

MINUTES OF THE HAVA MEETING

Held on 6th September 2016 at 18:00 - 20:45

Attendees	Present	Apologies	Absent
Calei Smith (Acting 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		
Mick Keenan	x		
Kizzy Sheehan	x		
Tim Clarke	x		
Michaela Vickers		x	
Steve Skinner	x		

Item NoACTION

1.		
1.1	APOLOGIES RECEIVED FROM LUCINDA, MICHAELA AND JUDE	
2.	<p>MINUTES OF THE PREVIOUS MEETING —</p> <p>Minutes were agreed as accurate subject to revisions after amendments were made:</p> <ul style="list-style-type: none"> • Michael was only looking at the gym equipment in the brochure not looking into purchasing • Christine Green is not sending a thank you letter to the advisors for their help, a visit was arranged instead 	
3	Action Log / Matters Arising	
3.1	<p>ACTION LOG</p> <p>Useful telephone numbers have now been received.</p> <p>Finance details still not fully available for newsletter or website, as Mick is finalising the reports. Once they are done, they would be added to the Mick Christine website. and</p> <p>The sustainability meeting is still to be held.</p> <p>Update on Photocopier and minibus use given. Photocopier agreement to be taken over by HAVA.</p>	<p>Christine Leon</p>

Deborah T-shirts, hoodies and badges to be looked into as 'high vis' vests ok for

outside.

Deborah Regarding the Hawksworth Wood plans, no prices have been received yet.

Grant letters have been sent to the Children's Centre regarding the canopy. Jude

3.1 SEE POINT 2

3.2 AS POINT 3

3.3 MATTERS ARISING.

Chair and Deputy chair nominations to be sent to Deborah in the next

ALL couple of weeks for voting at next meeting. You may nominate yourself or someone else, but you must first check with the individual you would like to nominate to see if they are happy to do this. Please read the document shared by Steve Skinner regarding the role required of the meeting chair.

4 ORGANISATIONAL MATTERS:

4.1 CODE OF CONDUCT

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.

Calei asked the group to remember why we are all part of the HAVA group. Board

4.2 SUSTAINABILITY -Board A meeting is still to be held and Deborah will assist if needed.

4.3 COMMUNITY FORUM —

Separate meeting to be held Monday 12th to finalise as could be a lengthy discussion. Deborah

LTO review/agreement

4.4

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.

Item No

ACTION

4.5 Financial update

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 underMick spend of E1 143.01 from the website. Thanks were given to Mick and Alex for their hard work in resolving the issues. Mick will email the Board when the underspend has been resolved, and a further meeting is to be held with Alex regarding the next draw down.

4.6

Staff update

Leon/Calei Leon gave an overview on Rozina's exit interview and outlined some proposals for future staffing needs. Leon to email Calei with full proposals for discussion at next meeting. Maureen/

Christine Maureen and Christine Underwood are happy to continue looking at the Underwood role of the Volunteers and co-ordinator.

4.7

HAVA Website

With regard to the HAVA website Calei is to contact Duncan re Calei administration access so that there is only one HAVA website

4.8

Templates for minutes, agendas and action logs Deborah

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 must review the minutes in the first week they are circulated, so that the meeting is not delayed by amendments and revisions.

5 Green Spaces & Environment

5.1

Park Update

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 E220 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.

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 Mick 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.

Item No

ACTION

Skateboard park / gym equipment update

5.2 Skateboard and gym equipment has not yet been looked into as these are planned for a later phase in the project.

I

5.3	<p>Co-op triangle, "Village Green"</p> <p>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>	
6	Healthy living and wellness	
6.1	<p>Fun Day</p> <p>The Fun Day went well with the Police and St John's Ambulance fortunately having nothing official to do. The Dog Show was well attended and the Rosettes were a big hit (thank you Christine Green). The Sports activities were well supported and the people organising that did a fantastic job. For next year, it was suggested and agreed that HAVA hold the Fun Day either just after the schools break up, or maybe in June before the schools finish. A date to be arranged for next year.</p>	
6.2	<p>Scarecrow Walk</p> <p>The Scarecrow Walk is in progress and posters have gone up promoting the and the building group on the 24th . Prizes were discussed and it wasMaureen decided cash prizes would be appreciated and 3 of f5 to be Maureen will contact the school and other organisations with entry forms.</p>	walk given.
7	Community Projects Fund — grants and load bids	
	Grant applications	
7.1	<p>There were no grant applications received this month and the grants committee are due to meet 13th September. The Grant sub group will look at any applications received and request further information if needed to save time at Board meetings</p>	
7.2	<p>Grant payments</p> <p>HWCA are saying they still have not been paid. Deborah had received an from Alex saying he had requested their bank details, so the paymentDeborah can go through. Christine Green offered to go to HWCA to remind them to send their details. Deborah to check they received this.</p>	email
8	A.O.B	
8.1	<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>	

The meeting ended at 8.45

DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 11th October at 6pm