

HADLOW DOWN COMMUNITY CENTRE

Minutes of Committee Meeting held on Friday, 1st October at Gill Hope Farm

PRESENT: Bob Lake (BL), Sarah Prall (SP), Fiona Shafer (FS), John Thompson (JThom), Janet Tourell (JT), Nigel Harrison (NH), Sara Braker (SB)

1. **APOLOGIES:** Rachel Lewis
2. **MINUTES OF MEETING ON 31.8.21:** JThom proposed and NH seconded
3. **MATTERS ARISING:**

FS said that she would like the minutes of the previous meeting to state that she had 'suggested' a white board: see Item 7 – this was noted and changed in the minutes.

BL reviewed the minutes of previous meeting:

(Item 5 -Treasurer's report)

BL had contacted Bob Spencer and Lindsey Waddington for the donations of their Lottery winnings to funds.

JThom and BL confirmed that the Charity Commission Annual Return had been completed.

JThom confirmed that CAF were charging 50p per cheque when each was banked.

(Item 6 – Newsletter & FAQ's)

BL reported that over the matter of the Community Infrastructure Levy (formerly Section 106 money), he had not raised the matter with the chair of Parish Council and it was agreed that we should raise with this with the newly appointed chair at the appropriate time to ask what plans the PC has with regard to spending this money.

ACTION: In the meantime, BL to speak to Rachel Lewis, Parish Council representative about this matter and to enquire how much CIL money currently sits in the PC budget.

SP said that she was still waiting for comments from the Committee about the FAQs sheet that she had produced. She would like to get on with this.

ACTION: ALL Committee members to respond to SP's FAQs sheet immediately.

(Item 7 – the Survey)

Re. access to the Village Volunteer list – JT said that she had contacted Rachel Lewis about this but because of data protection requirements, access had been denied. However, Rachel had said that when the Committee decides it needs more volunteers to help with the survey that she would alert people on the list.

(Item 1 - The Race Night) –

See later – item 6).

BL said that he would talk to Guy about the beer and FS to talk to Tamara Roberts re prizes.

ACTION: FS said that she was seeing TR next week and would talk to her then.

4. **CORRESPONDENCE:** None

5. TREASURER'S REPORT:

JThom reported that at the 1st October there was £8,742.16 in the HDCC account (including the 'cash in hand' amount of £109). Since the last meeting an income total of £1283.42 had been raised - National Community Lottery (£1k), a donation and £264 from Lottery tickets sold. He reported the only outgoing expense was the £8.00 monthly bank charge.

BL reported that Mike Barber (MJB Architecture) doesn't want to be paid for work immediately and that he'd spoken to the QS who had halved his fee. This means that the HDCC will be continue to be solvent.

SP asked how close we are to our goal of £10,000 by Christmas – answer we're not!

6. RACE NIGHT: (BL's notes)

- Races are 8 in total of which 7 need to be sponsored ahead of the evening. To date we have the following sponsors: Rob Prall, Jes Kendall, Paul Drake, Janet, Sara, Bob & Ann Spencer or Graham and Jean Terry or both - £350 raised.
 - Sale of horses at £5 each – 64 horses in total (total income £320); to date we have sold 4 horses to Fiona so we have some way to go to hit our target. We agreed that rather than ask each buyer to put forward names for their horses, we would assign them the horses as they appear on each of the race cards.
 - **ACTION: There are seven of us so maybe we should try to sell as close to 11 horses each?**
 - **ACTION: JThom will trawl through the recording to select 8 different races to the ones used back in 2019 at the Playing Field Race Night.**
 - **ACTION: JThom will devise a template for race card for each race onto which can be recorded the horse buyers.**
 - **ACTION: All race horse buyers' names and no of horses bought to be forwarded to BL.**
 - **Payment:** In the past we have received payment by BACS, by cheque and by cash to print off and this can prove to be a time-consuming task for JThom.
 - **ACTION: If it is a BACS or cheque payment (made payable to Hadlow Down Community Centre), please advise JThom of date, name of payee and amount. If it is cash, would it work if individually we kept the cash and made our own BACS payment HDCC to cover the cash payment? (NB – all horse payments to be made ahead of the event and not at the door on the evening). (1) John's email: john@planetx.london (2) HDCC's BACS details:- Account: Hadlow Down Community Centre, Sort Code; 40-52-40, Account No: 00028527**
 - Sale of tables (8 persons to a table at £15 per head – ten tables to be sold, therefore income could be £1200)
 - To date tables sold are: Sarah 1, Janet 1, Sara 1, Glenys – partly filled, Bob 2 – nearly six.
 - Whilst there will be a card reader available for bar sales, please remind all punters to bring cash for the tote.
 - **ACTION: 4 tables to be sold**
 - **ACTION: When selling tables or seats, please inform them of**
 - i) menu – chicken dopiaza, red lentil dall, rice, poppadoms and ice cream dessert. Vegetarian curry is available – please keep a record of table requirements and forward to Glenys (glenys.lake@btopenworld.com). All dietary requirements need to be pre-booked as they will not be able to order/choose food on the evening)
 - ii) whilst there will be a card reader available for bar sales, please remind all punters to bring cash for the Tote;
 - iii) Covid – all we can do is to encourage people to be socially aware by asking them to take a lateral flow test before the evening and if they have a positive test, not to come.
- ACTIONS:**
(1) SB to provide lateral flow tests at the door.

(2) JT to ensure that hand sanitisers are available in the lobby, outside the toilets and on each table
(3) JT & FS to send copies of Covid advice provided by Glyndebourne and Ridgewood Wines respectively to committee.

iv) All names to be provided by table buyer for seating plan.

- **ACTION:** GL (Glenys Lake) to prepare table names with seating plan.
- **ACTION:** BL to have printed and prepared all betting slips for the tote
- **Cash float – ACTIONS** (1) Tote – JThom to provide £109 (2) Bar – NH to sort out his requirements. (3) JThom to make available card reader for the bar.
- **Bar stock:** 1 Firkin (72 pints of Harvey's IPA), bottled lager, bottles of red and white wine and Prosecco and soft drinks.
- **ACTION:** (1) BL to have a conversation with Keith Revoir re Harvey's wine (2) NH to discuss with Guy Osborne re draught beer.
- **ACTION:** The draught beer will need to put in place on the Friday so we will need to contact the users of the hall on Friday night (dog training classes) on the Sat morning (MHG Dance) to check that they will be OK for us to do this. (1) BL to contact dog training teacher (2) JT to contact MHG Dance.
- **Bar:** NH and CH (Carole Harrison) will run the bar but they will need help – possibly one or two others. **Who?**
- **Tote:** We need four people to operate the Tote – GL has volunteered and hopefully Tracey Boorman will be available if she has returned from holiday. We need two other people.
- **ACTION: Who will do this?**
- Prizes for winning owners – donation of 8 bottles of wine from a local supermarket or Harveys of Lewes;
ACTION: Who will do this?
- Betting pot for each race to be shared 50:50 i.e. half to winning punters (no odds) and half to HDCC;
- Betting tickets to be sold at £1.00 – no limit on number of tickets that a punter can buy;
- Raffle – 3 good quality prizes (whiskey, wine, etc). Suggestion that we try to secure a 'Day out at the Races' tickets at Plumpton, Brighton or Lingfield. **ACTION:** BL to contact Lynne Russell and Janet to sell tickets.
- **Parking: ACTION:** BL to ask Nigel Hellewell re parking and John to provide lights. We need volunteers to help with parking. **ACTION: Who will organise this?**

So, if we sell the races, the horses and 80 table places, we will near a total of £2000 before we take money at the bar, the Tote and the raffle.

7. SURVEY:

It was agreed by the Committee that the survey should be deferred until after the Race Night and the Bonfire – i.e. mid to late November. Also it was felt that having an HDCC white board for comments and suggestions at the Bonfire night on the 6th November probably wasn't a good idea.

8. LOTTERY:

JT reported much more interest in the Lottery and that to date 196 numbers had been sold. She added that she was aiming for the figure to be over 200 by the time of the next draw at the end of November.

It was agreed by JThom and JT that the system needed refining because it was difficult to follow who had been paying.

ACTION: JT to email JThom details of payments by cheque or cash in future.

9. GIFT AID:

BL reported that registration was now complete and we should know by 7th November whether or not it had been successful.

There was some discussion about how Gift Aid was claimed from HMRC. JThom said that name, address and tax status were needed. He would be able to go online and claim it back at the end of the tax year. All Gift Aid donations should be itemised separately.

SP to update the 'Just Giving' page on the web site once everything was finalised.

BL said that Gift Aid can be backtracked for donations, e.g. Lottery winners not claiming their winnings and giving them back to HDCC

10. ANY OTHER BUSINESS:

SB said that out of interest she had been looking into grants connected to the work she does (Civil Service) and there were quite a few possibilities – she will continue to investigate.

SP reported that she had been in touch with Jules Sherwood, a professional fund-raiser who had agreed to meet with SP and BL to talk over what we would need, also identify and introduce wealthy possible donors. The Committee agreed that this was a positive way forward.

11. DATE OF NEXT MEETING: Provisionally Monday, 18th October to finalise plans for the Race Night - 7.45 pm at Ailsa.

Meeting closed at 9.25 pm