

Minutes of Hava Committee Meeting Wednesday 11<sup>th</sup> May 2016  
Cragside Community Centre

After refreshments the meeting started at 6pm

Present. Christine Green, Jude Smith, Tim Clarke, Michael Keenan, Michaela Vickers, Kizzy Sheehan, Leon Corbett, Christine Underwood, Trevor Underwood, Maureen Lindsay, Martin Newton, Barbara Brett, Dominik Klinikowski, Calei Smith, Neil Warshaw, Gavin Dorman, Deborah Howarth

Apologies Duncan Scobie, Lucinda Yeadon

Calei Smith chaired as Duncan was absent, after quick introductions the minutes of the previous meetings were agreed.

The officers were elected and Duncan Scobie will remain as Chair and Calei as Vice-chair, Michael Keenan will take over the role of treasurer and Deborah Howarth will act as secretary but will excuse herself from meeting should any discussions be held regarding staffing or any other confidential items.

Deborah reported that she has been unable to find out who has received grants in the last year as the minutes did not record the full details. Calei and Deborah are to look and see if they can produce something from notes and accounts.

Neil reported on the changes at the Cardigan Centre and a detailed sheet of accounts was produced for the Board to take home look at and come back with questions. Items marked in green (the majority) have a paper trail the yellow have partial ones and the red are still being investigated. A small group is to be formed to go through them in detail and Keon will take over the monthly finances in future.

A meeting was held with the Parks and Countryside and various ideas were outlined, however the ground maybe unsound and a survey needs to be done. Goal posts can be looked at but changing rooms are not need as the area will never be suitable for matches. Costings of goalposts have been obtained and an email to be sent to clarify on if we have permission to go ahead and who maintains them. Liability for these and the discussed skatepark was discussed and it was decided a large disclaimer notice would be required.

The Kirkstall Festival has been booked and Kizzy has offered the use of her gazebo for the day, the board were asked to be available for at least some of the day and to let Deborah know when they are. Details of volunteering opportunities, volunteer forms and a suggestion box (with forms) to be produced for the day.

The organising of the Fun Day is well under way with the field booked, music licence applied for and first aid cover sorted. It has been put on facebook as well as been promoted by word of mouth and email and a good few stall from local community groups and individuals have already been received. As it's the first year no charge will be made for any stalls. A small sub-committee was formed to help and this consists of Christine Green, Kizzy, Tim, Maureen and Calei (from July).

The Scarecrow festival will be held on the Saturday not the Sunday as previously recorded. Maureen and Christine Green to assist with this.

No update on the ownership of the Triangle was available but a discussion was had re the development and it was decided we should try and get local people involved before outside contractors to promote community spirit.

The newsletter is to be produced by the end of May and then quarterly from then on.

The Board agreed to have leads on each area and these are as follows:-

Greenspaces – Kizzy and Michaela

Finance – Mick and Leon

Health and Wellbeing – Maureen and Trevor

Grants – Kizzy and Martin

A forum was requested and this is to be looked into possibly in June depending on the availability of the hall,

The Grant structure needs to be looked into as there seems to be no clear guidelines. Leon will bring examples in for the Board to think about the requirements. Kizzy will look at re-designing the grant application form as it does not seem to meet the needs at present.

Some grant applications were discussed and the ones from the Women's group and the Children's centre were sent back for further details. The application from the Look Here Look now group was rejected as it was felt as it was being run by Leeds City Council they should fund it all, and no clear costings were provided. The other 2 applications are to be discussed later as time was running out.

Martin gave his thanks for the new mini bus that has arrived and is now promoting HAVA as well as Hops in the area.

A short discussion was then held by the board members and the minutes of this if there are any will be distributed separately.

Next meeting is Wednesday 8<sup>th</sup> June 6pm at the Cragside Close Centre