**Luddenden Foot Community Association**

**Minutes of Board Meeting 25 September 2019**

**Present:**

Steve Smith (Chair)

Kevin Bowe (Secretary)

Lynne Smith (Treasurer)

Jo Bush

Jacki Bowe

**Apologies:**

Kate Edwards

**Minutes of meeting 29 August 2019**

The minutes were accepted as true record, proposed by Steve Smith and seconded by Jacki Bowe.

**Matters Arising**

Safeguarding Training. It was agreed that this be put on hold until January 2020 due to the high volume of work ongoing.

HMRC.

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

Lighting in the Cellar. Lynne emailed Rob Kenworthy to ask for a meeting to discuss several issues, including lighting in the cellar and has not received a reply.

**Action:**  Lynne to email Rob to let him know that we will meet him on Saturday 28 September before the match.

Membership. No action has been taken because it was decided to postpone the date of the AGM. It was agreed that the AGM will now take place on Wednesday 30 October 1.00pm – 2.00pm.

**Action:**  Jacki to circulate the changes and the date of the AGM.

**1 Correspondence**

1.1 Santander bank statement for the restricted account and a letter from Business Stream regarding new arrangements for collecting the direct debit for water charges, for information.

**2. Financial Statement**

 General Account £5,942.34

 Restricted Account £6,789.68

2.1 There were some unclear items of spending on both bank statements which need to be detailed.

**Action:** Jacki to supply the detail to Lynne.

2.2 It was agreed that there will be budget headings within the general account for training (£250.00), buildings/maintenance £1,000 and a reserve fund (£1,000). These amounts are to be built up to the maximum agreed maintained at that level.

2.2 A summary of budgets in the restricted account was presented. It was noted that fund for cleaning will not fully cover the cost of the cleaning for September. This will have to be topped up from the general account and paid in full from the general account from October onwards.

2.3 It was agreed that Kevin will buy some tools, costing £50.00 for the community centre.

**3. Grant Applications**

3.1 Kate will be applying for a Staying Well for yoga classes. If successful this will cover the cost of room hire.

3.2 Julie (JADPA) is struggling to mainain class numbers for her dance classes and has been advised to apply to the Staying Well fund for a grant to support her activities.

3.3 The £2,500 application to the Rotary Club for help with refurbishing the downstairs toilet and the replacing the floor in the lower hall has not yet been confirmed. A member of the Rotary Club has visited the community centre to check the viability of the work being done.

**Action:**  Kevin to send safety information for the new floor.

**4. Fundraising**

4.1 Jo will be walking the three peaks on 12 October and will use this as an opportunity to raise funds for the community centre. Jo hopes that Lloyds Bank will match fund monies raised.

4.2 There was a discussion about what the funds should be used for (see item 8).

**Action:**  Jo and Kevin to advertise on FB and the website. Everyone to spread the word.

**5. Health and Safety**

 Nothing to report.

**6. Website/Advertising/Printing**

6.1 There was a leaflet drop across the Luddendenfoot area in August. As a result of this Kevin reported that there were more calls from people interested in possibly using the community and a new volunteer has offered her help.

**7. Buildings**

7.1 Toilets. Paul the plumber has not replied to say when he can start work on the lower hall toilet.

**Action:** Lynne to contact the plumber.

7.2 Lower hall floor. Work is starting to lay the new floor in the lower hall, kitchen and changing rooms on 7 October. It will take four to five days to complete the hall floor and two days to complete the kitchen and the changing rooms.

7.3 Stair quotes. Jacki is still waiting for the quotes to be supplied.

7.4 Emergency Lighting. A company called Lepol surveyed the building. A list of things that need to be done was supplied and the emergency lighting was failed. Kevin contacted Angel Fire to ask why they had not informed the LCA of these issues. Their response was not satisfactory and it was decided not to use Angel Fire in future. It was agreed that the work needs to be carried and that there is residual money from 2018/19 in the restricted account that can be used. It was also agreed, depending on costs, that we take an incremental approach.

**Action:**  Kevin to ask Lepol to carry out the work.

7.5 Upper hall walls. The paint forr the upper hall has been bought. This cost £150.00. It is hoped that the Youth Offending Service will be able to start the work soon.

7.6 Leaflet display. There is a new notice board and leaflet display in the reception area. The new noticeboard for outside is still being made.

7.7 Ambulant toilet and kitchen. Soap and paper towel dispensers have been installed.

7.8 Gardening and hanging baskets. There was a discussion about the need to tidy up the garden and clear the path around the garden. No-one has the capacity to do this work at the moment and the possibility of paying someone to do the work was discussed.

**Action:**  Steve to explore the cost of a garden tidy up.

7.9 The second wheelie bin has been stolen, so the community centre now has no wheelie bins. Replacement bins cost £30.00 each. Jacki has obtained an ordinary plastic dustbin free of charge from the tip. It was decided to monitor the situation to see if this would be sufficient.

**8. Storage**

8.1 Lower Hall. Although some progress has been made with storage issues in the lower hall, there is still more to be done to make the lower hall into a multi-functional space. It was agreed that the best outcome would be for Playgroup to sort this out between themselves, via the Playgroup board. The possiblity of buying screens for the ball pool area was discussed possibly using money raised by Jo's three peaks walk.

 **Action:** Playgroup and Home Ed to meet to discuss, to include Angela Baxter and Kate Davies.

Following a meeting between the URC and Kevin in August, emails were exchanged about what was agreed (see item 9 for full details), these included storage issues:

8.2 Kitchen. Heather and Andrew Hartwell were asked on 25 July to either agree to share their equipment and crockery for communal use or remove it. There has been no reply and no change to the kitchen storage. Similarly, the WI are still using a whole unit for their crockery. It was agreed that as of 15 October, the kitchen will be a communal place and the crockery and equipment is for all to use.

**Action:** On behalf of the LCA, Kevin to write and email to the Hartwells, with copies to Heather Pollard and Wendy Mertens. Also Kevin to send a user pack to Wendy Mertens.

Steve to write to the WI with the same information.

8.3 The URC have stated they wish to keep a locked cupboard in the kitchen for some of their religious equipment. It was agreed that this is not acceptable, and the church will be offered secure storage in the store room.

**Action:**  Kevin to open the cupboard if it has not been cleared by 15 October. URC to be informed by email, as above.

8.4 Boys Brigade. Although some Boys Brigade belongings have been removed, it has not been totally cleared and no end date has been given.

**9. URC Meeting 18 August and reponsce to email of 22 September from URC**

9.1 In addition to kitchen and Boys Brigade storage, the email covered other issues inlcuding confirming that they wish to continue to use the community centre for their Sunday meetings and that they do not wish to use the meeting room.

9.2 The church does not want to remove the URC advertising board that is occupying a large and prominent place on the outside wall of the community centre. Whilst this is not ideal, it was agreed to leave this on hold for the time being, given the many changes that are being asked of some user groups. In the future this will need to addressed because other groups are asking for permission to put advertising posters on the railings and the building and LCA has decided against allowing this to prevent the outside of the building looking like an information jumble.

**10. Events Update**

10.1 Tractor Run. This was a very well attended event and the cafe raised £140.00.

10.2 Chatty Cafe. Some of the Staying Well grant of £700 has been used to pay for room hire. This will run out at the end of September. Cafe takings are not sufficient to cover room hire.Kevin reported that we have attracted a formative craft section to the cafe via Elizabeth Greenhalgh, which runs from 12.30 pm to 2.00 pm. The cafe is also having some success in attracting new volunteers, who are willing to staff the cafe on a regular basis and specifically several isolated people have started to attend regularly.

**Action:**  Review at the October meeting.

10.3 Luddenden Mayor Making. This was a successful and enjoyable day, with lots of ideas exchanged. Donations were made totalling £18.00.

10.4 International Peace Day. This was a low key event.

10.5 MacMillan Coffee Morning. To be held on Friday 27 September between 10.30 am and 12.30 pm, led by Nic Cutts. The cafe will be open on Saturday 28 September to sell any remaining cakes.

10.10 Remembrance Sunday. The LCA has been informed the the URC have made arrangements for their usual Remembrance Sunday ceremony. The decision to open the cafe for this event was left to Kevin to decide, depending on the availability of volunteers.

10.11 Christmas Lights Switch-on. The LCA requested 9 November for the switch on, but confirmation has not yet been given. Julie (JADPA) has agreed to organise a dance exhibition, the cafe will open, handmade cards and advent calendars will be on sale. Nic Cutts will organise singers from Midgley school.

10.12 Christmas Fair. It was agreed that more work was needed to plan this event, including deciding a date and activities to be offered.

**11. Meetings Update**

11.1 The Youth Centre at Luddenden is being refurbished and will be closed for six months. Youth Services have contacted Kevin with a view to using the community centre to provide activities for young people during this time. The leader of Rainbows, Brownies and Guide has also been touch to enquire about room hire during this time.

11.2 Calder Community Anchors Meeting. This was a very informative meeting, attended by the deputy leader of the council and covered the topic of the Active Calderdale initiative, which could have significant funding streams relevant to the community centre. The ongoing asset transfer reviews were discussed.

**Action:**  Kevin to look at the possibility of inviting the CMBC lead on the Active Calderdale initiative to a future meeting.

11.3 VSI Surgery. There was lots of free advice, including information about insurance and that groups need to make sure they have adequate cover of their own. On the subject of kitchen hygiene requirements, it is the responsibility of groups using the kitchen to have a food hygiene certificate and it is the responsibility of the LCA to police this. The LCA have agreed to pay for Nic Cutts to obtain a food hygiene certificate.

**Action:** Kevin to check out the situation regarding insurance.

**12. Vounteers Update**

12.1 Over the past two months the following have become members and volunteers: Elizabeth and John Greenhalg, Nic Cutts, Kim Horton and Isobel Fletcher.

**13. Business Plan**

13.1 The Business Plan is not fully completed, particulary for phase two. There is a need for develop a strategy to fit grant applications to the business plan.

**Action:**  Lynne to circulate dates and arrange a meeting to work on these issues.

**14. Holiday Cover**

14.1 Jacki and Kevin are on holiday 7 – 21 October. Jo agreed to be the contact for telephone calls, Lynne and Steve will be available to let the contractors who are replacing the lower floor into the building and be available if there are any problems. Someone will also need to be able to programme the upper and lower boilers.

14.2 There might be some WEA classes running during this time.

**Action:** Jo to liaise with WEA and share information with trustees so that arrangements can be made to open the building if necessary.

**15. Any Other Business**

15.1 Friends of Holmes Park. Lynne has agreed to be the treasurer of FoHP and Jane Scullion will contact her regarding the hand over.

15.2 It was agreed that £50.00 will be available for Elizabeth Greenhalg to pay for materials for craft materials for making cards, etc., for the Christmas Fair.

15.3 It was agreed that the LCA would buy a display cabinet from Jacki which will be used to display craft items.

15.4 It was agreed that a secure key safe will be fixed outside for use when users sometimes forget their keys. This will cost £11.00.

15.5 The LCA have applied for Charity of the Year award. This function will be held in November. Jacki, Kevin, Steve and Lynne will attend, at a cost of £30.00 per person, to be paid by themselves.

**Date of Next Meeting**

Wednesday 30 October 2019 at 7.30 pm. - AGM 1.00 pm to 2.00 pm.