

MINUTES OF THE HAVA MEETING

Held on 11th April 2017 at 18:00 – 20.30

Attendees	Present	Apologies	Absent
Calei Smith (Chair)			x
Jude Smith	x		
Deborah Howarth	x		
Dominik Klinikowski			x
Christine Underwood	x		
Maureen Lindsay	x		
Leon Corbett (LTO)	x		
Lucinda Yeadon		x	
Christine Green	x		
Kizzy Sheehan		x	
Tim Clarke	x		
Sarah Horsley	x		
Tony Mullin	X		
Steve Skinner	x		
Alex (finance)	x		

Item	Action
1	Apologies were received from Lucinda and Kizzy
2	<p>The Minutes of the last meeting were agreed.</p> <p>Action log</p> <ol style="list-style-type: none"> 1. Steve and Leon have met to prepare a draft plan and this will be discussed later in the meeting. 2. Jude and Leon have both tried to contact Calei with no success 3. Board Nomination forms have gone out with all the newsletters 4. The display boards have now been received 5. Leon is to contact the challenge later in the year. 6. The Board have been emailed and no objections to the 1st of July were received so planning has started for the Fun Day.
3.	<p>The terms of reference was discussed and the following amendments were proposed.</p> <ol style="list-style-type: none"> 1. Any Board members being asked to leave for contravening the agreed “How we work together guidelines” or being asked to leave the Board

Item	Action	
<p>because of their behaviour, cannot re-join the Board for a Period of 5 years.</p>		
<p>2. Nominations for new Board members can be made at any time up to or at the AGM itself.</p>		
<p>3. The 2 places reserved on the Board for the young and the hard to reach residents to be removed as these places have not been taken up</p>		
<p>4. Item e stating 8 voting members must be present to form a quorum to be changed to 50% of the Board members.</p>		
<p>5. The minimum numbers of Forums including the AGM is to be reduced to 2 from 4.</p>		
<p>These amendments were agreed on unanimously.</p>		
<p>Action. Deborah to email Lucinda and Kizzy as they were unable to attend to get their vote.</p>	Deborah	
<p>4</p>	<p>The draft plan was explained by Leon and amendments were made as he went through it. The plans for the park and the estimated costs received from Groundwork was discussed and the Board agreed to go ahead with the plans. Further amendments may be needed after the forum on the 22nd. It was decided to hold a separate meeting to finalise the plan on the 25th at 6pm to enable it to be sent off at the end of the month.</p>	Deborah Leon
<p>Funding for an extra worker or increased hours have been included in the plan and a discussion was held into the need for a Volunteer co-ordinator. It was agreed that maybe a 6 month contract for a volunteer co-ordinator to see how the role develops would be the better option.</p>	Deborah Alex	
<p>Action. Deborah to collate forum feedback and forward to Leon for completion of the plan</p>	Steve	
<p>Deborah is to go through all old minutes for Grants given</p>		
<p>Alex is to write to Martin to enquire about the Gardening grant he was given and if it was used.</p>	Deborah Leon	
<p>Steve is to contact Stuart Byrne for any feedback he may have on the plan.</p>		
<p>Some discussion was held on if match funding was available for the Park project and once the plans have been finalised this can be looked into.</p>		
<p>Action Deborah and Leon to look at match funding</p>		

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<p>5 The Forum will start at 11am on the 22nd of April and we can get into the Conservative Club at 10.30. Each sub-group will have their own display boards and need to be designed before the day. If any help is needed in doing this Deborah is available to assist. Tim has kindly offered to help Deborah transport the boards on the morning of the forum.</p>	Deborah Sarah
<p>Action Deborah and Sarah to visit the Club to finalised arrangements and see about soft drinks being available as well as the tea and coffee and light refreshments already arranged.</p>	Deborah Sarah
<p>Tony from the Big Local has agreed to Chair the AGM and representatives will be present from the Cardigan Centre. Board members were encouraged to invite as many people as possible. Details and findings of the recent complaint will be available should they be required. Nomination forms were given out to those Board members present that were due for renewal. Jude advised the Board that due to a change in job she would be moving from the HAVA area in the summer but would be happy to continue to serve until that time. Christine Green and Christine Underwood stated they would be happy to read out the HAVA review at the AGM and Steve offered to write it.</p>	Steve
<p>Action Deborah to invite Stuart Byrne</p>	Deborah
<p>Maureen explained that when we looked at the sub groups the skills and volunteers and the community action group were very similar and would therefore from now on just meet as the community action group.</p>	
<p>She went on to show some presentations she has done for the display board.</p>	
<p>Sarah gave feedback on the communications group and offered help to the other groups if they need it.</p>	
<p>Christine Green explained how she thought the park plans were for the benefit of the whole community and was keen to get it started.</p>	
<p>Action Deborah to contact Groundwork and see how soon things can be started,</p>	Deborah
<p>6 There followed a brief discussion on community usage of the photocopier and this will be put onto the agenda for next time.</p>	
<p>Action Deborah to add to May's agenda and to look through old minutes to see if anything had previously been agreed</p>	Deborah

Item

Action

7 Alex produce the latest finance spreadsheet for everyone to look at. Due to time it was agreed that if any questions arose, the Board could contact Deborah and if she couldn't answer the question she would find the answer out from Alex.

There will be a plan review meeting on Tuesday April 25th 6pm, and the next full Board meeting will be Tuesday 9th May at 6pm

The meeting finished at 8.30

Item

Action

4.9

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