

MINUTES OF THE HAVA MEETING

Held on 12th December 2017 at 18.00-.20.00

Attendees	Present	Apologies	Absent
Deborah Howarth	x		
Cherie Cartwright (treasurer)	x		
Christine Underwood		x	
Maureen Lindsay (chair)	x		
Leon Corbett (LTO)	x		
Lucinda Yeadon	x		
Christine Green		x	
Kizzy Sheehan	x		
Tim Clarke (vice chair)	x		
Steve Skinner		x	
Robert Esterine	x		
Tony Marshall	x		
Sam Peters Esterine	x		
Stuart Byrne		x	

Item

Action

- | | | |
|---|--|--|
| 1 | <p>Apologies –Steve, Stuart, Christine Underwood and Christine Green</p> <p>Everyone introduce themselves to Tony the new Board member who was welcomed to the Board.</p> | |
| 2 | <p>Minutes of the last meeting were agreed</p> | |
| 3 | <p>Action Log. Leon has spoken to Sarah Horseley about youth work in the area and she is trying to arrange a meeting with all concerned and to get clarification on external agencies using the YMCA building. A discussion was held as to If the School could be a possible venue for Roberts youth group when the building works are finished, If the YMCA building is not available. Deborah to enquire.</p> <p>Leon has received clarification with regards to the paying of grants. If an applicant lives outside the area and is providing a service for the HAVA area that is acceptable, grant money is for the benefit of the HAVA area and residents.</p> <p>The Christmas tree has now been erected and lit, this has been well received and local children have even started to decorate it rather than destroy it as feared. There have been lots of positive comments on facebook.</p> | |
| 4 | <p>The trip to the playhouse to see The Lion the Witch and the Wardrobe was</p> | |

Item		Action
	well attended and the choir that performed for us were very good.	
	<p>Ewen Metcalf joined us for the meeting to explain about the Kirkstall Forge project and how they are wanting local young people to sign up for the 2 week free trial work courses on offer with the possibility of moving on to apprenticeships. These are not just for building they will include Catering, Administration and hospitality. The development will be built in stages offering various opportunities at different times and will probably take about 8 – 10 years to complete. Leaflets were given out for the Board to read.</p>	Deborah
5	<p>Action Deborah to put the details on the website and copy leaflets for distribution to anyone interested.</p>	
	<p>The park project has now been submitted to planning and a decision is expected by 11th January which is slightly earlier than first expected. The agreement from Groundworks was presented to the Board for reading and agree to the Chair signing,</p>	
	<p>When the planning permission has been granted and the designs received from the contractors a forum will be arranged for the residents to choose which design they prefer. It was decided that this could be combined with a skills day to promote courses and training available in the area.</p>	Deborah
	<p>Action Board members to email Deborah with regards to the Ground works agreement so it can be signed.</p>	
6	<p>A full breakdown of the costs with regards to the park were not available as the bills have not been presented yet. The end of the financial half year was at the end of November and Leon will provide a print out for the next meeting. Lucinda did not partake in the discussion regards the costing for the park to prevent a conflict of interest.</p>	
	<p>Action Leon to provide financial breakdown for January 2018 meeting</p>	
7	<p>Tim reported that the plans for the Carols on the Roundabout were going well. Stewards would be manning the roads to prevent accidents. The song sheets have arrive and a generator has been loaned so we can power the keyboard and lights around the gazebo. As well as the Keyboard we will have a guitarist and percussion to accompany the signing. Hot Chocolate and Hot Ribena spice will be served. Can helpers please meet at the office for 3.30 to start erecting the Gazebos etc.</p>	Deborah
8	<p>A signing in sheet is now in the office so we can monitor the visitors and the effect on the work done in the office. An awayday was discussed as this was felt to be of benefit last year. Action Deborah to contact Steve to arrange It was felt that the charging for photocopier usage would be discussed at the away day as well as the future of the newsletter. Dates for the events in 2018</p>	Deborah

Item

Action

should be decided on at the away day to assist with planning.

Due to changes at work some people are unable to get to meeting for 6pm so it was decided that future meetings will start at 7pm, starting from January 2018. Any action groups or external meetings that are held the minutes will be brought to Board meetings in future to be discussed in brief.

It was felt that more training was needed by some Board members

Action Deborah to look into Safeguarding and food hygiene courses

8

Should any Board member have any work for Deborah to carry it out it was requested that they either email her or text her with the details so that the workload can be monitored and prioritised easily.

It was agreed to pay off Debbies Lieu time of 50 hours in the Dec pay –

Action Leon to discuss with Sadia to get this paid in Dec 2017 pay

It was mentioned that some local residents feel lonely and it was felt that this could be discussed at the away day.

The meeting finished at 8pm.

The date of the next meeting will be January 16th. This is a week later than normal due to the Christmas Holidays.

Item

Action

Item

Action

Item

Action

4.9

5.1

Item

Action

6

7