

Minutes of Hava Committee Meeting Tuesday 19th July 2016 Cragside
Community Centre

After an informal discussion the meeting started at 6.10

Present Christine Underwood, Steve Skinner Leon Corbett, Maureen Lindsay, Jude Smith, Christine Green, Mick Keenan, Kizzy Sheehan.

After a brief informal discussion the meeting started at 6.15

Jude Smith agreed to Chair the meeting on a temporary basis until a new chair is elected.

1. Apologies Barbara Brett, Tim Clarke, Trevor Underwood

2. The minutes for the previous minutes were passed.

3. Matters Arising

Community forum date was agreed to held on 24th September after the Scarecrow building. Starting at 3pm. Action point to be advertised at the Fun Day.

Goalposts — a set are to be ordered through Leeds City Council as they can claim the VAT back and therefore save 20%. Leeds City Council are to fit these for free. Sadly following a survey both post can't be fitted together to make a full pitch. The posts will be moved on a regular basis to keep them useable for longer by Leeds City Council at not cost to HAVA.

A discussion followed on the park equipment and Skateboard park. Action Mick to get quotes on park equipment and skateboard park, as well as Gym equipment.

A discussion was held as to why it had taken so long to get anywhere, Christine Underwood stated that no decisions were ever made by the old Board and she was always voted down. Now we have a new Board we can now move forward. A vote was held regarding looking at 4 twin swings 4 benches and a climbing frame for the older children and fencing for around the younger play area. Motion was passed by 4 votes for and 2 abstentions.

A meeting is to be held on Thursday 21st to hopefully finalise the old financial statements and DWP money so we can move on. Eileen to be consulted to finalise any outstanding issues. HWCA was not issued with the Grant last year but this has now been rectified. Action Mick to finalise finance reports and contact Eileen.

The grant application structure has been looked at and new forms have been produced, these were passed amongst the Board members for discussion. The new forms were agreed on with a proviso that if appropriate when a grant was accepted a request for voluntary services to be offered to HAVA. A new grant application website has been opened (www.havagrants@yahoo.com). A grant action group to be formed and to meet in the first week of the month to discuss applications to allow time to get any further information for presentation to the Board. Further discussion was held on maximum limits and after a few votes a maximum grant was E4000. This limit is to be looked at again in December . Action. Deborah to look at grants website end of every month to pass to Grants Action Group.

A discussion was held on HAVA sustainability it was agreed an action group would be formed to look at this. Action Christine Green and Christine Underwood to look at this with support from

Deborah if needed.

The letters have been sent to the Board advisors regarding not attending all meetings. Action Christine Green to send letter of thanks with Christine Underwood to assist.

The photocopy was purchased with DWP money — Eileen gave to Hops the photocopier with the agreement they paid for the inks and toner, with the provision for HAVA to use it for the next 5 years but not for bulk copying. Action Mick to see if this can be extended and to clarify useage of minibus agreement

Steve Skinner handed out a Job description for the Chair and the roles of the Board. He pointed out that Board members were all volunteers and therefore were only expected to put in the time and effort they had free. Chair nominations were invited and to allow time for the Board to think about if they want to stand nominations will be asked for at the next meeting.

Leon gave an update on the staff and advised that the role of volunteer co-ordinator for the next month will concentrate on getting volunteers for the fun day. A volunteer action group is to be formed to discuss the role of the Volunteers and how they are utilised. Action Maureen Lindsay Christine Underwood with Assistance from Leon to form group. Once Action groups are up and running Leon will take a step backwards.

An update of the volunteers in position was given and a discussion was held re expenses. It was decided not to buy bus tickets in bulk until after the volunteer action group had met and decided on the way forward. It was agreed to give Deborah f100 expenses for use on projects. Action Leon to get Deborah the money, Deborah to set up spreadsheet for expenditure.

A discussion followed regarding HAVA branding for Board, staff and volunteers it was decided for the Fun day to get some iron on letters for the fluorescent jackets we already have and t shirts and sweatshirts to be priced up. Action Deborah to purchase lettering and quotes for merchandise.

The public liability has now been looked at and to cover HAVA for outside events would incur an annual fee of E383.25. This expenditure was passed.

A quick discussion was held on the fun day and an updated schedule was given to the Board, this is becoming a very popular event with more people wanting to come daily. A lot of help on the day will be needed and as many Gazebos as possible.

A proposed plan for possible work in Hawksworth Wood was looked at and this was pended as no prices were included. Action Deborah to speak to Jon regarding plans

Grant applications were discussed. After a good deal of discussion it was decided to grant the Children's Centre E4000 towards the all weather canopy with the Council providing the other €148. The application for courses to be run at the centre was declined. Action Jude to send letters

The Next Board Meeting is after the Fun Day on TUESDAY 6th September 6pm Cragside Close

A Fun Day meeting is to be held Wednesday 27th July 6pm Hava office
Volunteers Action Group 2nd August 10am Hava Office
Grants Actions Group 10th August 10am Hava Office

The meeting ended at 8.30