

HADLOW DOWN COMMUNITY CENTRE

Minutes of Committee Meeting on Friday, 18th October 2019 at 'Ailsa' Waghorns Lane 7.30 pm

PRESENT: Bob Lake, Janet Tourell, John Thompson, Fiona Shafer, Rachel Lewis,

1. APOLOGIES: Nigel Harrison, Sarah Prall, Michael Lunn

2. MINUTES OF MEETING HELD ON 2nd August 2019: Signed as a true and accurate record

3. MATTERS ARISING:

Item 4: Treasurer's report

- It was agreed by the Committee that we need to develop a more detailed breakdown of income and expenditure headings e.g. donations and legacies, sponsorship, income through fund-raising activities, grants etc.
- **ACTION: Gift Aid – RL to re-send as some members had not received it.**

Item 5: Re-introduction of sug-groups

- Responsibilities within the Committee were discussed again in particular contacting the School to raise awareness of the project and try to attract support from both staff and parents. Most appropriate was to make a presentation to the school governors and therefore the chair, Vicky Richards, should be contacted
ACTION: SP
- A Village Organisations social event should be organised – BL has had a conversation with NH, as chair of the HDPFA and Guy Osborne, with regard to the staging of a 'Proms in the Playing Field (Park) to replace the annual Summer Fayre.
- Cheese Festival – FS said that Hortsed Keynes had organised one with High Weald Dairies and it had been very successful; possibly try to get a vineyard interested. **ACTION: FS to organise next year.**
- Business and Legal – FS still to contact Richard Buckland. Re contacting Uckfield solicitor – RL asked for the previous minutes to be corrected from RL to BL – has been done!

Item 6: Recruitment of new trustees and committee members

- A leaflet drop to all parish residents needs to be done as well as current hall user groups at the appropriate time i.e. when we have a more accurate idea of cost and at the point when we will begin fund-raising.
IACTION: BL & SP to liaise and produce a draft of the leaflet.

Item 7: Fund-raising through grants

- Peter O'Finnigan, a professional fund-raiser, has been contacted by BL and also SP knows another fund-raiser in Cade Street.

4. TREASURER'S REPORT:

JThom reported that there was £11,274.69 in the funds on 18.10.19. He distributed details of the account to the Committee members. JT thanked him for the breakdown of the Lottery funds which is useful for tracing renewals.

5. MJB Architecture letter and quotation

The Committee considered MJB Architecture's Conditions Requirements which, in addition to detailing the scope of the work to be done, offered to split the payment of the fee (£10k plus VAT) – the first half to be paid upfront and the second on completion of the work.

BL asked the Committee if we should re-invite tenders. We have to think of time and do we get three quotes? RL said that we should consider what is value for money and this was confirmed by FS.

The question of VAT exemption on a new build was raised.

ACTION: BL to check exemption and how VAT would be claimed back

ACTION: BL to contact MJB re the tender – the Committee felt that as the original contract had finished other tenders should be looked at.

JThom questioned how much needs to be paid out before starting work.

BL replied by stating that all other fees should be included in grant applications and additionally met from other forms of fund-raising.

FS asked if the Playing Field Committee had thought of contributing to the HDCC fund? BL felt that the PF Committee wasn't in a position to do this given a number of future priorities that it needs to address such as the purchase of further equipment. However, it was pointed out that other village organisations were going to raise money for the fund.

Re. the matter of fund raising, BL said that it appeared most likely that there would be no Summer Fayre next year but there was the possibility of a 'Proms on the Playing Field'? If so it would need to be organised jointly by HDCC and HDPFA and clearly we should start planning for it soon.

ACTION: BL to contact Mike Barber.

RL raised the issue of contributions 'in kind' and whether or not these could be used as part of any partnership funding.

BL said that we need an accurate business plan

JThom questioned the estimates received

6. Recruitment of new trustees and committee members

All the Committee agreed that age was a problem with possible new recruits as most are of retirement age.

FS questioned whether Tinkers Park had a younger volunteer base and perhaps we should investigate as to why?

JT said that she thought it important that any new volunteers shouldn't be faced with too much but gradually introduced into the Committee/ Sub-committees.

BL thought that we should push the 'skills' aspect of committee/fund-raising and RL agreed that there needs to be a perceivable 'reward' at the end of it.

There was a discussion as to how we could recruit future volunteers:

RL – emphasise being part of a village and contributing a certain amount of time a month. She felt that something like the 'Cheese Night' and having 'ambassadors' per table with a captive audience might work

BL- said the lack of and diminishing number of volunteers was a challenge for all the village organisations. He wondered if it was a matter of not 'getting our message out there' and cited an example of a current member of the Variety Club who had lived in the village for five years and was interested in amateur dramatics but wasn't aware of the existence of the Variety Club.

FS thought that a sense of well-being should be worked on and the need to put more into village life.

RL suggested a village DVD

ACTION: BL to contact Dom Hartley re DVD and JT to contact Piers Bishop about same

FS thought that 'Volunteer Vouchers' to each household in return for food and drink and a skills exchange might be considered.

RL thought that vouchers could be put through every door with the DVD.

A 'Volunteer pound' was mentioned?

7. Awards for All application for liaison post

BL and RL reported that some of the details sent to the Big Lottery had been questioned as incorrect so there would be a delay in application. RL said that it would be just a 'cut and paste job' to correct.

ACTION: JT to do this

8. HDCC Lottery update:

JT reported that renewals would be sent out before the Christmas Market draw. There were a few new members and she was working on building numbers. She had changed the renewals times to Spring, Summer, Autumn rather than specifying months because it made it easier. She said that she is still finding it hard to trace members with standing orders.

JThom suggested offering a free ticket to every new member with their 'welcome pack'

ACTION: BL to contact Sally (VH) re putting winners names on the hall noticeboard.

SP to put names of winners on to the HDCC web site – JT to email her.

JT to ask Eddie to put names on to the Village web site.

BL to arrange for printing off more Lottery forms.

9. AOB

RL mentioned the glass cabinet for the HDCC [it is currently taking up room in the Church!!!]

ACTION: BL to ask Graham!!!!

RL to fund raise for a 'welcome pack'

ACTION: BL to consult and write application

10. DATE OF NEXT MEETING: 10 December 7.30 pm Ailsa (revised for 10th January 2020)

Meeting ended: 9.35 pm