**Luddenden Foot Community Association**

**Minutes of Board Meeting 24 January 2019**

**Present:**

Stephen Hirst (Chair and Treasurer)

Lynn Goodall

Jacki Bowe

Kevin Bowe

Jo Bush

Heather Hartwell

Steve Smith

Lynne Smith

**Apologies:**

Jonny Goodall

**Minutes of November 2018 Meeting**

The minutes were accepted and proposed by Steve Smith and seconded by Kevin Bowe.

**1 Matters Arising**

New floor covering for lower hall: Heather needs three quotes, for the floor covering only as this does not include the new fire door.

**Action:** Jacki to forward three quotes to Heather.

There was discussion about where to apply for a grant for the floor covering. It was agreed that the Rotary Club should be approached first and if this is unsuccessful an application be made to Children in Need.

**Action:** Jo to organise the application and liaise with Heather.

The work to repair the roof has been completed and paid in full.

**Correspondence**

No correspondence.

**Financial Statement**

Steve H presented a financial breakdown of income and expenditure.

Restricted account - £1,819.58

General account - £892.80

There was a discussion about how petty cash is managed and if there were any rules about how much could be spent without authorisation and by whom. It was agreed that each member has the authority to spend up to £30.00 each month and report back to the board at the next monthly meeting.

It was also agreed that in future the financial information presented at board meetings would include petty cash.

**Action:** Steve H to include petty cash in future monthly financial reports.

**Relationships**

Steve H read out a report by Jane Scullion giving an opinion on how the relationship between Friends of Holmes Park and the Luddenden Foot Community Association should work. The report also stated that FoHP has its own insurance and bank account.

There was some discussion about whether the Christmas Fair was a FoHP or LCA event. Kevin stressed that it was an LCA event.

Jacki stated that there will be no more FoHP events, there will only be events organised by the LCA and FoHP will give help if needed.

It was agreed that an agreement be drafted for how the two associations work together. **Action:** Steve S to write a draft for discussion/agreement at a future board meeting.

**Potential Topics for Sub-Groups**

Review membership, create a costed entitlement and rule sheet and review volunteer applications

Update business plan

Review cleaning contract

Review storage and H&S issues relating to storage

The above topics were put forward to be worked on by sub-groups outside of board meetings. This would have the advantage and being able to devote more time for discussion and development of the issues. A board member will lead on each topic and invite other board members to take part. Where relevant user groups will be consulted. Drafts will be written and presented to the board for discussion/approval.

**Actions:**

Membership issues – Jacki

Business plan – Steve S

Cleaning contract – Jacki

Storage issues – Jacki

**Website Development**

Jo informed the meeting that the website is not live yet. She asked for feedback. There was some feedback given. and it was decided that

**Action:** Jo to re-circulate the website link and members to provide feedback.

Kevin has taken charge of and made some changes to google maps for the community centre, which has resulted in queries about room hire.

**Any Other Business**

Mike has not contacted Heather about painting the lower hall.

**Action:** Kevin to contact Mike.

Steve H raised to the subject of the upstairs room. A dividing wall has recently been removed to create one large room and a toilet has been acquired for use upstairs. Steve explained that in order for there to be a public toilet, there will need to be two doors and a sink, if the upstairs room is to be used as a cafe. This work can be done for £1,200.

**Action:** Steve S to include in the business plan.

Jacki proposed that a pop-up cafe be opened for four hours on Mondays, initially providing tea and toast. This will be run by Jacki and a new volunteer. It was agreed to trial this idea for a month.

**Action:** Jacki to open pop-up cafe.

Kevin explained that now the LCA has been granted charity status, the association can apply for VAT of 5% on utilities and that we need to contact Utility Warehouse to organise this. It was suggested that we contact Jeremy Vickers, Utility Advisor, Calderdale Council to give advice about how to reduce costs.

**Action: Is Heather contacting Utility Warehouse and Jeremy Vickers?**

\*\* The subject of gift aid was briefly discussed, and diecided that as Jacki has pervious experience in this field, that she would report on it via the membership sub-group.

As Secretary, Kevin now has charge of the LCA laptop. He has tidied up the folders and all the information is now stored on-line. Kevin has administration rights to the on-line, but will send a link to members. The link is not to be shared outside of the board.

**Action:** Kevin to send link to board members.

Two LED lights are needed for the downstairs boiler room, at a cost of £2.00 each.

**Action:** Kevin to buy two LED lights.

Jacki would like to paint the outside door red. This was agreed.

**Action:** Jacki to paint the door.

Jacki would like to change the fridge/freezer for a free standing fridge and freezer to create more space in the kitchenette. The can be obtained free of charge from Freecycle.

**Action:** Jacki to consult with Collette.

Kevin reported that the front door cannot be unlocked from the inside once it has been locked from the outside which means people have to go downstairs to leave the building. This is a health and safety issue in case of a fire.

**Action:** Steve S to look at the lock and refer for repair if necessary.

**Date of next meeting**

The next meeting will be held on **Thursday 28 February 2019.**