

Minutes of the meeting held 20th March 2018

Present: Valerie-Goodyear Burrow (Chair), Jackie Brennan, Peter Jones, Mike Neighbour, Ellie Hudspith, Trevor Parsons Pauline Thomson and Patsy and Momtaz Rahim.

1	Apologies for Absence	David Forbes
2	Appointments	Faye Penfold proposed as a Trustee. Proposed: Trevor Seconded Ellie Unanimously approved
3	Minutes of Last Meeting	18th September 2017 signed as a true record
4	Matters Arising	None
5	Reports	
i. Chair VG-B	Report received.	
ii. Treasurer PJ	Summary of accounts fore year to date accepted with some explanation and discussion <ul style="list-style-type: none"> • Discussion of fundraising opportunities • Review of hiring charges and user rental agreed charges etc to be undertaken by finance committee and bought to Trustees in due course. • 	
iii. New Build MN	Report received, discussed and accepted. <ul style="list-style-type: none"> • Display has to be created an approved by Trustees ready for Larks • New consultation needed before the green folder can be submitted. Jackie has a draft copy of a starting point for this and will look into it. Documentation from Mary is required urgently as she has been working on this for more than a year. • 	
iv. Building JB	Report of twice monthly meetings was accepted. <ul style="list-style-type: none"> • Brief presentation and discussion on the implication of GDPR. 	
v. Manager CC	Report was circulated and accepted. <ul style="list-style-type: none"> • Large hall cupboard work still needed by council to complete job – large hole needs making smaller and grill fitting. Grill needed on smaller hole to prevent wildlife entering the building. 	
vi. Friends PT	Report accepted. <ul style="list-style-type: none"> • Pauline explained that need cakes for the Bunnings fundraiser on 5th May. • Question was asked about provision for vegetarians. Val to ask the question at the training session. 	

vii Website DF	<p>Report accepted.</p> <ul style="list-style-type: none"> • Survey monkey questionnaire for engagement to be added to the website. • Cathie has received many emails via the new website which she has responded to by email or phone calls. She can identify these as coming from the website because it says 'contact form' in the subject line. • Mike confirmed that he has 3 contacts made through the website new build contact. All are offering specific skills which we can use. This will be followed up directly by Mike and Val • Facebook pages needed to be updated urgently. Access to page may be problem. Ellie and Faye both offered to help with this. What about the Twitter account. 	
6. AOB	<p>TP: Asked about fundraiser – Steph - and her work load. Mike commented that she is unable to give regular commitment at this time</p> <p>EH: Pointed out that we need to seek the help of a local lawyer and/or accountant to help with the next stage of the new build project. Mike agreed. Some banks have remit to assist local community groups. Maybe we could find someone that way. Peter suggested we should be bolder and find someone interested in our specific project.</p> <p>PT: there are still no working power sockets in the large hall cupboard. Cathie to sort it out asap.</p> <p>VG-B: reminded the meeting that every trustee should have a role within the group and that they then report their progress to the main Trustees meetings when appropriate.</p>	
7.	Date of Next Meeting	