**Luddenden Foot Community Association**

**Minutes Board Meeting 28 January 2019**

**Present:**

Stephen Hirst Chair/Treasurer

Kevin Bowe Secretary

Jacki Bowe

Jo Bush

Heather Hartwell

Steve Smith

Lynne Smith

**Apologies:**

Lynn Goodall

Jonathan Galloway

**Guests:**

Eddie and Bernice Hayes

The meeting welcomed Eddie and Bernice who are new volunteers to the LCA.

**Minutes of Meeting 24 January 2019**

Steve H asked that item 3.2 be struck from the minutes. This item states that in future the Treasurer would report on petty cash at Board meetings.

Trustees disagreed with this item being removed because it had been agreed at the previous meeting. A discussion followed, whereby the Treasurer stated that there is no such thing as petty cash and that cash spending on small items is already accounted for in the financial information. Heather informed the meeting that some user groups pay for the rent in cash and this is used for petty cash. Trustees found it impossible to work how much petty cash had been spent and on what.

As a result of this disagreement the Treasurer left the meeting announcing that he would not be returning.

(**Secretary's note:**

Oxford English Dictionary definition of petty cash: “a small amount of money kept in an office for minor payments”.

Petty cash is a float of a fixed amount that gets replenished monthly. Petty cash is considered a current asset on the balance sheet. There should be a petty cash book in which to record all purchases, noting what has been bought, by whom, how much was spent and when. Receipts should be attached to the book. Distilled from SmallBizClub).

At the request of Board members**,** Steve S took over as temporary Chair.

The minutes were accepted and proposed by Kevin and seconded by Jo.

**1. Matters Arising**

1.1 Jacki has forwarded the three quotes for new flooring for the lower hall to Heather.

1.2 Jo has not yet made an application to the Rotary Club for new flooring to the lower hall on behalf of playgroup. She originally agreed to do this as a small application to the Rotary Club and then realised that it is not viable Playgroup do not use the space for other things. Jo consulted with a friend who is an experienced fund raiser and was advised to appply for the funding as part of a larger project as it would be more likely to be successful. This involves a significantly increased amount of work and that it would be better if Heather does, as LCA fund raiser, assisted by Jo.

 **Action:** Heather to complete with funding application, assisted by Jo.

1.3 Steve S presented a paper formalising the future relationship between the LCA and FoHP. This was agreed unanimously by the Board.

1.4 Sub-group reports is now a standing agenda item.

1.5 Jo reported that the website is now live. It was agreed to pay an extra £28.00 to increase the functionality of the calendar.

 **Action:** Jo

 Website development will be a substantive agenda item in future.

 The Board thanked Jo for her hard work in creating the new website.

1.6 Kevin has contacted Michael Abbott about painting the lower hall. Mike will do the work mostly at weekends and will need the help of volunteers. There is a budget of £200 for this work.

1.7 Steve S has noted to include the cost of the dividing wall for the upstairs room toilet in the business plan.

1.8 Jacki informed the group that the pop up cafe will open on Mondays, starting 4 March 2019, with the assistance of Bernice Hayes.

1.9 Heather has contacted Utilities Warehouse by email to inform them of the LCA charity status and is waiting for a reply. She has also contacted Calderdale Council to arrange a time for Jeremy Vickers to visit the community centre and help with advice about saving money on utility bills.

 **Action:**  Heather to update next meeting.

1.10 Kevin has circulated the link to the on-line LCA One Drive to access LCA documents,which allows all members information, not everyone has seen it. 7.6

 **Action:** Kevin to re-send the link.

1.11 The LED lights for the downstairs boiler room have been purchased 7.7

**2. Correspondence**

2.1 Steve H left some correspondence about personalised pens for the Community Centre at a cost of £50.00 for 100 pens. It was agreed there was no budget for this.

2.1 Kevin had a letter about a Supreme Court Ruling that the Government has removed tribunal fees. There is some free training for this on 30 March, but places are limited.

 **Action:** Kevin will try to obtain a place.

2.3 Companies House has supplied an authentication code for access to the website. Kevin has the password.

**3.0 Financial Statement**

3.1 Steve H had had prepared a financial statement from 24 January to 25 February 2019. There were some obvious discrepancies in the figures and Trustees had some questions, which no-one was able to answer.

3.2 Due to the unexpected and immediate resignation of the Chair/Treasurer, Trustees were placed in a difficult position, and it was agreed to postpone the discussion for the next meeting, as no one present could address the issues.

**4.0 Sub-group Reports**

4.1 Membership review

 The Board considered the recommendations. There were a couple of points that members did not agree with.

 **Action:** Membership sub-group to have another look at the recommendations.

4.2 Storage review

 A paper was presented to the Board with the results of the storage review to date. The storage review is an ongoing piece of work due to the large number of storage issues, some areas of the community centre have not had a storage review.

4.3 Heather read out a letter from the Church group which informed the meeting that as a result of some of the work being undertaken to improve the community centre, they are feeling ‘unwanted and unappreciated’.

4.4 The letter also put a great deal of emphasis on the proposed actions relating to the Boys Brigade. Kevin stressed that Andrew Dewhirst, the current Captain of the BB, was present throughout the meeting.

4.5 The Board expressed surprise that this should be the case and gave assurances that this is not the case. There was a discussion about the need for a storage review and it was confirmed that time would be given to allow all user groups to assess their storage requirements and remove excess items from LCA storage.

4.6 The Church had not supplied a representative for the review meeting and Kevin emphasised the need for representation of all interested parties.

 **Action:** Kevin to respond to the letter from the Church and to organise a further meeting which will include someone from Church.

**5.0 Suggested topics for sub-groups**

5.1 How to increase participation in group activity, etc., luncheon club, Allsorts, cinema club etc. This was not discussed.

 **Action:**  Deferred until the next meeting.

5.2 Consultation Meeting

 It was agreed that there should be an all members meeting on 24 March. This will be an opportunity for the Board to introduce themselves to members and consult on how members would like the community centre to develop and receive responses to inform the development of the Business Plan.

 **Action:**  Jacki to lead.

5.3 Easter Event

 It was agreed that the LCA would have an Easter fund raising event.

 **Action:** Jacki to lead.

**6.0 Suggested topics to be standing items in future**

6.1 It was agreed by the Board that potential grant funding applications, fundraising updates, sub-group reports, H&S (accident book) and building updates be included as substantive items on future agendas.

**7.0 Training Budget for Future Volunteers**

7.1 It was agreed that there needs to be a budget to pay for training for volunteers, which is a legal requirement under health and safety legislation, and that this needs to be included in the business plan. However, it was recognised that at present there is not enough money in the budget for this. Manager of Hebden Bridge Group Practice is at next luncheon club

 **Action:**  Heather to explore possibility of a volunteers being included in local Commissioning Care Group's annual training for safeguarding.

**8.0 Fire Alarm Training**

 **Action:** Heather to give Kevin an update on how the fire alarm works.

**9.0 Charities Commission**

9.1 Kevin shared a Charities Commission paper which outlines the responsibilities of Trustees, the role of the Secretary, Treasurer and Chair and the duty of Trustees to question and challenge. This information is on our on-line storage, and everyone is encouraged to read the relevant documents, especially document CC3, The Essential Trustee: What you need to know, what you need to do.

 **Action:**  Kevin to circulate the paper

**10.0 Electrical Safety**

10.1 There has been some confusion about an electrical safety check that was carried out at the community centre and some extra plugs that were installed in the downstairs kitchen. The confusion is about who did the work, who authorised the payment, why it wasn't mentioned at the January meeting and whether a local electrician could have done the work for free as a volunteer or at a reduced cost. Rob Kenworthy, the manager of the Calder’76 football team, had made this potential offer during the July, 2018, Board meeting, and it was felt that this option had not been thoroughly explored.

10.2 Heather explained that it is compulsory to have a safety check every five years and this is the first one at the community centre. The work, including PAT testing cost £500.

10.3 It was agreed that in future no money will be spent without the approval of the Board and there will be no funding bids without Board approval.

 **Action:** HH to report at the next Board meeting the costs of: the PAT testing, the electrical safety test and the costs of the addition work that was requested.

**11.0 Gent's Toilet**

11.1 The funding decision will not now be known until 29 March.

**12.0 Postcode Lottery**

12.1 Jacki informed the meeting that the initial expression of interest has been submitted.

**13.0 Banners**

13.1 There was a discussion about the YMCA Long March Banner on the community centre railings, It was agreed that in future placing of banners outside to be discussed by the Board.

 **Action:** Kevin to advertise the Long March on Facebook.

**14.0 Meetings with External Agencies**

14.1 It was agreed that if any Trustee is attending an external meeting relevant to the business of the LCA, they will let the Board know so that networking can be improved.

**15.0 Signage**

It was agreed that Jacki can put some temporary signs on the doors of the community centre so that there is a common name for all the rooms.

**Action:** Jacki to circulate proposed list of names.

**16.0 Any other Business**

16.1 Kevin informed the group that there is a Community Anchors meeting on Tuesday 5 March.

16.2 It was agreed that the finance report will be circulated with the minutes in future.

 **Action:** Treasurer (When appointed and has had sufficient time to understand the details).

16.3 It was agreed that the post box from the front door be removed and that the original brass letter box be restored, in keeping with the heritage of the building and a letter cage (cost of £10.00 agreed) be placed on the inside. The old letter box can be used as a suggestion box, elsewhere in the building.

 **Action:**  Kevin

16.4 Kevin informed the meeting that significant business has been lost due to a lack of a disabled toilet in the Lower Hall. This included recent building assessments by the Workers Education Authority (WEA), Jobskilla (an employment agency in Manchester), and potentially as use as a Polling Station.

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

16.5 Kevin raised the issue that Jonathan Galloway has been unable to attend a Board meeting for many months.

 **Action:** Kevin to contact Jonathan to ask if he wants to continue as a Trustee.

16.6 Kevin informed the meeting that he is researching a donate button on the LCA Facebook page and that he will check the HMRC rules for VAT relief.

 **Action:** Kevin to report to next meeting

 Jo informed the meeting that the Wednesday playgroup will probably be discontinued because there are not enough attendees to make it viable.

16.7 Heather informed the meeting that the window in the downstairs kitchen had been left open after a children's party.

 **Action:** Kevin to speak to Collette and also ask that they clear up after themselves in future.

**17.0 Date of Next Meeting**

 Thursday 28 March 2019.