**Luddenden Foot Community Association**

**Minutes of Board Meeting 27 June 2019**

**Present:**

Steve Smith (Chair)

Kevin Bowe (Secretary)

Lynne Smith (Treasurer)

Jo Bush

Lynn Goodall (left after delivering letter of resignation)

Apologies:

Jacki Bowe

**Resignations**

Kevin read out Lynn Goodall's letter of resignation. Disappointment was expressed at the content.

It was also noted that Heather Hartwell and Jonathan Galloway have resigned from the Board.

**Action:** Kevin to inform all relevant bodies of the resignations.

Christine Bampton-Smith has resigned as honorary president.

**Minutes of meetings 25 April and 30 May 2019**

These were accepted as true records, proposed by Jo Bush, seconded by Kevin Bowe.

**Matters Arising**

Safeguarding. Kevin contacted CMBC Safeguarding Board about the availability of training and was advised about some free online training. Kevin has completed the training for adults and children.

**Action:** Kevin to circulate the link for online training.

The LCA is required to submit a safeguarding audit report to CMBC Safeguarding Board by 5 July.

**Action:** Kevin to complete.

Jo agreed to be the LCA lead on safeguarding.

HMRC rules on Gift Aid. Kevin has received a reply from HMRC. The LCA is now registered for Gift Aid and this is the responsibility of the treasurer.

**Action:** Kevin to help Lynne register.

User information pack. This has been circulated to all users and positive feedback has been received from two users. This pack has now been adopted.

Insurance. Removal of Steve Hirst's name from the document.

**Action:** Kevin to check the document.

Staying Well Grant. £700 has been awarded by Hebden Bridge Power of Change. This is to pump prime a new activity and has to be spent by the end of August 2019. The Chatty Cafe will be set up and the ambition is to eventually open a dementia friendly cafe.

**Action:** Kevin to look at the conditions of the grant and circulate to the Board.

Damp walls in the meeting room. Discharged.

Accessible Calderdale. Discharged.

Help with year end accounts. Paul McMahon has not replied. Discharged.

Skills audit. No further action.

* Small grants. The sum of £1,750 has been awarded for the downstairs hall new floor covering.
* Rotary Club grant. The sum of £1,500 has been awarded for the upstairs toilet.
* Luddenden Mayor's Fund has awarded £1,000
* Community Foundation for Calderdale has awarded £2,500 for the upstairs toilet
* Ward Forum Grant received - £500 for printing
* Magic Little Grant (Localgiving) received - £500 for cleaning

All these monies are now in the bank.

Lighting for downstairs store room.

**Action:**  Kevin to contact the electrician.

Front door lock. Discharged.

Christmas event for members. It is against the rules of gift aid to offer benefits to members. It was agreed that in future there will be no charge for membership. See substantive item – LCA going forwards.

New shelf in kitchenette cupboard. Discharged.

**LCA Going Forwards**

**Recruitment**

It was agreed that the LCA needs to urgently recruit new proactive trustees and volunteers to help out on an ad-hoc or regular basis as they prefer.

**Action:**  Jacki and Lynne to resume the membership sub-group. The topic to be widened to include recruitment of trustees and volunteers.

Lynne suggested producing an email newsletter for users to update them on events and plans for the building.

**Action:**  Lynne to write the content. Kevin to design the newsletter.

**Correspondence**

Resignation from Lynn Goodall. Covered above.

**125 Year Lease**

This has now been received. It was dated 22 May and was signed by Heather Hartwell and Steve Hirst on behalf of the LCA. It contains strict deadlines for actions.

**Action:**  Kevin to research.

**Finance**

The financial statement for the first quarter were presented, covering room hire, other income and expenditure.

Balance at bank:

General account £6,348.57

Restricted account £4,522.62

These are not an accurate representations. Two grants, totalling £3,000 were paid into the general account because Heather Hartwell provided the grant funders with the wrong account details.

The monies will be transferred to the restricted account when the bank arrangements have been sorted.

**Summer Income**

The income will dip significantly during the summer due to many groups not running during the school holidays. There was a discussion of how much income there will be and a recognition that in future the Board need to try to increase income for the month of August.

**Utilities Warehouse – underpayment**

The bills for utilities were estimated by Utilities Warehouse between November and, because meter readings were not provided after Paul McMahon resigned. This has resulted in a debt of £. A payment plan has been agreed with Utilities Warehouse and the debt will be cleared in August.

**Npower**

Npower sent a final demand for £360.36 for two outstanding electricity bills dating back to 4 December 2016 and 6 August 2017. Lynne contacted Paul McMahon (previous treasurer) who said that all debts to Npower were cleared in April 2018. The minutes confirm this. Lynne contacted Npower but the person dealing with the case was out. They sent an email attaching a chart showing transactions. Lynne replied asking for copies of back statements, copies of reminders and letters sent and an explanation of why it has taken so long to discover this debt. No reply has been received to date. Jacki and Lynne looked through the accounts for the dates in question and could find no statements, letters or demands from Npower.

**Bank arrangements – Santander**

Despite having submitted a Treasurer's Account change of details form to Santander Lynne is still unable to have full access to the general account and is not a cheque book signatory. It was agreed that Lynne and Jacki need to have full access to the general and restricted account.

The bank needs to remove access rights of the people who have resigned (see below).

The form to Santander requires a copy of these minutes, signed by two trustees. We must also confirm all current trustees and any other changes.

For the purpose of the form, the Board can confirm that the following trustees have resigned from the Board:

Lynn Goodall, Heather Hartwell and Jonathan Galloway.

Companies House and the Charity Commission have been informed of the resignations.

The Board can further confirm that the following five trustees remain in office:

Stephen Smith (Chair/trustee), Lynne Smith (Treasurer/trustee), Kevin Bowe (Secretary/trustee), Jacqueline Bowe (trustee), Joanne Bush (trustee).

Santander have received all of our personal details and proof of identification (where required), so the form should be relative straightforward.

**Action:** Lynne to arrange.

**Grants**

Applications for bigger grants to enable the downstairs hall to be made DDA compliant were discussed. This would require large amounts of funding and needs to be carefully planned.

In the meantime, it was agreed that any trustee should apply for “good luck” small grants as the opportunity arises.

**Fundraising**

Kevin informed the meeting that Localgiving is now up and running. The donations are starting to come in.

The plant sale raised £65.00. The event was not very well attended due to lack of time to plan and advertise, but it was an opportunity to raise awareness among the community. Steve reported that next year the event should be run a bit later in the summer and should sell more in the way colourful bedding plants.

**Health and Safety**

Nothing to report.

**Buildings**

Now that Heather has resigned there is a need for the remaining trustees to be clear about what duties there are with regard to the building. Kevin is compiling a list.

Angel Fire have been in touch to say that the fire extinguishers are due for servicing. It was agreed to go ahead with the servicing. This is an area that needs to be reviewed to ensure that the frequency is suitable for the needs of the community centre.

Cleaning contract – discharged.

Legionella review – completed.

Review of keys. Kevin has completed the review of keys and has a better idea of who has keys to the building, there being 20+ sets with key holders. There were many keys which he was unable to identify. These are in the office.

The code to the key safe is to be changed with access for trustees only.

**Sub-Groups**

**Business plan**

Steve has completed and some of the detail. Further detail needs to be completed by other trustees.

**Action:**  Steve to circulate the plan – Jo to do the media and communications section, Jacki to do the membership section, Kevin to do the history/background section.

**Storage**

Phase One of the storage review for Boys Brigade is completed and needs to be at a point where a document is produced. Further phases to include Allsorts, Kitchen and Playgroup. A storage policy can then be developed.

**Action:** Kevin to contact Andrew Dewhirst to start clearing away Boys Brigade as agreed.

**Any Other Business**

One or two groups have omitted to let Kevin know that room hire was cancelled and it was agreed that a cancellation policy is needed to manage situations in the future.

**Action:** Lynne to circulated draft cancellation policy.

It was agreed that there needs to be a handover meeting with Heather and also to find out who is the lead for Boys Brigade.

**Action:** Kevin to contact Heather.

Workers Education Authority. Jo has a meeting on Wednesday 10 July 2019.

**Date of Next Meeting**

Thursday 25 July 2019.