

## **Minutes of Hava Committee Meeting Wednesday 8<sup>th</sup> June 2016 Cragside Community Centre**

After refreshments the meeting started at 6pm

Present. Christine Green, Jude Smith, , Michael Keenan, Leon Corbett, Christine Underwood, Trevor Underwood, Barbara Brett, Dominik Klinikowski, Lucinda Yeadon, Deborah Howarth

**1. Apologies:** Duncan Scobie, Martin Newton, Kizzy Shehan, Michaela Vickers, Steve Skinner, Calei Smith, Tim Clarke, Maureen Lindsay

**2. Minutes of the last meeting:** Jude Smith chaired as Duncan and Calei were absent, the minutes of the previous meetings were agreed.

### **3. Matters Arising**

**Parks and Countryside** Mick reported that he had been advised by the council that HAVA can put anything on the park area subject to approval, depending on what equipment was to be put there it could involve HAVA paying a maintenance charge. A discussion was held and it was felt that for a start the Goal post would be the most used equipment as in good weather the local children and teams use the field already. It was agreed that Mick could go ahead with looking at ordering these up to a cost of £2000. The rest of the park will be done in stages.

**Action Mick to resource goal posts and arrange with council for approval re fitting**

**Kirkstall Festival.** Confirmation of booking has been received and the Board signed up to help on the day. For those of you who were missing staff are still needed if you are free to promote HAVA.

**Newsletter** This was discussed and it was decided that we would get it printed this time and look at other options for the future. A useful telephone numbers list to be added as well as a tear off suggestion slip. Board will assist in the delivery when received. **Action Lucinda to provide useful telephone numbers list Deborah to amend newsletter and send to printers. All Board to deliver**

**Community Forum** No date has been set yet, the village hall is not available on a weekday evening until August. It was felt that with Kirkstall Festival in July and The Fun Day in August a forum would be in September when the next newsletter goes out.

**Grant application Structure.** This is being looked at and it was felt that clarity was need as to the criteria and amounts of the grants. Leon gave out copies of other grant applications he had for the Board to look at. A sub-committee is to be formed and all Board members to be informed of the date to avoid mis-understandings. **Action Leon and Kizzy to arrange meeting**

**4. Finance report.** This is still work in progress but the majority has been completed. A further meeting is to be held on Tuesday 14<sup>th</sup> June at 1pm. Thanks were given to those that have helped sort this matter out. In future monthly figures will be available and a simple pie chart is to be produced for the next newsletter to show what money has been spent and where and how much is still left in the pot. A finance report will also be put on the website for all to see. **Action Mick to put report on the website and to provide Deborah with details or pie chart for September newsletter.**

**5. Children's University.** An update of the university was given to the board to advise them and when the new head is in post at the primary school it will be discussed and hopefully moved forward. It was suggested that the Church Youth worker be contacted as well as he does work with the transition. **Action Maureen to contact Mark and the school.**

**6. Confidentiality and Board Structure.** The Board was again reminded about confidentiality and this was then followed by a discussion on the role of advisors. It was felt that advisors should be invited to Board meetings if it was felt their input was required rather than be at every meeting steering the group. Advisors would be written to. **Action Jude to send letter to advisors**

**7. Projects – Fun Day.** Plans for this are well underway with plenty of people contacting Deborah with regards to having stalls. The public liability insurance has still to be sorted but is in hand. We have a further planning meeting 30<sup>th</sup> June and is advertised in the newsletter. Poster to be done and distributed around the area and in shops. No funds have been spent at the moment on this project and costs will be kept to a minimum. **Action Leon to finalise insurance Deborah to produce posters**

**Volunteer Learning Plans** - these have now been produced and Leon explained how these would be completed with every volunteer and used to identify needs and opportunities. A sample of a Volunteer request sheet was also produced, this is similar to a job advertisement to be used by HAVA to show what volunteering opportunities are available. Some discussion followed as to the role of a volunteer.

**8. Grant applications Women’s Group swimming** – this was not granted as the majority of the money was for childcare and at present they have no place for the children to be looked after. Should this change a new application should be submitted.

**Sun Canopy for children’s Centre** Quotes still needed. **Action Jude to write to applicants and for future someone from the Grants sub-committee to be responsible for writing.**

## **9. Any other Business**

Mini-bus and photocopier usage for HAVA to be clarified. **Action Deborah to look at previous minutes.**

HAVA action plan to be produced. **Action Dominik to send Deborah previous plans and Deborah to produce new one.**

It was requested that we meet on a different day as a Board member was unable to make Wednesday’s. Next meeting will be on a Tuesday and discussed further as not all members were present. **Action Day of meeting to be discussed at next meeting.**

A short discussion was then held to discuss staff job descriptions at which point Deborah left.

The meeting finished at 8.50

**Date of next meeting TUESDAY 19TH JULY 6pm Cragside Close**