

Chair: Valerie Goodyer-Burrow

Vice Chair: Jackie Brennan

Treasurer: Peter Jones.

Manager: Cathie Crown,

Trustees present: Mike Neighbour, Trevor Parsons, Momtaz Rahim, Ashley Walton

Friends present: Pauline Thomson and Patsy Spaven

New build present: Katie Lingwood

Minutes for the meeting held Tuesday 25th September 2018 at 6.45pm at FCC

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| 1   | Apologies for Absence:, Faye Penford, Zarqa Aslam, David Martin, Elle Hudspith, Graham Smith,  |
| 2   | <p>Minutes of the last meeting</p> <p>Discussion of some items:</p> <ul style="list-style-type: none"> <li>• Patsy was concerned that her surname has been omitted or spelt wrong on several documents</li> <li>• Due to pressure of time and the holiday period a social event has not been arranged. Should be done soon.</li> </ul>   |
| 3   | Matters arising not appearing elsewhere on the Agenda  |
| 4   | Urgent Business: please inform the chair before the meeting  |
| 5   | <b>Reports</b>   |
| i.  | Chair VG-B: Report was circulated before the meeting and was received by the meeting. No points were raised.   |
| ii. | <p>Treasurer PJ: Report was circulated before the meeting and was received by the meeting.</p> <ul style="list-style-type: none"> <li>• Peter explained the detail of the accounts which were the full end of year numbers which show an increase of £14,000 in the accounts over the financial year 2017-2018.</li> <li>• There was a brief discussion on CIO and the constitution matters which it was decided we need legal advice on. <b>Peter to investigate.</b></li> <li>• Ashley and Trevor suggested that there is not likely to be anyone who would offer services for free. We agreed that we would pay moderate amounts to get advice and build a relationship with someone who will be of even more support in the future.</li> <li>• Peter explained an email he received from David Forbes in which he proposed that the website is moved to a new hosting service which will be faster and GDPR compliant among other things. The new host would also be able to offer online booking facilities should they be required in the future. <b>It was agreed to move the site to the new host. Peter to discuss payments with David.</b></li> <li>• Friends have had an excellent year for fundraising and donations have been generous. Thank you to everyone concerned. One donation mentioned was from Hertfordshire All Womens Trust.</li> </ul> |

iii	<p>New Build MN. Report was circulated before the meeting and was received by the meeting.</p> <ul style="list-style-type: none"> <li>• Meetings with clients have had mixed results. Future contact may well be by questionnaire and letter. <b>Katie and Trevor to progress this work</b></li> <li>• There is a need for a user database so we can contact users directly. This will need to be done with Cathie as she has all the data we currently have. The questionnaire results will then be added to this. GDPR implications must be considered.</li> <li>• New build meetings are now focusing on the rooms and functions of the new building.</li> <li>• Any proposals and conclusions will be brought to the Trustees only when these decisions can be made when costs are calculated.</li> <li>• New Build meetings are switching to daytime to allow for longer sessions. Next two meetings will be 2<sup>nd</sup> October and 25<sup>th</sup> October from 12 noon til 3pm with a bring and share lunch.</li> <li>• Trevor asked if the green folder (Transfer of Assets) was ready for submission to the Council. Need to review folder ready to submit asap. Even if we submit the folder, we can still withdraw from the process. Probably need legal advice. <b>Peter investigating this.</b></li> <li>• <b>There is an extra meeting planned for 4<sup>th</sup> December at 6.30pm – joint meeting for Trustees and New Build Group to review the folder and discuss submission. All documents will be available online to read before the meeting. Details of where to locate them will be sent to you directly.</b></li> <li>• Peter suggested that Trustees investigate other organisations that rent out spaces to look at facilities and costs. There are lots of places in the area. We are not a rural community hall with no competition. Is there an unmet market for activities we could offer?</li> </ul>
iv.	<p>Building JB – report was circulated before the meeting and received by the meeting. Discussion followed of events that had occurred since the report was written:</p> <ul style="list-style-type: none"> <li>• There has been a flood in the Kindergarden. The roof has been leaking. Gordon has been up on roof and no obvious damage. Need further investigation urgently before the winter sets in. Katie suggests we check the insurance to see if we can make claim – Buildings insurance is through council – need to find numbers.</li> <li>• Trees – One quote in report was for approx. £2000, since had quote for approx. £1000 – this includes seeking Council approval to the felling and pollarding of large trees. No response from John O’Conner. If we cannot get further quotes then maybe go with Franks quote of £1000.</li> <li>• Steam cleaner – <b>Trevor to have a look and see if we can work out what is wrong with it.</b></li> </ul>

v.	<p>Manager FCC: Report was circulated before the meeting and was received by the meeting. Discussion followed of events that had occurs since the report was written:</p> <ul style="list-style-type: none"> <li>• At least 2 more new groups have signed up very recently.</li> <li>• New ideas needed for what to offer the Rec for the Retired. Let Cathie know if you have any.</li> <li>• Toilets have blocked up again this week. Peter approved the emergency funding to let Cathie get the drains cleared £180 approx. Seems to have worked so far.</li> </ul>
vi.	<p>Friends PT: Pauline presented the following key points:</p> <ul style="list-style-type: none"> <li>• Afternoon tea on 21<sup>st</sup> Sept raised £61. Not much footfall but one lady had seen details on the website. Various people posted on Facebook and Instagram as well as other social media outlets.</li> <li>• Probably we need a noticeboard or banner on the roundabout to advertise our events. Some of the banners at the roundabout seem to have been there far too long. <b>Ellie could find out what permission is given and when they should be removed. What do we need to put one up ourselves?</b></li> <li>• Our next major event is the Xmas fair on 10<sup>th</sup> November. It is already advertised on the website – paper poster to follow soon</li> <li>• Peter asked whether the Awareness and Fundraising Team established on 31<sup>st</sup> July had met and made any progress. Katie responded to say that with Graham being unable to co-ordinate or contribute there has been little or no development.</li> </ul>
vii.	<p>Website DF*: Was not present and no written report was received. See finance report for comments about website development.</p>

viii	<p>Extra New Build Report Katie Lingwood. Three quotes and an email had been circulated before the meeting.</p> <ul style="list-style-type: none"> <li>• Katie, Trevor and Pauline had completed a walk round the building discussing storage and the kitchen among other things.</li> <li>• Trevor and Katie have been trying to organise meetings with users with varying degrees of success to find out what they would like to see improved in the current building and what they would want in a new one. Meetings have not been easy to arrange so a questionnaire has been written with a view to collecting more information that way.</li> <li>• Katie has obtained 3 quotes for a measured survey of the current building so she has accurate drawings which will inform any refurbishment, can be used on website and can be used for fire exit plans. After a short discussion, we decided to go with the cheaper quote for the laser survey which is a modern computerised technique of measuring spaces.</li> <li>• Peter reminded the meeting there is a well-established Building and Maintenance working party that meets every 2 weeks to manage and develop the current building. Katie was not particularly aware of this. <b>Peter proposed that the refurbishment group and the B&amp;M group should work together and have joint meetings. First meeting 11am on 8<sup>th</sup> October.</b></li> <li>• Val thanked Katie for her hard work in this matter.</li> </ul>
ix	<p>Extra report Val- key points:</p> <ol style="list-style-type: none"> <li>1. All sub-committees should have minutes taken which are sent to the chair and the minutes secretary.</li> <li>2. We are still in need of a permanent Clerk to the Trustees – now will receive an honorarium for each meeting.</li> <li>3. Proposal that the kettles and urn be replaced with a wall mounted instant water heater – Building group to look into this.</li> <li>4. Proposal that we again look into installing a dishwasher – hygiene and speed – Building group to look into this.</li> <li>5. AGM is on 13<sup>th</sup> November. Refreshments at 7pm will be provided by the Friends and the meeting will start at 7.30.</li> <li>6. Val announced that she will not be seeking re-election as Chair but intends to put herself forward as a Trustee for another term. New Trustees are very welcome to join us.</li> </ol>
6	<p>AOB</p> <ul style="list-style-type: none"> <li>• Peter has found out about having a defibrillator at the centre and we will be taking the matter further.</li> <li>• Jackie suggested that there is Trustees training offered for new Trustees by Community Central and it is a worthwhile couple of hours to find out about the role and responsibility of being a Trustee. They also running sessions on fundraising. <b>Jackie will look into booking two places for both the part 1 in January and part 2 in March.</b></li> <li>• Bags of help at Tesco – get your blue tokens and vote for us!</li> </ul>
7	<p>Date of Next Meeting</p> <p>AGM on 13<sup>th</sup> November 2018 7pm</p>

