LUDDENDEN FOOT COMMUNITY ASSOCIATION BOARD MEETING

THURSDAY, 22ND MARCH 2018

AT 7.00 PM

Present:- Paul McMahon, Lynn Goodall & Heather Hartwell

Guest: - Amanda Briggs

Apologies: - Stephen Hirst, Jonathan Galloway & Dean Pacey

Welcome

Paul welcomed everyone to the meeting.

Minutes of Last Meeting

The minutes were accepted as a true and accurate record. They were proposed by Paul McMahon seconded by Paul McMahon.

Matters Arising

* Paul advised that he has not received any response from the local schools re sporting activities being run at the Centre. He will try again after the Easter holidays. Heather to provide him with the e-mail address of the head teacher of Luddenden Foot Academy. **HH & PMcMahon**
* If interest in activities is expressed Paul will contact Mixenden Outdoor Activity staff to discuss their quote. **PMcM**
* Paul is continuing to send text messages to Calder 76 football manager reminding them not to leave litter in the park. **PMcM**
* Paul advised that Npower have removed the fuses from the two meters which are now obsolete (due to them being merged into the remaining meter which is registered with Utility Warehouse). It is hoped that we will not receive any further administration charges for these from 19th, March 2018.
* Paul has contacted Calder 76 football team regarding representation on the board after the AGM in September 2018. Paul will no longer be the football representative as Hebden Royd Ladies Football Team will cease to operate from the end of the current season.
* We are pleased that dance sessions for children will be starting at the Centre from Saturday, 7th April 2018. There is a possibility that additional sessions may be booked.
* Paul has obtained a quote for a new banner - £30 per sq ft and an extra charge of £40 per hour to design it plus VAT. Amanda kindly volunteered to design it free of charge. **AB & PMcM**
* Paul advised that an ‘A’ board 300 x 500 cms will cost £165 plus VAT and an ECO swing sign £100 plus VAT.
* Heather suggested advertising in the ‘Valley Life’ magazine which is distributed to approximately 8,000 homes in the district. After the meeting Heather checked the Awards for All funding and confirmed with Paul that £200 was awarded for marketing.
* Paul is still to provide Heather with the e-mail addresses for all members. **HH & PMcM**
* Paul advised that Steve had forwarded him an e-mail regarding the benefits of charitable status.

Correspondence

Heather provided Paul with a booklet she had obtained at a recent seminar regarding room hire.

Financial Report

Paul had provided the following balances:-

Petty Cash – £95.45

Ordinary a/c - £368.15

Restricted a/c - £9,606.45

Discretionary Discount

Paul advised that as our overheads are increasing and therefore we require to consider a reduction in the discount awarded to groups who are members of the Association. It is suggested that it be reduced from 20% to 10% with regards to the cost of room hire. As this needs to be discussed at the next AGM in September 2018, Heather was requested to add this to the AGM agenda. **HH**

GDPR – how with this affect us? – Amanda Briggs

Amanda advised that this comes into effect on 25th, May 2018. It will affect all personal data that we hold regarding members, volunteers and trustees and will affect the information held by the individual groups that use the building.

The General Data Protection Regulation (GDPR) will replace the current 1998 Data Protection Act. It affects not only the storage of the information but the gathering and processing of the information. We must have the consent of the individual to contact them about the LCA. Anyone has the right to ‘opt-out’ of receiving information from us at any time. We will therefore need to amend our membership forms in order to add a box for members to indicate whether they wish to receive any further information from us or not.

We will require to check the storage of the information gathered whether it be online or on paper.

It was agreed that as this is a rather complex issue that Amanda should meet with Heather and Paul to discuss this further and report back to the next board meeting. **AB,HH & PMcM**

Name of Centre

At the previous trustees meeting the suggestion regarding renaming the Centre had been raised. It was agreed that in light of the previous item taking up much time currently, we should refer this item to the May meeting. **HH**

Any Other Business

Heather advised that she will be unavailable from Friday, 13th to Sunday, 21st April 2018 (inc).

Paul advised that he has received 2 quotes re reinsurance and he has been advised by the current insurers that we may warrant a 3 year deal. However, if we accept a 3 year deal it means that we cannot change to another insurer should we find a better deal.

Date of next meeting

**Thursday, 26th April 2018 at 7.00 pm**