular hirers. Ian to provide free dates in the diary plus a list of jobs / an overview of what needs to be done. Possible suggestion is Wednesday/Thursday/Friday, 5th, 6th and 7th of August.

For info:

Penny is away 4th July to 27th July

David is away 31st July to 28th August (plus two weeks from 10th May)

Emma is away 25th July to 9th August

Ian is away 8th August to 22nd August

Keysafe – Our insurers don't cover us for keysafe theft. Acting on the most recent information received from Ansvar, Ian will now only provide a key in the keysafe when ad-hoc hirers are due. Ian will also change the code monthly and advise trustees of the code. (Emma has provided this information to Michelle Houghton, SGHQ, Brownie & Rainbow Leader).

Hiring – Set up time is an issue for some hirers. Meeting agreed to think about a charging structure for set up in time for the next meeting. Ian to keep a note of times where set up is used.

Bollards – action point from AGM – We discussed the possibility of organising bollards to allow disabled parking to be marked out in the carpark for different events. There was concern about theft and the reliance of other hirers using the hall not to move the bollards. CADG have their own parking system for production weeks. Agreed to add a note in AHA's to the effect that we don't have designated disabled bays and for hirers to mark them out should they wish to themselves.

Cover for Ian – Elaine and David met with Ian after his recent holiday. Before Ian's next break in August, we need to ensure appropriate cover is in place and that the handover from Ian is detailed and smooth.

Cricket Nets – Ian will liaise with CCC to remove their redundant cricket net.

5. Finance

Bank balances £ 27067.36 CAF Gold / £627.00 CAF Cash

Gift Aid – action point from AGM – We discussed the possibility of claiming Gift Aid on donations to the RagBag bin but decided this was not something we could implement:

As per GOV.UK website: *Selling donated goods on behalf of individuals*

This process is not exclusive to charity shops. It can also apply to donated goods sold on the internet or at a public auction.

Money raised by selling donated goods like clothes does not qualify for Gift Aid. You need to explain to owners of donated items that the shop, auction or website will act as their 'agent' to sell goods on their behalf if the owner will give the sale proceeds (minus any commission charged) to the charity as Gift Aid donation.

If you operate a charity shop, staff and volunteers must explain the arrangements before donors complete a form appointing you as their agent.

The owner has the right to keep all of the proceeds from the sale of their goods. They can choose to donate all or part of the amount. You can claim Gift Aid on the agreed amount after any commission (including VAT) has been deducted.

The owners of donated goods will usually make a Gift Aid declaration when they 'sign up' for the scheme, before their goods are sold.

6 Grounds

Posts on the recreation ground – A few of the posts are now rotten which is allowing access to the rec. David is liaising with Larry to replace the affected posts.

Gate from St Peters Close / garages – Elaine reported that the gate and bridge is showing signs of wear, tear and age. David is liaising with Larry.

7 Miscellaneous

Curdrige Show – Grace is doing a great job on admin for Code 9's part of the Show organisation. Elaine is having difficulty contacting and getting responses directly from Dan.

Beer festival – Now booked for 12th September. Penny is dealing with the website update and she is also trying to book 'Ken Wood and the Mixers' as the band. We need to be careful with paying the beer fest invoices and tracking them as per the recent accounts audit so Penny will send all via Emma for payment.

8 Redevelopment

Post CIO – still query over Skinner Field – Elaine to chase Nick Vaughan and also liaise with Burtons as no contact yet from WCC to organise a strategic meeting.

EnTrust – David updated them and reported that their grant is still available when we have secure building plans – **Closed.**

NB - The Exclusivity agreement has been completed with Tony Burton and it expires on 1st June 2015.

9 AOB

PR and Marketing – Penny offered to take this over and work with Ian. We will review this and all trustee job roles in September/October once we are past the Show and the Summer break.

Signs on the Skinner Field – Item to go back on Ian's report to complete.

Elaine has applied to Santander for a £5000 grant to purchase new chairs and trolleys.

Meeting closed 21.28

Meeting dates

Monday 1st June

Wednesday 22 July

Monday 7th September

Tuesday 6th October

Monday 2nd November

Monday 7th December

Long Term Projects

Record of volunteers, volunteer contracts

Grants