

HADLOW DOWN COMMUNITY CENTRE

Minutes of Committee Meeting on Monday, 5th March 2012

PRESENT:

Bob Lake (Chairman), Rachel Lewis (Vice Chair), Janet Tourell (Secretary), Vicky Richards, Nigel Harrison, Don Smith (Old Hall Committee), Paul James, Richard Boswell,

Graham Terry (Parish Council representative), Nigel Hellewell

APOLOGIES: John Thompson, Fiona Shafer

MINUTES: Minutes of meeting held on 20.2.12

MATTERS ARISING: None

CHAIRMAN'S REPORT AND DISCUSSION:

BL said that now the AGM had delivered the 'core' structure in the committee of Chair, Vice Chair, Secretary and Treasurer, the committee could get on with organising the sub committees/groups.

BL then led a discussion:

1. Re. future dealings with the Charity Commission **BL was seeing a contact in Rix & Kay solicitors for advice about the committee's future legal structure.**
2. BL and RB would get together to decide the way forward re. a feasibility study and trying to produce an accurate costing for the work that would need to be done i.e. surveys, design etc – **the aim would be for Wealden to receive a full planning application by the end of the year.** It was confirmed that a planning application is valid for three years.
3. He felt that it was necessary to work with the current hall's committee to help them with fund-raising. All agreed that it is important that this hall be maintained in reasonable condition prior to and whilst the new hall is being built.

PJ commented that the HDCC Committee has no remit over the Village Hall Committee.

JT reported that she'd been in contact with the Charity Commission to clarify matters about application for charitable status in relation to fund-raising and it had been suggested that the HDCC could use the old hall's charity number to apply for grants; the playing-field's number could also be used as both charities would eventually be amalgamated into one community centre committee.

It was agreed to use the hall's number to obtain funding but keep two separate accounts

4. Re. funding – BL and RL were meeting to discuss where to get funding.
A realistic and detailed Business Plan will need to be written, an important element of which will be the identification of future users. PJ felt that it was important that facilities in the new building should be installed primarily with Hadlow Down villagers in mind. It was agreed that villagers' needs would be highlighted in the Business Plan. However, as BL pointed out, many club members using the hall were not from Hadlow Down and it was expected that once new facilities were built, a good deal of usage (business) would also come from outside the Village.

N. Hellewell expressed surprise at lack of village support for some clubs. He said that the parishioners should be made aware of this fact and that we should provide a breakdown of existing users' memberships vis a vis parish and outside members and that such detail should be posted on the website and possibly in a newsletter and/or the Parish magazine. VR agreed that this should be part of the marketing strategy.

Also N.Hellewell suggested that we need to explain to parishioners why a feasibility study is required, its components, how much it will cost and where we intend to get the funding from.

PJ expressed concern about the low levels of usage of the playing field and whether or not the expense of installing new drainage and the cost of building a new sports pavilion could be justified. N.Harrison said that this situation had existed for many years.

BL said that there are insufficient numbers of young people in the parish to form their own football and cricket teams; outside clubs using the facility could provide those playing opportunities. In the past both the football and cricket pitches had been hired by other users but with football, the poor drainage meant that such hire could be unreliable. A significant part of the funding for both drainage and the pavilion would come from the Football Foundation; a football development plan would be required and creating a partnership with either Jarvis Brook or Uckfield Grasshoppers junior football clubs would enable one to be drawn up.

5. BL then asked RL to discuss the structure of the sub committees.

It was agreed that the chairs/heads of each sub committee (group) would keep JT informed of their meetings and would report back to the main committee.

Formation of sub committees:

MARKETING & PROMOTION: John Thompson (Head), **the following people would be asked to join – Eddie Westfield, Peter Gornall , Stuart and Maria Paviour, Brian and Audrey Mills**

DESIGN AND PLANNING: Richard Boswell (Head), Nigel Harrison, Paul James and Bob Lake. **It was agreed that Steve Godfrey and Chris Yarrow would also be asked to join.** RB pointed out that this group would need to work closely with the Business Planning group.

FUND-RAISING: Bob Lake, Rachel Lewis and Janet Tourell.

BUSINESS PLANNING: Bob Lake, Nigel Hellewell and Fiona Shafer (Head)

This group would be responsible for putting the plan to the Village.

COMMUNITY VOLUNTEER GROUP: Vicky Richards (Co-ordinator), Glenys Lake, Olga Gracia

It was agreed that future main Committee mtgs should comprise of Chair, Vice-Chair, Secretary and Treasurer together with the chairs/head of the sub-committees/groups and a representative of the Parish Council; PJ said that he was disappointed that there wasn't a Parish Council representative on the HDCC Committee.

JT felt that there should be one person solely responsible for putting information on to the HDCC web page.

RL suggested that the sub committees meet before the next main committee meeting and that notes of those meetings are forwarded to Janet for circulation well in advance of the next scheduled mtg of the Main Committee.

PJ suggested that the School be represented on the main committee. **It was agreed that Claire Rivers should be asked (BL to do so).**

BL asked how the sub committees should be organised. **GT offered to draw up a 'terms of reference (TOR) pro-forma for each sub-committee to use as a draft template and that each sub-committee/group should be responsible for devising its own TOR – a task that should be completed by the next main Committee meeting.**

SECRETARY'S REPORT:

JT said that there was little to report since the previous meeting other than what she'd already found out from the Charity Commission (see above).

BL mentioned investigating the Sussex Community Foundation for funding

PJ asked GT if the Parish Council had enquired or would enquire about a Section 106 Agreement. **(BL offered to pursue this with Wealden DC)**

OTHER BUSINESS:

i) VR suggested that all voluntary activity in terms of time spent by all members should be tracked and logged as this may provide important evidence as far as 'contributions in kind' are concerned ; **she offered to provide JT with a sample form.**

ii) The stall at the Village Fayre was discussed and VR said that she would try to get some Ryder Cup memorabilia to be raffled for funds. She also asked JT as chair of the old hall committee how much money for maintenance would be needed in the future. JT said she would consult the committee about future needs. BL pointed out that any money left over from the old hall fund could be transferred to the community centre.

iii) GT suggested that the Committee needed to ensure that all actions/tasks are assigned to an individual to carry out.

iv) PJ suggested that at the top of every agenda in future there should be a 'Public Questions' item. **JT will put this on future agenda and she also asked for any contributions from committee members before the next meeting.**

DATE OF NEXT MEETING:

Wednesday, 4th April, 7.30pm in the New Inn - subject to confirmation. The main focus of the meeting will be to consider the sub-committee/group TOR's and it was decided that these should be sent to Janet sufficiently well in advance of the mtg to enable all members to have the opportunity to scrutinise them. **It was agreed that Wed 21st March should be the deadline.**

MEETING CLOSED AT 9.15pm