

## MINUTES OF THE HAVA MEETING

Held on 18<sup>th</sup> ~~September-October~~ 2016 at 18:00 – 20.15

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	*	
Trevor Underwood			x
Christine Green	x		
Kizzy Sheehan	x		
Tim Clarke	x		
<del>Steve Skinner</del> <del>Michaela Vickers</del>	<del>x</del>	<del>*</del>	
<del>Steve Skinner</del>	<del>*</del>		

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### Item No

**1. THIS IS A FOLLOW ON MEETING FROM THE ONE ADJOURNED 11.10.16. A DISCUSSION WAS HELD WITH ANNE SHERIFF FROM THE BIG LOCAL RE A COMPLAINT FROM MICHAEL KEENAN.**

**1.1 ANNE IS TO PRODUCE A REPORT ON HER FINDINGS BY 10<sup>TH</sup> NOVEMBER 2016.**

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**3. MINUTES OF THE PREVIOUS MEETING –**  
Minutes were agreed as accurate.

### 4 Action Log

All actions were signed off as completed:

- Community Forum planning -meeting held



- Review of Work done with Leon completed by Deborah



- Staff update on agenda



- HAVA Website- Administration Access now received



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Item No		ACTION
5	<p>• <a href="#">HWCA</a> have confirmed they have been paid</p> <p>LTO Agreement</p> <p>A lengthy discussion was had regarding the LTO agreement and the options available. Concerns were expressed over some of the previous issues with the Cardigan Centre. Of the 4 options presented it was decided that options 2 and 3 were not viable. Option 1 was to continue as at present for the next 6 months and see how things went, Option 4 was to tender for LTO. It was pointed out that it may take 6 months to sort things out and tender. It was put to the vote and it was decided 9-0 to go for option 4 to put out for tender and to invite the Cardigan Centre to apply. The new LTO agreement would look to start 1<sup>st</sup> April in line with the financial year. It was agreed that a clear defined role for the LTO should be defined and this will be done in a separate meeting by the sub-group. (Jude Smith, Lucinda Yeadon, Kizzy Sheehan, Christine Green, Steve Skinner and Stuart Byrne)</p> <p>Steve Skinner is to look into the legality of the Board signing the LTO, agreement as they are not a legal entity in their own right.</p>	<p><b>Board</b></p> <p><a href="#">Jude,</a> <a href="#">Lucinda,</a> <a href="#">Kizzy,</a> <a href="#">Christine G</a> <a href="#">&amp; Steve</a> <a href="#">Skinner</a></p> <p><b>Steve Skinner</b></p>
5.2	<p><b>VOLUNTEER CO-ORDINATOR ROLE</b> TO BE DISCUSSED AT A LATER DATE DUE TO TIME</p>	
5.3	<p><b>HAVA PLAN</b></p> <p>Next year's funding needs to be drawn <del>down</del>,<a href="#">down</a>; Steve Skinner advised that funding can be requested without the plan. A vote of 7 yes and 2 abstaining was taken and Calei is to ask Alex to do this. Last <del>years</del><a href="#">year's</a> plan was under the headings of Green Spaces, Healthy Living and Skills. Sub groups are to be formed to develop this <del>years</del><a href="#">year's</a> plan for presentation to the Board for approval. Steve Skinner is to send out guidelines for this.</p> <p>These groups are</p> <p>Green Spaces – Lucinda, Christine Underwood, Kizzy and Jude</p> <p>Healthy Living – Maureen, Christine Green, Tim</p> <p>Skills <a href="#">and Volunteers</a> – Maureen and Dominik</p> <p>Communications <a href="#">and Marketing</a> – Calei, Kizzy And Christine Green</p> <p>Grants – Jude, Maureen and Tim</p>	<p>Calei</p> <p><b>Steve</b></p> <p><a href="#">Steve/Calei</a></p>

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<p><a href="#">Steve discussed a HAVA-equivalent group who had an away day to agree what the subgroups were and what they could do. Steve is to send this to Calei to circulate.</a></p> <p>Deborah will assist and support all groups and a plan of action for any other work required will be sent out. <a href="#">Each group needs to contact Debbie to arrange her completing the minutes for the meeting so that information is shared with all the HAVA board.</a></p> <p>The meeting ended at 20.15</p> <p>The date of the next meeting is <del>Tuesday 9<sup>th</sup> November 6pm</del> to be advised</p>	HAVA
<b><del>4 ORGANISATIONAL MATTERS:</del></b>	Formatted: Strikethrough
<p><b><del>4.1 CODE OF CONDUCT</del></b>  <del>This was circulated in advance of the meeting for everyone to read. Calei talked about respect; everyone has a right to speak but should also respect others views and opinions, even if they are not the same as yours.</del></p> <p><del>Calei asked the group to remember why we are all part of the HAVA group.</del></p>	Board
<p><b><del>4.2 SUSTAINABILITY</del></b>  <del>A meeting is still to be held and Deborah will assist if needed.</del></p>	Board
<p><b><del>4.3 COMMUNITY FORUM</del></b>  <del>Separate meeting to be held Monday 12<sup>th</sup> to finalise as could be a lengthy discussion.</del></p>	Deborah
<p><b><del>4.4 LTO review/agreement</del></b>  <del>A new LTO proposed agreement was passed out to the Board and this will be discussed in detail at the next meeting. If any questions are raised before then Deborah is to collate them and send the whole list to Leon. Deborah is to provide a short review of the work done with by her by Leon and the LTO.</del></p>	
<p><b><del>4.5 Financial update</del></b>  <del>Mick gave a financial review. The accounts are now sorted there is just a matter of finding out from DWP what is to happen regarding the under spend of £1143.01 from the website. Thanks were given to Mick and Alex for their hard work in resolving the issues. Mick will email the Board to ask whether n the underspend has been resolved, and a further meeting is to be held with Alex regarding Alex regarding the next draw down.</del></p>	Mick
<p><b><del>4.6 Staff update</del></b>  <del>Leon gave an overview on Rozina's exit interview and outlined some</del></p>	Leon/Calei

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<p><del>proposals for future staffing needs. Leon to email Calei with full proposals for discussion at next meeting.</del></p> <p><del>Maureen and Christine Underwood are happy to continue looking at the role of the Volunteers and co-ordinator.</del></p>	<p><del>Maureen/ Christine Underwood</del></p>
<p><b>4.7 HAVA Website</b> With regard to the HAVA website Calei is to contact Duncan re administration access so that there is only one HAVA website</p>	<p>Calei</p>
<p><b>4.8 Templates for minutes, agendas and action logs</b> The templates for the Minutes and Agenda were agreed and only 7 copies of documents to be printed in future to save on waste. A request for Agenda items will be sent out a week before the meeting and the Friday before the meeting the full Agenda will be sent out to all, after the Chair has approved it. The chair will review the minutes before they are circulated. The HAVA board member <b>must</b> review the minutes in the first week they are circulated, so that the meeting is not delayed by amendments and revisions.</p>	<p>Deborah</p>
<p><b>5 Green Spaces &amp; Environment</b></p>	
<p><b>5.1 Park Update</b> Mick gave an update on the park. The goalposts that had been ordered which were LCC approved have been found to be 16mm too thin for their standards. These can be replaced, however there will be a cost of £220 just to return them. As LCC approved the order in the first place, Mick advised that he would be asking LCC to pay for this and the VAT costs (as agreed), as this is their error, and is awaiting a reply.</p> <p>Tender has gone out for 4 twin swings, 4 benches and a climbing frame. Costs for this currently seem to be around 30K with VAT to be added. Rubber crumb matting is also required and 4 bins quotes for these have yet to be obtained. With regards to the equipment LCC will charge a commuted cost and these have yet to be advised. Mick to update as this progresses.</p>	<p>Mick</p>
<p><b>5.2 Skateboard park / gym equipment update</b> Skateboard and gym equipment has not yet been looked into as these are planned for a later phase in the project.</p>	
<p><b>5.3 Co-op triangle, "Village Green"</b> There was no time to discuss this and there has been nothing to report on the green triangle as ownership has not been established.</p>	
<p><b>6 Healthy living and wellness</b></p>	
<p><b>6.1 Fun Day</b></p>	

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<p><b>6.2</b></p> <p><del>Scarecrow Walk</del></p> <p>The Scarecrow Walk is in progress and posters have gone up promoting the walk and the building group on the 24<sup>th</sup>. Prizes were discussed and it was decided cash prizes would be appreciated and 3 of £5 to be given. Maureen will contact the school and other organisations with entry forms.</p>	<p><b>Maureen</b></p>
<p><del>7</del></p>	
<p><del>7.1</del></p> <p><del>Grant applications</del></p> <p>There were no grant applications received this month and the grants committee are due to meet 13<sup>th</sup> September. The Grant sub group will look at any applications received and request further information if needed to save time at Board meetings</p>	
<p><del>7.2</del></p> <p><del>Grant payments</del></p> <p>HWCA are saying they still have not been paid. Deborah had received an email from Alex saying he had requested their bank details, so the payment can go through. Christine Green offered to go to HWCA to remind them to send their details. Deborah to check they received this.</p>	<p><b>Deborah</b></p>
<p><del>8</del></p>	
<p><del>A.O.B</del></p>	
<p><del>8.1</del></p> <p>There are now 2 places available on the Board and the Board were advised to let anyone know they think may be interested. This will need to be advertised and needs to be on the Community Forum agenda.</p>	
<p><del>The meeting ended at 8.45</del></p>	
<p><del>DATE AND TIME OF NEXT MEETING</del></p> <p>The next meeting will be held on <del>Tuesday 11<sup>th</sup> October at 6pm</del></p>	

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