Luddenden Foot Community Association

Minutes of Board Meeting 28 March 2019

Present:

Kevin Tynan Bowe, Secretary

Jacki Tynan Bowe

Jo Bush

Heather Hartwell

Lynn Goodall

Jonathan Galloway

Steve Smith

Lynne Smith

|  |  |
| --- | --- |
| **1.0** | **Minutes of Meeting 28 February 2019** |
| 1.0 | The minutes were accepted and proposed by Jo Bush and seconded by Jacki Tynan Bowe. |
| **2.0** | **Appointment of Chair and Treasurer** |
| 2.1 | Steve Smith was appointed as Chair and Lynne Smith was appointed as Treasurer, both by unanimous vote. |
| 2.1 | Steve made a statement to make clear the position of the Chair. The Chair has no more authority on the Board than the any of the Trustees, other than on very rare occasions the Chair needs to have a casting vote,. All Trustees are equal. |
| 2.2 | Lynne stated that she would officially take over as Trustee on 1 April, the beginning of the new financial year. |
| 2.3 | Lynne will not be responsible for the production of the end of year report for 2018-19. The Board will have to make arrangements with Paul McMahon and Steve Hirst to finalise year end accounts. |
| 2.4 | The role of Treasurer does not confer sole decision making responsibility on Lynne, as with all running of the Community Centre, this is a shared responsibility and all Trustees should be familiar with the financial position of the LCA and take part in financial decision making and planning. |
| **3.0** | **Matters arising** |
| 3.1 | **New flooring for the lower hall.** It was agreed that the new flooring is part of a larger project to improve the lower hall and that the lower hall has to be for all LCA use, not just playgroup. Plans include a new toilet with disabled access and a new fire door. The Environmental Agency have recently consulted with the LCA about flood prevention works and might be willing to install a fire door, free of charge. |
| 3.2 | It was agreed that searching out a grant for the flooring hall cannot wait until all the above are finalised.  **Action:**  Heather to look at funding for new flooring and put in another application to the Rotary Club after 29 March and also to look for smaller sums of money.  This will be a substantive item under Grant Funding in future. |
| 3.2 | Jo has increased the functionality of the website calendar at a cost of £33.27. A cheque was given to Jo. |
| 3.3 | **Utilities Warehouse and contact with Jeremy Vickers at Calderdale Council.** We have replied via letter about reduction of VAT due to having charity status. Heather has spoken to a person from Warmer Homes, but has not yet been in tough with Jeremy Vickers.  **Action:** Kevin to contact Utilities Warehouse for clarification and Heather to contract Jeremy Vickers to help with reducing bills. |
| 3.4 | **One Drive.** Kevin has re-sent the link and raised the possibility of running a short training session for Board members. |
| 3.5 | Kevin has decided not to apply for training on the Government's removal of tribunal fees. |
| 3.6 | **Membership review.** Substantive item. |
| 3.7 | **Letter to URC.** The most recent letter from the URC has been circulated. The sub-group recommendations still stand. Kevin met with Wendy Mertens from the URC they are supportive of the aims of the Board. In future the Board will liaise directly with the URC through Wendy. Board members are invited to attend a meeting with the URC on 14 April. They are welcome to attend the church service, or just the meeting afterwards. |
| 3.8 | **Increase participation in group activities.** Lynn G and Heather said they have tried many times to increase participation the Allsorts, luncheon club and cinema club, without much success. Allsorts is currently free to attend, with a request for donations to cover room hire. A donation of £500 had been received towards keeping the group running.  **Action:**  Board members to come along to the next meeting with ideas to increase participation. |
| 3.9 | **Consultation meeting 23 March** Jacki reported that numbers attending had been small, but that some good ideas were put forward to help deciding priorities for the business plan. The possibility of advertising more widely was discussed.  **Action:**  Jo to contact the Courier to enquire about the cost of placing ads and also to ask about having events included in the “What's On” section. |
| 3.10 | **Easter event.** Jacki outlined progress so far. Lynn G confirmed that WI will make wreaths or baskets for the event. It was agreed that members of the Board would be there on the day subject to availability.  **Action:** Jacki to organise another meeting of volunteers to finalise details. |
| 3.11 | **Safeguarding training.** Heather has spoken to the Hebden Bridge Group Practice about the possibility of joining them for the training and is waiting for a reply. |
| 3.12 | **Training on use of fire alarm.** Kevin has not received this training yet and has also asked Heather to include training on how the boiler works.  **Action:** Heather to show Kevin how the fire alarm and boiler works. |
| 3.13 | **Kevin to circulate Charities Commission paper outlining the responsibilities of Trustees.** This has been done. |
| 3.14 | **Payment for electrical work.** The total cost of the bill from Reginal Maude is £1,2451.16. There was an outstanding invoice for £398.00 for remedial work. A cheque was written at the meeting. |
| 3.15 | **Kevin to advertise the Long March on Facebook.** This has been done. |
| 3.16 | **Proposed list of room signs.** Jacki has circulated the suggestions and Steve has almost completed the signs. |
| 3.17 | **New Treasurer to circulate finance reports in advance of meetings.** Noted. |
| 3.18 | **Replace front door post box with original brass letter box.** Still pending. Kevin has a new basket for the back of the letter to securely catch post. |
| 3.19 | **Business plan.** A toilet for the disabled has been identified as a priority for the business plan. Trustees will be working on the business plan as a matter of urgency. This will be substantive item in future. |
| 3.20 | **Jonathan Galloway.** Jonathan has confirmed that he wishes to continue as a Trustee. |
| 3.21 | **HMRC rules for VAT relief.** Kevin is still exploring this. It is a very complicated subject and the Board might need to seek professional advice. |
| 3.22 | **Security issue.** Kevin has spoken to Collette about the window that was left open after a party. Since then there has been another incident, when an external door in the lower hall was left unlocked.  **Action:** Jacki to compile a check list for all users, including volunteers. |
| 4.0 | **Correspondence** |
| 4.1 | Heather produced a letter from the Church in response to the Board's letter regarding the storage review.  **Action:.** Kevin to scan the letter and circulated to Board members. |
| **5.0** | **Finance** |
| 5.1 | Heather produced a summary detailing financial activity since the last meeting but because Heather has no access to cheque books or online statements, this was not able to be accurate. |
| 5.2 | There was a discussion about how to manage making payments until changes have been made with Santander to enable the Treasurer to take over the responsibilities .It was decided that payments not on direct debit would still need to be made by cheque and that this could be done at the monthly meetings, unless there are any urgent payments to be made. No-one was aware of any pending payments, other than for cleaning. |
| 5.3 | There will be a sum of £30.00 for petty cash, as agreed at the January meeting, which will be kept for small items. Anyone spending petty cash is to provide a receipt and write the details in the petty cash book.  **Action:** Lynne to identify a “finance” area in the community centre where the petty cash, receipt book and other financial information can be kept for Trustees to access. |
| 5.4 | It was agreed that in future all room hire payments to be made by BACS or cheque and that all payments to creditors to be by BACS or cheque. |
| 5.5 | It was agreed that every financial transaction is to be accounted for and authorised by the Board and that every receipt and payment is to be accounted for, including petty cash which will be included in the monthly financial account to the Board. |
| 5.6 | The insurance for the community centre is due for renewal in April. Steve Hirst had done some work to identify a renewal quote, but a renewal is not yet in place.  **Action:** Heather to investigate the options, in readiness for renewal in April. |
| 5.7 | It was agreed to hold finance meetings before each Board meeting, until the financial arrangements are better understood by all Trustees.  **Action:**  Lynne to arrange. |
| 5.8 | Kevin raised the issue of online banking and adding new signatories to the Sandtander general and restricted accounts. He has taken advice from the business banking helpline and downloaded the relevant forms for completion.  The form stipulated several requirements:   1. That the minutes of this meeting reflect and confirm the changes intended and are signed by two Trustees. 2. That these minutes confirm ALL current Trustees. |
| 5.9 | In relation to the first point, it was agreed to add the existing two signatories (ie, Heather and Lynn G) and two further Trustees: Lynne Smith and Jacki Tynan Bowe, who should have authority to complete transactions via online banking. In relation to point two, all Trustees were present at the meeting and therefore attendance reflects that point. |
| **6.0** | **Grant Funding** |
| 6.1 | Jacki reported that the bid for the Postcode Lottery was unsuccessful. Useful feedback has been provided. |
|  |  |
| 6.2 | Kevin has secured funding of £325 from the Ward Forum, to be used for first aid training, 3 x 3 day courses. Collette, Jacki and Kevin will be on these courses. |
| 6.3 | VSA training on applying for grants is taking place on 16 April. Kevin, Jo and Jacki are attending. |
| 6.4 | Helen Doodson from Staying Well has informed Jacki and Kevin that £700.00 is available to the LCA to be used to pump prime activities, which can be to enhance activities already taking place or for new activities.  Action: Trustees to bring ideas to the April meeting. |
| **7.00** | **Health and Safety** |
| 7.1 | Nothing to report. |
| **8.0** | **Buildings Update** |
| 8.1 | Heather has been in touch with Ryburn Windows about the problems with the new windows. They have looked at the faults and these have been remedied. |
| 8.2 | There is still some damp in the meeting room which needs rectifying. Heather has arranged to the roofer to come and look at the problem.  **Action:** Heather to report to the next meeting. |
| **9.00** | **Sub-group Reports** |
| 9.1 | **Storage.** As reported earlier, contact has been made with the Church and there is agreement that the recommendations of the report are valid.  **Action:**  Kevin to circulate the response from the Church and invite their representative to the next storage sub-group meeting. |
| 9.2 | The Board agreed that the room that was used as a tool room should now be used as an office/store room for cleaning materials, etc. It was also agreed that the large corner desk in the meeting room could be removed. |
| 9.3 | **Membership review.** The revised recommendations were agreed by the Board. |
| 9.4 | Jacki raised the subject of how to reward members and also how to attract new members. She suggested a Christmas party for existing members and to also use the event to consult with members. Lynne asked for more time to think about how to make this work.  **Action:** Jacki and Lynne to discuss and bring back to a future meeting. |
| 9.5 | **Business plan** Steve introduced a template which he proposes to use as a framework to the business plan.  **Action:**  Steve to arrange a meeting to start fleshing out priorities.  This will be a substantive item under Business Plan in future. |
| 9.6 | Jacki informed the meeting that she has made contact with an architect in Hebden Bridge who would be willing to draw up plans, free of charge. |
| **10.0** | **Any Other Business** |
| 10.1 | Friends of Holmes Park consultation meeting. Kevin informed the Board that the paper outlining the relationship between the LCA and FoHP was agreed. |
| 10.2 | Accessible Calderdale has done an audit of the community centre. The person doing the audit was a wheelchair user and found that disabled access is inadequate. The Community Foundation for Calderdale may have funds of up to £2,000 available to assist organisations to improve access for the disabled.  **Action:** Kevin to make enquiries and obtain the assessment. |
| 10.3 | Kevin asked the Board to note his new email address. |
| 10.4 | The VSA are willing to come and give training to Trustees and volunteers to help the LCA become a dementia friendly organisation.  **Action:**  Kevin to arrange. |
| 11.0 | Date of Next Meeting |
| 11.1 | 25 April 2019. |