

TRUSTEES

Minutes

Trustees Meeting 24th July 2018 at 6:30 at FCC

1	<p>Present:</p> <p>Trustees: Valerie Goodyear-Burrow (Chair), Jackie Brennan (Vice Chair & minute secretary for this meeting), Peter Jones (Treasurer), Zarqa Aslam, Elle Hudspith (left at 7.10), Mike Neighbour, Trevor Parsons, Graham Smith</p> <p>Friends: Pauline Thompson and Patsy Spavin</p> <p>Manager: Cathie Crowne</p> <p>Apologies for Absence: David Forbes, Faye Penford, Momtaz Rahim</p> <p>Appointments: David Martin was proposed as a new trustee by Trevor and seconded by Peter. The vote was unanimous to accept David. Ashley Walton was proposed as a new trustee by Mike and seconded by Graham. The vote was unanimous to accept Ashley.</p>
2	<p>Minutes of the last meeting: Pauline's surname was spelt incorrectly – Thompson is correct Faye's surname was spelt incorrectly – Penford in correct. Jackie commented that as she was not at the meeting she felt that the minutes were too short and did not give sufficient details of the discussions that were had and what action points were decided. Minutes were accepted with these amendments and considerations</p>
3	<p>Matters arising not appearing elsewhere on the Agenda None</p>
4	<p>Urgent Business: please inform the chair before the meeting None</p>
5	<p>Reports</p>
i.	<p>Chair VG-B The report was received by the meeting. Proposed a social event for Trustees, Friends and New build to be held early in September in the form a bring and share. Quick discussion did not reach a conclusion of exactly when. Email or Doodle poll to be used to gather opinions.</p>

ii.	<p>Treasurer PJ Report was received by the meeting. Two reports were the certified end of year accounts for 2016-2017 and the month on month report comparing this year with last. The certified accounts have been submitted to the Charity Commission by deadline of end of May. Peter will try to get the next set of accounts completed before the AGM. Larks money is still coming in. Gas supply contract is up for renewal and investigation in ongoing to get the best deal. Peter recommends that all Trustees look into the Charitable Incorporated Organisation status that FCC could convert to. Graham and Peter will send out various links for Trustees and others to look at. It will be discussed at the September meeting.</p>
iii	<p>New Build MN Report was received by the meeting. The new links with the Council have opened up the opportunity for quarterly meetings. Mike, Trevor and Ellie were at the first meeting. The stall at Larks in the Parks was well attended but footfall was down on the previous year. (maybe football and the heat?) Val thanked Mike and all those who helped him on the stall. Graham thanked Katie Lingwood for the building block model which was a great focus for discussion.</p>
iv.	<p>Building JB Report was received by the meeting. Discussion about the need for a new constitution was followed by an agreement to have a draft constitution ready for discussion in September to be voted on at the AGM. This is linked to the possible conversion to CIO (mentioned in (ii)) Propose a small working group of 3 or 4 to get started asap. Graham said he would help. Peter and Jackie will take part. Need maybe one or two others. Included in constitution discussion should be the sub-committee structure and terms of reference for each group. Reporting back to the Trustees Board should also be included.</p> <p>Jackie then introduced the rent review proposal. Rents have not gone up since January 2017. Since then many thousands of pounds have been spent on improving the building and inflation has reduced the value of the rental income. Increases were set at a round pound or 50p to keep the system simple. See report for full details. It was also proposed to change clause 7 of the hirer agreement to inform users that a short notice cancelation will incur 50% of fee to be paid if we can not find another hirer for the cancelled slot. The new rates were proposed by Val and seconded by Mike. Vote to accept proposed changes was unanimous. Short discussion followed on how likely cancellations were and how bookings are going. Cathie explained that the Bridge Club are reducing the number of bookings and so Monday night in the large hall is now available otherwise at peak times we are fully booked. A question was asked about how much notice regular users have to give. There was no clear answer – need to investigate. Also Cathie was asked to carefully monitor regular users to check there is no slippage in their payments which may suggest financial problems. Ashley said he would spread the word about Monday evening and see if another bridge club was interested in starting to use FCC</p>

v.	<p>Manager FCC Report was received by the meeting Much followed on from the discussion in (iv). If one of the major users were to leave then Cathie saw no problem in reletting the space. Demand is high for rooms of varying sizes. Six new regular bookings are in place for September. Locality budget from Council has provided £250 for new Table Tennis equipment. A secondhand table has been acquired using only £120 of it so other equipment can now be purchased. Date for next year's Larks is still the day after the school fete. Try to get school to move their date – offer them publicity on our website as an inducement.</p>
vi.	<p>Friends PT Pauline stated that although footfall was down at Larks it looks likely that over £1000 was raised for FCC. Cheese and wine event that was planned for September has been cancelled. Tea afternoon may be moved to September to replace the wine and cheese.</p>
vii.	<p>Website DF No report was offered. Email comment was presented by Trevor: Could a more up to date list of bookings be provided for the website? Jackie commented that bookings are blocked for the term or one off usually so the list on the website should reflect the general structure of the weeks rather than precise for each week. A day by day booking sheet is displayed in the centre. David requested that content for the website should be sent to David at the earliest opportunity. Trevor and Graham confirmed they access to the website. Ellie and Jackie are on the website sub-committee. The planned meeting for last month was cancelled and a date for a future meeting has not been set as far as we know.</p>
viii.	<p>Fundraising GS Two reports had been circulated before the meeting. Full consideration of the matters referred to will be given at the Special meeting 31st July. Graham asked that everyone read those documents and calls him or sends him any questions or comments before the meeting so he can reflect on them. Peter reminded the meeting that the cost of the building and so the fundraising target has not been fixed.</p>
6	<p>AOB Pauline – Beer festival is from September 26th to 29th . Volunteers are needed to run stall etc. If you register as a volunteer make sure you go to the website and record that you represent FCC and we get a donation. You also get vouchers for food and drink during the event. Graham suggested that a drop box or similar be created to share policies and minutes etc rather than all the emails flying round. Zarqa volunteered to set one up. Jackie and Zarqa will trial it on Monday 30 July ready for meeting on 31st.</p>
7	<p>Date of Next Meeting 25th September 2018 at 6.30</p>