

Minutes of meeting on 2nd March 2015

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

Apologies Received: Emma Downer

1. Welcome – Meeting started at 19:32

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

Ian's first formal review has been completed and both David and Ian reported that it was constructive and they are both happy with the issues discussed. Ian will formally sign and return the notes to David. Future developments reflected the need for differentiation, identifying the needs of the receiver of communications and including action in a timely manner and anticipatory in nature. Ian confirmed that he may work alone but he does not feel alone as he receives good back up from the team of Trustees. We will continue to offer any training required and Ian will particularly pay attention to more activity on Social Media. Ian and David will meet regularly to discuss progress. **Close**

Weapons at the Auction - A report was received that children were playing with weapons at the auction. Ian spoke to Jim and clarified that they understood all the rules about selling weapons and confirmed that the ceremonial swords they sell are kept in a locked cabinet and they only deal with known people. They are well aware of the rules and fines and have assured us that they closely monitor the situation to make sure everyone is safe. Agreed no further action needed on this report. **Ian to monitor so move to his report and close here.**

Fall in Car Park – Mrs Weavil rang to say that she had fallen in the car park. Ian found that the light bulb had blown and repaired it to make sure the area is well lit. It was agreed that Ian would speak to Mrs Weavil to make sure she is OK and explain what action has been taken. **Close here and move to Ian's Report**

Ian's Holiday 12th to 26th April, cover agreed as follows:

- All hirers will have already been told about access to key safe
- Ian will tell Amy
- Elaine will deal with the phone and email and laptop

- Penny will handle social media messages and website emergencies
- David will take on the physical stuff, attend the building most days, show people around and handle any issues re keys, empty the postbox and basically keep an eye on things
- The Rag Bag will be emptied by Ian and then David will remove stuff into bags and put in store if necessary

Light to be installed outside kitchen door – Ian has arranged for Rob Wedge to complete before CADG production. **Now moved to Ian's Report and closed here**

Annual Hire Agreements – Singsational to have an AHA from 1.7.2015 when their deposit can be returned and payment should be by bank transfer. The auction needs to be sorted, all others received. **Now moved to Ian's Report and closed here**

Cleaners – The path has been partly cleaned and they will return and finish it soon. **Now moved to Ian's Report and closed here**

Football Subscriptions – Ian planning to meet with team once training resumed. Not done yet. **Now moved to Ian's Report and closed here**

Recreation Ground & School use – Ian met Sally Wood on 12 February at 10.30am and established a working relationship. **Close**

Defibrillator – Ian will publicise but not done yet. **Now moved to Ian's Report and closed here**

Advertising on Skinner Field – Ian has emailed Highways as a matter of courtesy but no reply yet received. **Now moved to Ian's Report and closed here**

Monthly report – Ian is now supplying a monthly report which will arrive with the trustees by the Thursday evening prior to the meeting. Many of the House items previously listed above will now move to that report to avoid duplication. **Closed**

Rats – Wessex Pest Control (Jerry Brown) have started a quarterly prevention service. First invoice submitted for payment. Ian to monitor. **Now moved to Ian's Report and closed here**

Postbox – Ian to investigate alternative but not completed yet. **Now moved to Ian's Report and closed here**

Charges for bounced cheques – it was agreed that we should be firmer and nip any problems earlier to avoid the mess during 2014. It was agreed that Ian has the authority to charge more than the £3.50 bank charge to cover all the administration. This could be between £10 and £25 depending on circumstances. Lessons have been learned and we all agreed to be tougher in future. **Now moved to Ian's Report and closed here**

5. Finance

Bank balances £ 24,586.62 CAF Gold / £500 CAF Cash

Auditor and Show accounts – Mandy White has agreed to be our auditor and now has the books and draft accounts to check.

The draft accounts were agreed subject to audit (attached). It was also agreed that from 1.1.2015 the Rag Bag income would be a Revenue source rather than capital as Ian manages it. Ian produced a suggested set of charges to be agreed at the AGM, only minor changes to tidy up, see separate schedule. It was agreed that we would try and get more hirers rather than put the prices up substantially due to impending changes to the building. This will be put to the AGM.

Bishop Auction – Payment on a four weekly basis in advance set up and first two payments received. **Now moved to Ian's report for future monitoring and closed here**

PRS/PPL licence renewal – Done and licence received. – We will need to monitor the number of sessions held by Zumba/Pilates and Yoga (x2) over the year so that the premium can be adjusted at renewal and the AHA's to be amended to ensure clubs hold the appropriate licences for their activities. **Now moved to Ian's report for future monitoring and closed here**

AGM – Emma emailed notice to Ian and Parish Mag for publicising and will write to Members.
Close

6. General

Post CIO – still query over Skinner Field – **ongoing (see separate email from Elaine, solicitor still chasing estate)**

7 Grounds

Bramble clearance – Ian chased Parkers and work complete. **Close**

CCC Nets and base – Ian and David met with Piers. Still need to arrange the removal of old cricket net frame so Ian will follow up. **Now moved to Ian's Report and closed here**

8 Miscellaneous

Curdrige Show – Elaine reported that Show preparations are progressing and that we have ZORBS for 2015.

9 Redevelopment

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

A note has been sent to the Planners at the request of the developer, see copy attached.

It was noted that we will need input from CADG before we finalise any plans. David and Elaine have already had initial discussions and this will be progressed.

10 AOB

Website – The website agreement is now set up to offer protection against hacking in the future.
Closed

EnTrust – David will update them with our latest development plans **Ongoing**

Beer Festival – **Penny organising potential dates with James.**

Hallmaster – it was agreed that the Hallmaster system is only really useful now as a diary but if they develop it as they plan it could be really useful in the future. While it would allow hirers to book rooms through the website we agreed that we can give them a better service using the telephone and email. Agreed to delay use until they develop if further. **Now moved to Ian's Report and closed here**

Meeting closed 22.10

Meeting dates

Tuesday 7th April
AGM Tuesday 14th April 2015

Tuesday 5th May
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