**Luddenden Foot Community Association**

**Minutes of Board Meeting 25 July 2019**

**Present:**

Steve Smith (Chair)

Kevin Bowe (Secretary)

Lynne Smith (Treasurer, minute taker)

Jo Bush

Jacki Bowe

**Minutes of meeting 27 June 2019**

The minutes were accepted as a true record, proposed by Kevin Bowe and seconded by Jo Bush.

**Matters Arising**

**Resignations.** Discharged.

**Safeguarding training** – Kevin, in hand.

**Safeguarding audit** - Discharged. This is the responsibility of users.

**HMRC and gift aid.** Still to be completed.

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

**Removal of Steve Hirst's name from the insurance document.** Kevin has written to the insurance company and is awaiting a reply.

**HoPC grant £700 conditions of use.**  Kevin confirmed that the money can be used for setting up a cafe, with a view to it becoming a dementia friendly cafe in the future. We need to use their logo on our website, etc. The money has to be committed by the next meeting. The money will be used to pay rent for three months, food for the cafe, an advertising board, a notice board and possibly some equipment for cafe.

**Lighting for the downstairs storeroom.**

**Action:**  Kevin to as Rob Kenworthy when the new football season starts.

**Membership.**  It was agreed that membership will be free of charge, with immediate effect. It is a requirement of the MemArts, and is important to have members in order for consultation and to have a variety of opinions feeding into the development of the community centre. It was also agreed that the three-month rule for voting be abolished, and reduced to two weeks.

**Action:** Jacki to circulate existing members.

**Newsletter.** Substantive item.

**125 year lease.** This has now been passed to the conveyancer, who can only accept instructions from Heather Hartwell and Steve Hirst as they were the signatories, neither of whom are responding to requests to help sort out the situation.

**Action:**  Kevin to contact Calderdale Council to ask if the lease can be signed by new signatories/trustees, via Councillor Jane Scullion for help.

**Santander banking arrangements.** The letter was posted to Santander who have written to say they required ID for Lynne and Jacki in order to proceed.

**Action:**  Lynne and Jacki to provide ID.

**Business plan.**  Substantive item.

**Storage.** It has been established that Andrew Dewhirst is the lead for Boys Brigade and their storage. Kevin has contacted Wendy Mertens about church storage. Heather and Andrew Hartwell have cleared some ‘Allsorts’ and Boy’s Brigade belongings. The next phase is to look at kitchen storage. It was unanimously agreed that anything stored in the kitchen has to be for community use. At present the church owns most of the equipment and has the majority of the storage and if they are unwilling to share it for communal use they will be asked to remove or store it.

The following proposal, which has been sent to Wendy Mertens, Heather Hartwell and Andrew Hartwell was put forward to the Board by Kevin:

 Trustees unanimously decided that after a certain date (to be agreed after consultation)

(a) The Centre will have kitchen equipment including utensils, pans, cutlery and crockery for use of all those using the Centre

(b) Any items at (a) above which are not agreed to be for everyone's use must be removed from the kitchen either to a cabinet for storage (subject to LCA approval of appropriate space) or from the Centre altogether.

**Alpha Course.**  It was agreed to confirm with the organisers of this course that they will be able to hire the upper hall and kitchen on Monday evenings for between 10 and 12 weeks, beginning early September. The Boys Brigade will be offered the use of the lower hall and if they need help carrying their equipment downstairs the trustees will assist and also find temporary storage space.

**Action:** Kevin to contact the leader of the Alpha Course to confirm and also Andrew Dewhirst to let him know the arrangements for Boys Brigade.

**Handover with Heather Hartwell.**  Kevin has had no response.

**Correspondence**

The WI have written to Steve complaining about their kitchen equipment being moved to another cupboard without notice or consultation.

**Action:** Steve to reply to the WI.

**Finance**

Monies handed over to Lynne: £10.00 for key deposit for Frances Harris's group, £23.00 Chatty Cafe (takings £8.00 donations £5.00)

Restricted account £5,102.62

General account £7,183.88

Note: £5,000 from two grants is still in the general account and needs to be transferred to the restricted account once the online banking arrangements are in place.

**Grants**

**Carling Grant**

Awaiting news about application for a grant towards the new floor in the lower hall.

**Lottery Funding**

Kevin and Jacki attended a Community Anchors Meeting in July. The regional manager of the Lottery Fund was in attendance and stated that the Luddenden Foot area is missing out on funding. She offered assistance with completing an application.

**Youth Justice Service and Police and Crime Commissioner Fund**

Jacki has learned that the PCC has their own grant system and has been advised to approach them for help with lighting for the outside pavilion.

**Action:** Steve to contact PCC online for discretionary grant in October.

**Health and Safety**

Nothing to report.

**Website**

The front page has been updated and the logo is in the process of being updated.

**Buildings**

**Colour scheme**

It was agreed that the colours for decorating the inside of the building will be Dulux trade matt emulsion in magnolia and the woodwork will be white. Fittings for the toilets should all be the same, eg chrome or white. It was agreed that Jacki decide

**Downstairs toilet**

It was agreed that there should be one toilet.

**Quote for stairs up from lower hall**

This is not yet available.

**Action:** Jacki to look for alternative people to quote.

**New floor in lower hall**

News about the grant will be available mid-August.

**Storage – lower hall cupboard**

Collette has asked about storage in the lower. This is an issue which needs addressing as there are two new groups using the lower hall every week, plus three playgroup sessions. Some equipment has started to be stored in the kitchenette on the work surface. It was agreed that the kitchenette should be used as a playgroup storage area.

**Action:** Jacki to contact Fran and Kate.

**Leaflet display**

The possibility of using the reception as an information room where all leaflets can be displayed was discussed. It was agreed that this would be a better place for displaying information as it is more accessible and supports the aim of de-cluttering the upper hall. It was agreed to defer a decision on this until after 18 August.

**Action:** Lynne to agenda this for the August board meeting.

**Business cards**

It was agreed to use the new logo as on the newsletter.

**Action:** Jacki to design the business card.

**Flyer**

It was agreed that the flyer needs to have a slightly different emphasis from the newsletter.

**Action:** Lynne to draft the content and circulate.

**URC**

The URC are meeting on 18 August for their quarterly meeting. At this meeting they will be discussing the possibility of moving from the community centre.

Kevin has had a meeting with Wendy about the URC/community centre going forwards. Kevin read out the agreement that will be offered to the URC.

**Food collection**

It was agreed that the community centre will be a collection point for food donations from URC and LCA to the food bank in Halifax,

**Action:** Jacki to contact the Ebenezer Food Bank.

**Business Plan**

Steve has circulated the draft plan. It was agreed that there needs to be a meeting of all trustees to flesh out more detail.

**Action:** Steve to arrange a meeting, to be held before the next board meeting.

**Any Other Business**

An electric plug is now available in the office.

A Slimming World agent was interested in using the upper hall on Tuesday evening, but at present it is not available at the times she requested.

A Baha'i group may start using the meeting room if they can attract sufficient people to their group.

St Mary’s Arts and Craft group will be using the Upper Hall, each Monday during August, between 10 and noon.

Some of the trustees met with the Luddenden mayors past and present. It was a successful meeting and there was discussion about closer working in the future.

Kevin has started to draw up a ready reckoner of a schedule of things that will need checking and when, such as PAT testing and fire equipment tests.

Kevin has bought a new first aid kit, at a cost of £8.00. Heather Hartwell had bought two new kits at a cost £30.00 in February 2019, but one is now missing.

**Action:** Kevin to liaise with Heather.

The defibrillator will need new pads in November 2019, at a cost of £42.00 per pad.

**Date of Next Meeting**

Thursday 29 August 2019.